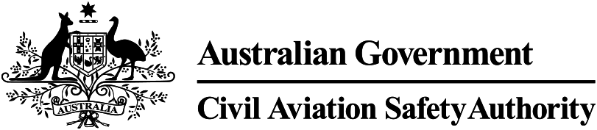
Official



February 2025

Guide to CASR Flight Operations Sample Exposition / Operations Manual



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and the places to which we travel for work. We also acknowledge the Traditional Custodians’ continuing connection to land, water and community. We pay our respects to Elders, past and present.

Artwork: James­­ Baban.

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This document contains guidance material intended to assist aviation industry, CASA officers and delegates 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.

Contents

[Revision history 5](#_Toc184716214)

[Introduction 6](#_Toc184716215)

[Limitations 7](#_Toc184716216)

[Instructions 8](#_Toc184716217)

[Cover page and preface 8](#_Toc184716218)

[Naming convention - Sample Exposition / Operations Manual 8](#_Toc184716219)

[Naming convention - Aircraft 8](#_Toc184716220)

[Naming convention - Head of operations / Head of flying operations and HOO / HOFO 8](#_Toc184716221)

[Sample text 9](#_Toc184716222)

[Finalising the document 10](#_Toc184716223)

[Glossary 10](#_Toc184716224)

[Revision history 10](#_Toc184716225)

[Distribution list 10](#_Toc184716226)

[VOLUME 1 Policy and procedures 12](#_Toc184716227)

[1.1 General – Organisation 12](#_Toc184716228)

[1.2 Safety policy 15](#_Toc184716229)

[1.3 Key personnel 16](#_Toc184716230)

[1.4 Administration of this document 22](#_Toc184716231)

[1.5 Record keeping and management 22](#_Toc184716232)

[1.6 Reference library 24](#_Toc184716233)

[1.7 Facilities and resources 25](#_Toc184716234)

[1.8 Management of change 25](#_Toc184716235)

[1.9 Operational personnel 26](#_Toc184716236)

[1.10 Management of alcohol and other drugs 31](#_Toc184716237)

[VOLUME 2 Aircraft operations 32](#_Toc184716238)

[2.1 Operational policy and procedures 32](#_Toc184716239)

[2.2 Crew members 36](#_Toc184716240)

[2.3 Carriage of passengers and cargo 38](#_Toc184716241)

[2.4 Instruments, indicators equipment and systems 41](#_Toc184716242)

[2.5 Performance 45](#_Toc184716243)

[2.6 Weight and balance 47](#_Toc184716244)

[2.7 Fuelling and oil procedures 47](#_Toc184716245)

[2.8 Fuel policy 50](#_Toc184716246)

[2.9 Risk assessments 52](#_Toc184716247)

[2.10 Flight planning 53](#_Toc184716248)

[2.11 Ground handling 57](#_Toc184716249)

[2.12 Collision avoidance 57](#_Toc184716250)

[2.13 Navigation 58](#_Toc184716251)

[2.14 Communications 59](#_Toc184716252)

[2.15 Pre-departure procedures 59](#_Toc184716253)

[2.16 Departure procedures 60](#_Toc184716254)

[2.17 En route and descent procedures 60](#_Toc184716255)

[2.18 Approach and landing procedures 61](#_Toc184716256)

[2.19 Adverse weather operations 63](#_Toc184716257)

[2.20 Emergency procedures 64](#_Toc184716258)

[2.21 Specialised operations 67](#_Toc184716259)

[2.22 Aircraft airworthiness 69](#_Toc184716260)

[VOLUME 3 Flight planning and preparation 70](#_Toc184716261)

[3.1 Routes 70](#_Toc184716262)

[3.2 Aerodromes and aircraft landing areas / sites 70](#_Toc184716263)

[VOLUME 4 Training and checking 71](#_Toc184716264)

[4.1 Rotorcraft 71](#_Toc184716265)

[VOLUME 5 Safety management system, human factors and non-technical skills 92](#_Toc184716266)

[5.1 Safety management system 92](#_Toc184716267)

[5.2 Human factors & non-technical skills (HF / NTS) training program 92](#_Toc184716268)

[VOLUME 6 Volume 6 - Dangerous goods 94](#_Toc184716269)

[6.1 Dangerous goods manual 94](#_Toc184716270)

[VOLUME 7 Fatigue management 95](#_Toc184716271)

[7.1 Fatigue management manual 95](#_Toc184716272)

[VOLUME 8 Drug and alcohol management plan 96](#_Toc184716273)

[8.1 Drug and alcohol management plan (DAMP) 96](#_Toc184716274)

[VOLUME 9 Forms and compliance matrices 97](#_Toc184716275)

[9.1 Forms 97](#_Toc184716276)

[9.2 Compliance matrices 98](#_Toc184716277)

Revision history

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

1. Revision history

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Date | Parts/Sections | Details |
| 3.0 | February 2025 | All | New template and content updated to reflect transition period timetable and new exemptions |
| 2.0 | April 2022 | All | Second issue |
| 1.0 | March 2022 | All | First issue |

Introduction

This Guide is aligned to the CASR Flight Operations Sample Exposition / Operations Manual template.

The sample exposition / manual and this accompanying guide are part of CASA’s guidance documents designed to assist operators with fulfilling their obligations under Parts 119, 133, 135 and 138 of the Civil Aviation Safety Regulations 1998 (CASR). The guidance documents include individual Acceptable Means of Compliance / Guidance Material (AMC/GM) documents for each CASR Part, multiple Advisory Circulars (ACs) that expand on specific topics and a specific sample template for a Part 138 operations manual (mustering).

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.

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

Operators interested in using the MAAT version can register to obtain a login and take online training (approximately 1 hour). Further information is available on [CASA’s website](https://www.casa.gov.au/resources-and-education/our-systems/manual-authoring-and-assessment-tool).

The contents in this Guide, the associated Word sample template, and the MAAT templates have been structured in a logical order and provide clear references to the legislative requirements.

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.

This Guide assists operators using the associated CASR Flight Operations Sample Exposition / Operations Manual template in Word format. It is intended to support the user in the development of their exposition / operations manual. 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.

Where the sample documents include procedures for operational activities that are not carried out by your organisation, or not applicable in your circumstances, these should be removed from your final document. Headings may be preserved and marked "reserved" if appropriate.

Further guidance can be found in AC 1‑02 Guide to the development of expositions and operations manuals.

Limitations

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

* Part 119—Australian air transport operators—certification and management
* Part 133—Australian air transport operations—rotorcraft
* Part 135—Australian air transport operations—smaller aeroplanes
* Part 138—Aerial work operations.

Your organisation may operate under a combination of all these regulations or a limited number of them. Your organisation may also be required to comply with 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 Amendment record 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).

Instructions

Cover page

Action required in your Exposition / Operations manual:

At the top of the cover page, insert your logo or organisation name

* 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

Naming convention - Sample Exposition / Operations Manual

Throughout the two templates 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***.

Section 3 of AC 1‑02: Guide to the development of expositions and operations manuals 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.’

Action required: When developing your document, if you prefer 'operations manual' to be the term used to describe the procedures applicable to your Part 138 operations, you can replace “exposition” with “operations” manual where required.

Naming convention - Aircraft

Similarly, throughout the two templates and this associated guide, the term ‘aircraft’ has been used.

Action required: If you prefer, you can change the generic term 'aircraft' to either 'helicopter' “rotorcraft” or 'aeroplane' as required.

Organisation name and other placeholders

The sample manual/exposition contains content that is required to be updated by the operator.

Each instance is shown as red text as in this example: [Sample Aviation Pty Ltd]

All text that appears in this way in the sample manual is required to be reviewed and updated with your company information and the brackets [ ] removed.

Numbering

The numbering system in this guide aligns with that in the CASR Flight Operations Sample Exposition / Operations Manual.

It has been structured in a logical order and provides clear references to the legislative requirements.

The numbering system can be adapted to suit the operator if required as there is no regulatory requirement to use this numbering system, however changes may impact any cross references included in the sample text. If this is the case, all references and cross references in the manual should be checked for accuracy.

Naming convention - Head of flying operations and Head of operations /  HOFO / HOO

In many areas of the sample and this associated guide, the term head of flying operations (HOFO) has been used however in most instances it can be considered to represent functions and duties/responsibilities that are required to be carried out by a head of operations (HOO). For this reason and in these circumstances the terms are considered to be interchangeable for this document.

* 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).

If operators hold both a Part 119 AOC and a Part 138 certificate, there are areas of the sample text relating to the HOFO/HOO responsibilities where there is clear delineation of the two roles. Operators are advised to review these sections (1.3.6). Action required: You may wish to change this text to head of operations, and accordingly change the relevant acronym from HOFO to HOO.

Naming convention – Volume 4 – Training and checking manual

This section is referred to as a manual to enable it to be isolated from the rest of the exposition if required by the operator. If this is not desired, delete “manual” and just consider it as Volume 4.

Sample text

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

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, facilities or procedures
* If selecting the ‘not applicable' option, we recommend you retain section / subsection headings to:
  + preserve the integrity of the document structure
  + ensure the numbering within this guide continues to match the numbering in your edited exposition
  + keep the section in place so if your organisation expands or changes its operations, you can simply enter your procedures into the section at that time
  + facilitate compliance checking when using the matrixes
  + facilitate assessment of your exposition by CASA
* 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).

If you had a manual from before the rule changes on 2 December 2021, you may have content in that manual that demonstrates a means of meeting a new regulatory requirement. This will be common where the previous regulatory provisions have been carried forward to the new rules, perhaps with little or no change. You may choose to embed this previous content in your new exposition if it is appropriate. This will minimise the change impacts for your staff.

****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 acronyms, abbreviation and 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.

Glossary

This glossary, and its included tables, are not required by regulation but you may find them useful.

The tables have been populated with content relevant to the sample text plus additional content relevant to the broader rules. If you decide to add this glossary to your exposition, each time you insert or delete text it is recommended that consider if the content in these tables requires updating.

Revision history

A revision history table is not a regulatory requirement, but you may find it useful as part of your change management process, in that it forms a historical picture of the change history of your exposition.

The revision history table in the sample exposition has been populated with content relevant to the sample text. When you insert or delete text in your exposition, consider if your table requires updating. The table in the sample exposition has been set up for the initial issue of the document.

If you decide to use the revision history table, 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). A common order to record amendments / revisions is to have the top item in the table be the most recent amendment. However, refer to your own procedures in the Management of change section and the Record keeping and management section for document update procedures.

Distribution list

CASR References:

* 138.165 Providing personnel with operations manual
* 119.215 Providing personnel with exposition

The sample text identifies where the master copy of your exposition is located and contains a distribution list that can be used to record distribution of the document and demonstrate compliance with the referenced regulations regarding all relevant employees having access to the appropriate parts of your exposition. The exposition can be made available electronically or in hard copy, and this should be reflected in the distribution list / table.

Ensure:

* the required elements of the exposition are made available and 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.

# Policy and procedures

## General – Organisation

### CEO statement

Note: A statement of this nature is not required by regulation but is intended to demonstrate a method of stating your CEO’s commitment to carry out their responsibilities.

If a CEO statement is included, it is recommended that it 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.

### Operator information

#### Organisation details

CASR References:

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

You need to populate this table. AOC holders are also required to list addresses of any additional operational facilities. Contact information is optional but 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.

You are required to provide the name of each person appointed and authorised by CASA to hold each key personnel position.

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.

If your organisation doesn’t require a head of training and checking or a safety manager, we recommend you enter ‘Not applicable’. Details in support of these positions 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 optional but 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, Instructions, Naming conventions at the beginning of this guide for information on referencing HOFO and HOO.

#### 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.

The specific key personnel required for an AOC holder’s operations may be different to the key personnel required for an aerial work certificate holder’s operations. Choose the sample text that best suits your operations and organisation and amend as required. For clarity, CASA advises that, provided the relevant specific regulatory requirements are met, if you are conducting both air transport operations and aerial work operations, the same person could fulfil key personnel roles required under both Parts 119 and 138 (i.e. the same person can be both the Part 119 HOFO and the Part 138 HOO and you can choose what the title of this person should be).

Your organisational structure is largely dependent on the size and complexity of your operations. 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 (this is due to corporate laws not aviation laws). Your organisation may have additional support positions such as type specialists or senior base pilots. Amend the sample text to suit your organisation.

#### 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. Choose 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 your own diagram. Delete redundant sample diagram(s).

#### 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.

#### 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. The kinds of Australian air transport operations are passenger transport operations, cargo transport operations and medical transport operations. You do not need to specify whether operations are done on a scheduled or unscheduled basis, unless this distinction underpins your use of another legislative provision (for example if an exemption upon which you are relying is based on you only conducting non-scheduled operations, you would need to mention that). CASA interprets this regulation as not requiring you to list routes unless your operation is based on the conduct of specific routes instead of unrestricted operations in specific areas. Especially for pre-2 December 2021 operators, please note that the significant change rules are also relevant to this aspect of your exposition. For example, if your operation was authorised pre-2 December 2021 on the basis of only conducting operations on specific routes, then you cannot add new routes, or shift to unrestricted operations within a given area, unless you apply for a significant change.

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. Please note that this regulation is not just requiring you to outline the kinds of aerial work operations you are conducting (i.e. dispensing operations, external load operations, task specialist operations). This regulation requires you to outline the activities, or types, or aerial work operations you are conducting, such as aerial advertising, or search and rescue, or powerline stringing etc.

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.

More specific details including registration mark of each aircraft can be found in the subsection 1.7.1 “Aircraft resources” of your exposition.

### 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.

You need to provide your personnel with access to your 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.

### 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 of your 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/HOO 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 the section 1.3.6 “Head of flying operations” or “Head of operations” of your exposition for the responsibilities of the HOFO/HOO.

## Safety policy

CASR References:

* 119.190 Safety management system requirements
* 138.140(2)(a) Operators who are required to have a safety management system
* 138.145 Safety management system requirements.

This aspect of the guide is relevant to the sample template content immediately following the section 1.2 heading but prior to section 1.2.1. These sample template words are intended to provide an overview of your safety policy fundamentals (i.e. do you have an SMS or are deferring it and have an SMS implementation plan).

A condition of accessing the deferral of introducing SMS is the submission of an SMS implementation plan. Operators should populate this section of their exposition with details of the key points of their implementation plan as approved by CASA.

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: Exemptions are in place to defer the requirement to have an SMS for some operators. Review CASA EX73/24 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. In general, Part 138 operators who are not required to have a training and checking system by regulation 138.125 and section 4.02 of the 138 MOS do not require a safety management system.

Sample text 2: is for organisations that have an approved fully-functional 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 that have lodged an SMS implementation plan referring users to its location in the Safety Management System, Human Factors and Non-technical skills volume of your exposition.

### Safety policy statement

CASR References:

* 119.130 Responsibilities and accountabilities of chief executive officer
* 119.205(1)(h) Content of exposition – requirement to have plans, processes etc that support safe operations and compliance with the civil aviation legislation
* 138.085 Responsibilities and accountabilities of chief executive officer
* 138.155(1)(l) Content of operations manual – operators not required to have an SMS.

The CEO must ensure that the operator has procedures to ensure the operator’s safety policy is understood. Your exposition must include this safety policy due to the direct Part 138 regulation wording, and by the indirect broad requirement in the Part 119 regulation. Review the sample text and amend as applicable for your organisation.

### Flight data analysis program

CASR References:

* 119.195 Flight data analysis program requirements.

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. Guidance is available in AC 119-04 – Flight Data Analysis Programmes (FDAP) for air transport operations.

## Key personnel

### 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.

As discussed in the Part 119 and Part 138 AMC/GM documents (GM 119.080 and GM 138.050), you can have the same individual occupying more than one key person position (there are restrictions on this but refer to the AMC/GM documents).

You can elect to list individuals that will carry out the responsibilities of key positions when the position holder is absent from the position or cannot carry out the responsibilities (known in the Sample as an ‘Authorised Alternate’). These persons would have to have successfully completed any CASA assessment and hold written approval to occupy the position. You can populate these fields with candidates who have not yet been assessed, however the exposition would not be able to become effective until all these individuals have been approved by CASA.

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.

Sample text: You should name the appointed key persons, and any authorised alternate key persons, in this table. If you do not have sufficient personnel to enable separate individuals to occupy each different key person position, the same individual can be named for more than one key position if authorised by CASA. The exception is the sharing of the safety manager position with the CEO – refer to AMC/GM 119.080 and 138.050 as applicable for guidance.

### 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.

Sample text 1: is suitable for air transport operators.

Sample text 2: is suitable for aerial work operators. You would need to be able to justify to CASA that operations could continue to be conducted safely until a key position was filled, and for what time frame. Insert the appropriate period of time for filling these positions and any limitations or restrictions on operations that would apply in this circumstance. Refer to AMC/GM 138.062 and 138.050 for guidance.

### 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 outlines a process and assigns duties to individuals to appoint a person to a ‘key personnel’ position. Amend this sample text to reflect the procedures of your organisation.

Review the form that details the familiarisation training. Either select the sample form provided or include your own form and replace the sample form in section 9.1 Forms of your exposition. Ensure reference to the form is included in this section of your exposition.

### 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 responsibility. It provides for assignment of duties to others when the key person is not on site.

For operators with a head of training and checking and/or safety manager: Regulations 119.080 and 138.050 place restrictions on the ‘sharing’ of key positions by one individual, and place time limits on allowable "sharing". Approvals are available from CASA for relief from these requirements in certain circumstances. Refer to the regulations and the AMC/GM for guidance.

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.

### 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.

Responsibilities

A key person has responsibilities which are outlined in the legislation. If a key person, or an assignee, or a managed system carries out actual duties that operate to meet the responsibilities, and they are subject to effective oversight by the key person, the key person's 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. 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.

### Head of flying operations (HOFO) and/or head of operations (HOO)

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
* 119.140 Head of flying operations – responsibilities
* 138.095 Responsibilities of head of operations.

**HOFO and HOO for operators with both Part 119 AOC's and Part 138 certificates – same or different individual**.

If you are an operator with a Part 119 AOC and a Part 138 certificate, and do not require a training and checking system and a head of training and checking for your Part 138 operations (refer regulation 138.125 of CASR), you have some options in relation to the positions of HOFO/HOO if you wish to minimise the number of key people in your organisation.

Option 1 - both positions occupied by the same individual

If the HOFO of the part 119 operation meets the qualifications and experience criteria to be the HOO of the Part 138 operation (refer regulation138.090 of CASR), and is accepted by CASA for this role, this individual can occupy both positions. You would need to be assured that this individual has the capacity to carry out both sets of responsibilities. In this instance your exposition must include the additional responsibilities/duties that the HOO is required to carry out, which are in addition to those of the HOFO.

A significant difference in relation to the HOO of a Part 138 operation is that the HOO must be qualified to pilot an aircraft in each kind of aerial work operation for the operator however this requirement does not apply to a HOFO of the Part 135 operation. Refer to the additional sample text in section 1.3.6.

Note: For a Part 138 operation that does not require a training and checking system, the HOO is responsible for the training and checking of flight crew.

Sample text 1 details just the responsibilities for a HOFO of a Part 119 operation. If the same individual occupies the HOO position for the Part 138 operation of the operator, add the sample text 2 responsibilities to this section.

Option 2 - different individuals in each position

If you do not choose to or are not able to appoint the HOFO of the Part 119 operation to occupy the position of HOO of the Part 138 operation (an example would be a mixture of Part 135 and Part 138 rotary operations where the person is not rated in both categories) you would need a separate individual to act in each role.

Note: Aerial work operators need to be aware that the Head of Operations must hold qualifications to pilot an aircraft in a task specialist operation.

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

* nominating type specialists where the operator has a diverse operation, and the HOFO/HOO may not be qualified on every aircraft type or operation
* consideration of senior base pilots where the operator has multiple bases
* demonstrating workload management in a small organisation where the HOFO or HOO position is only part time.

Refer to GM 119.135 in the Part 119 AMC/GM document, and to GM 138.090 in the Part 138 AMC/GM document, for information regarding exemptions in force regarding HOFO / HOO qualifications and experience.

If you are an operator with a Part 119 AOC and a Part 138 certificate, and do not require a training and checking system and a head of training and checking for your Part 138 operations (refer regulation 138.125 of CASR), you have some options in relation to the positions of HOFO/HOO if you wish to minimise the number of key people in your organisation.

Responsibilities

Amend the sample text to suit the scale and complexity of your organisation. Some sample text bullet points refer to a safety manager, if this does not apply to your organisation, delete them.

Note: You must nominate a person to manage the DAMP. This may not necessarily be the DAMP supervisor. The sample arbitrarily allocates this responsibility to the HOFO if it is only a Part 119 operation. You may amend this as necessary.

### 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.

**General information for operators conducting air transport operations as well as aerial work operations**

For air transport and aerial work operations where a training and checking system is required, operators will require a HOTC. Operators have the option of nominating one HOTC to fulfil both roles, or having separate individuals.

For example, an operator conducting Fixed Wing 135 operations and Rotary Wing 138 operations, has the choice of having 2 separate HOTCs or one HOTC.

Aerial work operators who do not require, or who have not voluntarily adopted the use of, a training and checking system for their operations do not specifically require a HOTC but are required to ensure that clear responsibility for oversight of the competency of their personnel, and the various training and checking events, is appropriately assigned. The Part 138 regulations outlining CEO and HOO responsibilities can be interpreted to mean that either of these persons may be assigned the responsibility.

Sample text 1: is for organisations not required to have a head of training and checking (HOTC). This would be applicable to Part 138 only operators where training and checking is not required by regulation 138.125 of CASR.

Sample text 2: is for organisations required to have a HOTC. This is applicable to all Part 119 operators, and Part 138 operators who carry out the operations specified in regulation 138.125 (1) and Section 4.02 (1) of the Part 138 MOS.

Note: Some transitional operators may take advantage of CASA EX68/24 in relation to the qualifications and experience of the HOTC. Review this document to see if or how this may apply to your organisation.

The sample text lists HOTC duties that relate to matters such as activating RPL, designing remedial training programs etc. that presumes that the HOTC is also a training and/or checking pilot. If the HOTC is not qualified to be a training or checking pilot on the aircraft type, the exposition should include details of how the HOTC will liaise with a suitable training or checking pilot or part 61 qualified person as applicable to assist in these matters.

If you are an operator with a Part 119 AOC and a Part 138 certificate that does not require a training and checking system for the Part 138, and the HOFO of the Part 119 operation is not suitable to be the HOO of the Part 138 operation (as mentioned in 1.3.6) you may opt to reduce the number of individuals needed. This could be achieved by nominating, for example, the Rotary Wing HOO to be the alternate HOTC and make them responsible for Rotary Wing training and checking.

### 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.

Sample text 1: is for organisations that do not require an SM. Part 138 operators who do not carry out the activities listed in regulation 138.140 do not require an SMS or an SM.

Sample text 2: is for organisations that are taking advantage of the deferral of the SMS and SM requirements as permitted by CASA EX73/24. 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 3 of section Safety policy of the sample.

Sample text 3: is for organisations that require 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 an FRMS, delete this item.

Note: For transitioned Part 138 operators who had an SM prior to 2 December 2021, there is an exemption in force in relation to the qualifications and experience of an SM. Review CASA EX72/24 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.

## Administration of this document

The sample text directs to the document preamble. Amend the sample text to suit your organisation.

### Continuous improvement of this document

CASR References:

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

If you do not have an HOTC or an SM then you should delete references to these positions.

The period of review is not detailed in the regulations and the sample proposes an annual cycle. 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.

### Monitoring compliance with this document

CASR References:

* 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.

### Amendments

Amend the sample text and choose the option to suit your organisation. Operators should determine the frequency of non-significant change advice to CASA by referencing the amount and complexity of the changes and adjust these schedules accordingly.

## Record keeping and management

### Control of records

Amend the sample text if required to suit your organisation. In addition to the three paragraphs prior to the sample text, choose one of the 2 sample texts, or create your own process for notifying CASA of non-significant changes.

### 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.

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

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.

### Copies of flight crew licences and medical certificates

CASR References:

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

### Other records

CASR References:

* 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.

### Disposal of records

CASR Reference:

* 99.105 DAMP record-keeping.

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

### Requests for records made by CASA

The sample text provides a standard procedure which you should amend to suit your operations.

## Reference library

### Composition of reference library

CASR References:

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

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).

### Access to reference library

CASR References:

* 138.195 Reference library.

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.

### Amendment and maintenance of reference library

CASR References:

* 119.140 Reference library
* 138.195 Reference library.

Amend the sample text to suit your organisation.

## Resources

### Aircraft resources

CASR References:

* 119.205(1)(i) Content of exposition
* 138.155(1)(i) Content of operations manual

Amend the sample table and text to suit your operations.

## 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.

The sample text has been derived from [Multi-Part AC 119-07 and AC 138-03 - Management of change for aviation organisations](https://www.casa.gov.au/sites/default/files/2021-07/multi-part-advisory-circular-119-07-138-03-management-change-for-aviation-organisations.pdf). Refer to this document for guidance on how to develop management of change processes and procedures.

### 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, if different.

Amend the sample text to suit your operations.

### 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.

Amend the sample text to suit your change management processes.

## Operational personnel

### 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.

### Types of operational personnel

The sample text presents some possible additional operational positions.

Amend the sample text to suit your organisation and operations.

### Flight crew

#### 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.

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.

#### 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 on training and checking flights.

#### Knowledge of route and aerodromes

CASR References:

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

Operators should include operator-specific information here if it is in addition to the information in the Flight planning section of this guide.

#### Relief of pilot in command

This section has been reserved. If applicable to your organisation, insert your procedures and requirements as required.

#### 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.

The sample text suggests optional additional time between flights. Amend the sample text to suit your operations.

#### 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.

The sample text contains options for aeroplanes, helicopters, air transport and aerial work. It also refers to command training in Volume 4 Training and Checking. Amend the sample text to suit the requirements of your operations.

#### 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.

#### 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 your organisation, insert the responsibilities of the co-pilot as required.

#### 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.

#### 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.

#### 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 flight crew training and competency requirements and directs to Volume 4. Amend the sample text to suit your operations.

#### 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 restates the regulatory 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.

#### 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.

The sample text restates the type of medical certificates flight crew are required to hold.

### Senior base pilot

CASR Reference:

* 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 you have senior base pilots (or similar) then you should replace the sample text with the responsibilities of the senior base pilot as required for your organisation.

### Air crew members

CASR References:

* 133.455 Training and checking
* 133.460 Competence
* 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 is for operations that do not use air crew members. If you have air crew members, then you should replace the sample text with procedures applicable to your organisation. Training and checking requirements may be cross-referenced to the Training and Checking volume 4.

### Task specialists

CASR Reference:

* 138.580 Qualifications and training.

Aerial work operators that use task specialists should include the training, qualifications and experience required of the task specialists as well as their responsibilities. Training and checking requirements may be cross-referenced to the Training and Checking volume 4.

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

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

### Medical transport specialists

CASR References:

* 133.470 Training and checking
* 133.475 Competence
* 135.460 Training and checking
* 135.465 Competence.

The sample text is for operations that do not use medical transport specialists. If you have medical transport specialists, then you should replace the sample text with procedures applicable to your organisation. Training and checking requirements may be cross-referenced to the Training and Checking volume 4.

### 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 the kinds 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 4.

### Engineering and maintenance staff

The sample text is for organisations that do not have engineering and maintenance staff. If you have engineering and maintenance staff, replace the sample text with procedures applicable to your organisation.

### Cosmic radiation

Insert text or reserve if not relevant to your operation.

## Management of alcohol and other drugs

No CASR reference is provided in this part of the Guide as the CASR references are in the later content related to the drug and alcohol management volume of the sample.

The sample text directs users to the section 8.1 Drug and Alcohol Management Plan 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 section 8.1 Drug and Alcohol Management Plan of your exposition.

# Aircraft operations

## Operational policy and procedures

### 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.

The 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 for 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 sample statement of operator practice - other options may be suitable.
* If you have, or plan to have as part of your exposition, an Electronic Flight Bag (EFB) policy, indicate when a document is managed by the 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 options may be suitable.
* Other documents may be applicable.

### Operational 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.

### Portable electronic devices (PEDs)

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.

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 Part 133 and Part 135 AMC/GM documents both provide guidance on areas to consider and address in a PED policy. Amend the sample text to suit your organisation.

### 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.

Airside considerations in relation to EFBs and PEDs

The sample text refers to the use of EFBs operationally and PEDs while passengers are transiting to and from the aircraft, as well as during fuelling operations.

Amend the sample text to suit your operations.

### Electronic flight bag – administration

Sample text 1 is to be used if your operations does not use EFBs

Sample text 2 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 organisation uses EFBs, amend the sample text to reflect your procedures. AC 91-17 – Electronic Flight Bags provides useful guidance.

### 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.

### 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.

Amend the sample text to reflect your organisation and operations.

### Authority and responsibilities of the pilot in command

CASR Reference:

* 91.215 Authority and responsibilities of pilot in command.

The sample text restates 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 exposition.

### Actions and directions by operator or pilot in command

CASR Reference:

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

The sample text restates the regulation. If desired, expand on these instructions in areas such as - outline what directions the pilot in command can give, or what actions they can take under certain circumstances.

### 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.

### 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.

### Carriage of CASA officers

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.

### Taxiing of aircraft

CASR References:

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

There is no specific requirement to include details in this section.

### 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.

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

### 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.

### 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.

### 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 matters requiring reporting by the regulations. You may wish to require other matters to be reported. Amend the sample text to suit your operations.

### 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.

## Crew members

### 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. Amend the sample text to suit your operations.

### 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.

### 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.

### 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.

### 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.

### Smoking not permitted

CASR Reference:

* 91.530 When smoking not permitted.

Amend the sample text to suit your organisational requirements.

## Carriage of passengers and cargo

### Type of passengers

CASR Reference:

* 138.305 Carriage of passengers – general.

Sample text 1: Air transport operators and aerial work operators that do not carry passengers should reserve this section.

Sample text 2: This section refers to aerial work operators only. Aerial work passenger is defined in the CASR Dictionary and further in Part 138 MOS. This section 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.

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

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

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

### 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.

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 and considerations relating to the carriage of restricted persons can be found in:

* AMC/GM Part 133 Air transport operations - rotorcraft
* AMC/GM Part 135 Air transport operations - small aeroplanes
* AMC/GM Part 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.

### 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.

### 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.

### 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.

### Means of passenger communication

CASR Reference:

* 91.540 Means of passenger communication.

Amend the sample text to suit your operations.

### 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.

### Passengers – compliance with safety directions

CASR Reference:

* 91.575 Passengers - compliance with safety directions.

Develop text to suit your operations, if required.

### 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.

### Refusal to carry passengers or cargo

CASR References:

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

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

### Policy for off-loading passengers and cargo

CASR References:

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

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

### 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.

### 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.

## 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, Chapter 11 of the Part 135 MOS and Chapter 22 of the Part 138 MOS useful.

### Approval of aircraft equipment

The sample text indicates that the 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 the respective MOS. Operators need to be aware that equipment for Part 138 operations needs to comply with the Part 91 MOS and any additional requirements in the Part 133 or Part 135 MOS. For Part 133 and Part 135 operations the Part 133 and Part 135 MOS contain the complete requirements (due to 91.035 of CASR disapplying 91.810 of CASR). Amend the sample text to suit your operations.

### 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 EX71/24 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.

### 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.

### 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 section is 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 operator’s requirements for survival equipment.

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

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

You may find Chapter 11 of both the Parts 133 and 135 MOS useful.

Amend the sample text to suit your operations.

### 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.

### 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.**

### 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.

### Interior communication systems

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.

### 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.

### 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. The Part 133 and Part 135 AMC/GM documents both provide definitions of types of portable ELTs (Automatic portable, Automatic deployable, Survival), and it is recommended that 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.

### 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. The Part 133 MOS, Part 135 MOS and Part 138 MOS set out the requirements for fire extinguishers and the Part 133 and Part 135 AMC/GM documents both 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).

The Part 138 AMC/GM document recommends you review section 20 of CASA EX72/24 regarding a direction in force in relation to emergency and survival equipment.

### Equipment for flights over water

CASR References:

* 119.205(1)(h) Content of exposition
* 138.155(1)(h) Content of operations manual.
* Section 26.20 of the Part 91 MOS
* Section 11.50 of the Part 133 MOS
* Section 11.58 of the Part 135 MOS

****Life jackets****

Amend the sample text to suit your operations.

****Life rafts****

Refer to applicable section of the appropriate MOS for requirements related to the carriage of life rafts. The Part 91 MOS reference only applies to Part 138 flights. The sample refers to operations that do not require life rafts. Add to or amend the sample text to suit your operations.

### Transponder and surveillance equipment serviceability

Refer to section 26.73 of the Part 91 MOS.

Amend the sample text to suit your operations.

### Seat belts and harnesses

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

## Performance

### Rotorcraft

Note: Single engine rotorcraft are required by Part 133 of CASR to be operated in performance class 3 (PC3). Additionally, operators and pilots of multi-engine rotorcraft carrying less than a maximum operational passenger seat configuration of 10 passengers and operating VFR by day, may be operated in PC3.

CASR References:

* Subpart 133.F—Performance
* 133.305 Take-off performance
* 135.310 Landing performance
* 135.315 Flight in a performance class
* 133.340 Flight in performance class 3 over populous areas
* 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 Part 135 AMC/GM document and in AC 91‑02 - Guidelines for aeroplanes with MTOW not exceeding 5,700 kg - suitable places to take off and land (in particular Chapter 7).

The sample text is applicable to performance class 3 operations (PC3). The sample text provides a procedure for the pilot in command to determine the performance of the rotorcraft from the RFM, or company supplied quick reference data based on AFM data. The sample text additionally details procedures for PC3 operations including procedures for

* the calculation of take-off and landing weights
* take-off and initial climb flight path selection
* obstacle avoidance and minimisation of operations in the avoid area of the HV diagram
* assessment of availability of suitable forced landing areas
* operations over a populous area by day under VFR
* enroute assessment of a suitable forced landing area (SFLA) availability
* approach and landing and baulked landing climb flight path considerations.

You may customise the sample text to suit your operations, however this will require additional assessment time for the revised exposition content.

Guidance is also available in the Part 133 AMC/GM document and in AC 133‑01 – Performance class operations (in particular Section 8), and AC 91‑29 - Guidelines for helicopters - suitable places to take off and land (in particular Chapter 8).

Note: Part 138 operators are advised that for aerial work operations, rotorcraft performance is in accordance with the Part 91 rules except for operations where OEI accountability is proposed. No sample text is provided.

### Aeroplanes

CASR References:

* Subpart 135.F—Performance
* 135.340 Performance data
* 135.345 Take-off performance
* 135.350 Landing performance
* 138.435 Take-off performance
* 138.440 Landing performance.

The sample text advises that the AFM is the primary data source. If operators have data from approved Part 21 sources, this may be used and referred to in this section.

No sample text for the calculation of take-off factor limitations is provided since most Part 135 aeroplanes are not affected by this limitation. Allowances for any additional take-off factors recommended in AC 91-02 is reproduced to give pilot guidance on the cumulative effects of adverse conditions likely to be encountered in the take-off phase.

Content in this section is derived from the Part 135 AMC/GM. Operators could derive alternative acceptable means of compliance with the Part 135 performance rules if desired.

Note: Part 138 operators are advised that for aerial work operations, aeroplane performance for smaller aeroplanes is in accordance with the Part 91 rules except for operations where Section 9.10 of the Part 138 MOS applies. No sample text is provided.

## 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.

## Fuelling and oil procedures

### 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 such as FSII.

### 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
* 133.195 Fuelling safety procedures
* 135.220 Fuelling safety procedures
* 138.302 Fuelling safety procedures.

The sample text articulates guidance on a range of topics and includes multiple subsections. Below are the subsections and combined notes for these subsections. This text is derived from industry best practice and you should amend it if desired 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 document 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.

### 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 in accordance with 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.

### 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.

### 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.

### 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 Fuelling 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 EX72/24 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.

### 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.

### Engine oil and hydraulic fluid management

CASR References:

* 91.460 Oil requirements
* 133.185 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 the sufficient quantity of oil is for the given aircraft / operations. Amend the sample text to suit your operations.

## Fuel policy

CASR References:

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

### 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.

### Pre-flight

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

### Fuel considerations and calculations

The sample text covers a range of topics and includes multiple headings. Amend the sample text to suit your operations. 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.

#### Required fuel

This section refers to the total fuel required and cross-references to your section on alternates and holding fuel. It also refers to the mechanism for determining fuel prior to departure.

#### Taxi fuel

A simple table is proposed for you to populate with taxi fuel and any recommended additional quantities.

#### Trip fuel

A simple table is proposed for you to populate with standard usage rates. Complete the Trip Fuel Usage 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.

#### Destination alternate fuel

The text replicates the AC headings. Additional alternate requirements specific to operator circumstances could be added here if required.

#### Holding fuel

No specific figure is provided here since it will vary with operational circumstances, It is expected that pilot training will reinforce the quantities needed in each situation.

#### Contingency fuel

You should amend this section if you choose to mandate contingency fuel for certain circumstances such as isolated locations, tankering fuel etc.

#### Final reserve fuel

A simple table is proposed for you to populate with standard figures. 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

Discretionary fuel is routinely the prerogative of the pilot in command, however you may assist in setting standard discretionary loads. You should amend this section if you choose to mandate mechanisms for pilot usage of discretionary fuel or leave it as if desired.

#### Fuel calculation

No sample text is offered in this section. Operators will need to design and insert simple instructions on how the calculations are carried. Tables, flow charts, trip record pro-formas etc are suitable methods.

#### Determining and recording fuel quantity – pre-flight

The sample text is guidance and demonstrates one methodology applicable to the aeroplane types listed. It uses actual aeroplane makes and models as examples - operators should amend this section as necessary to reflect their own fleet composition.

You should detail what the maximum discrepancy between the actual fuel on-board (gauge / visual / dip) and calculated (journey log) figure is tolerable. Industry practice is a maximum of 3% discrepancy. The sample text requires the operator to specify a percentage in Section 2.8.3.10.

#### Recording fuel quantity

The sample text outlines a simple process however 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 how often fuel quantity checks required by this section are carried out for multi-sector flights in the same aircraft by the same pilot.

### Monitoring fuel during flight

The sample text outlines some simple process however when determining a fuel monitoring policy, you should take into consideration the accuracy of fuel quantity sources, for example reading analogue fuel gauges in general aviation aircraft.

You 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.

### 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 need to update this information in this section as well is in section 9.1 Forms, the form itself and in the list of forms at the beginning of the section. Determine what is a significant discrepancy for your aircraft types.

## Risk assessments

Part 135 and Part 133 operators not operating to performance class 3 are not required to carry out risk assessments. Sample Text 1 applies and the remaining sections in 2.9 should be reserved.

Part 138 operators and Part 133 operators who are carrying out performance class 3 operations over a populous area without suitable forced landing areas are required to carry out risk assessments. Sample text 2 applies and the sections should be populated in the exposition

CASR Reference:

* 138.370 Operator must conduct risk assessments
* Subsection 10.29(4)(a) of the Part 133 MOS.

In relation to aerial work operations, 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. Sample text 1 of section 2.9.5 and sections 2.9.6 to 2.9.9 apply to aerial work operations.

In relation to some air transport operations conducted under Part 133, risk assessments are required prior to conducting an air transport operation in performance class 3 over a populous area without suitable forced landing areas. Sample text 2 of section 2.9.5 and section 2.9.6 apply to these performance class 3 operations.

Review and amend the subsection sample text to suit your operations.

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 section 9.1 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 is in section Forms, the form itself and in 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. This guidance is also applicable to risk assessments for Part 133 operations in performance class 3.

Review and amend the subsection sample text to suit your operations.

## Flight planning

### 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 Part 133 and Part 135 AMC/GM documents 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 is in section 9.1 Forms, the form itself and in the list of forms at the beginning of the section.

Amend the sample text to suit your operations and organisation.

### Flight notification

CASR References:

* 91.240 flight notifications
* 133.105(1) Information about emergency and survival equipment
* 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 the minimum 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.

### Journey logs

CASR References:

* 133.075 Journey logs
* 135.085 Journey logs

The sample text provides an instruction to complete a journey log and refers to the form. It includes a procedure surrounding pre-flight and post flight completion requirements. Operators could use different forms if required - amend the sample text to suit your operations and organisation.

### 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 requirements in Part 91 of CASR 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.

Alternate aerodromes

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

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.

### Point of inflight re-planning

CASR References:

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

This is a place holder for additional / specialised operator-specific procedures. Insert 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.

### 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.

### 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
* 138.345 Survival equipment procedures

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.

### 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.

### 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.

### 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.

### Airspace classification requirements

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

### 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. Insert text if required to suit your operations.

### 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.

## 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

Reserve any sections that are not applicable.

## Collision avoidance

### 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.

### 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 2.12.3 to 2.12.7 are place holders for additional / specialised operator-specific procedures. Insert text to suit your operations.

### SSR (transponder) procedures

Insert text to suit your operations.

### Ground proximity warning systems (GPWS)

Insert text to suit your operations.

### Airborne collision avoidance system (ACAS / TCAS)

Insert text to suit your operations.

### Aircraft altitude alerting system

Insert text to suit your operations.

### Aircraft computers / flight management system (FMS)

Insert text to suit your operations.

### 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.

## Navigation

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

### Navigation policy

Insert text to suit your operations.

### Altimetry – standard altitude and flight levels

Insert text to suit your operations.

### Navigation tolerances and position fixing

CASR Reference:

* 91.273 VFR flights.

Insert text to suit your operations.

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

Insert text to suit your operations.

### Systems pre-flight checks

Insert text to suit your operations.

### RVSM and operations in trans-oceanic airspace

CASR Reference:

* 91.655 RVSM airspace.

Insert text to suit your operations.

### Required navigation performance (RNP) operations

CASR Reference:

* 91.660 PBN flights.

Insert text to suit your operations.

## Communications

### Qualifications

CASR Reference:

* 91.625 Use of radio – qualifications.

Amend the sample text to suit your operations.

### Use of radios

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

### 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.

## Pre-departure procedures

The following sections 2.15.1 to 2.15.4 are place holders for additional / specialised operator-specific procedures. Insert text to suit your operations.

### Pre-flight inspection

Insert text to suit your operations.

### Pre-flight actions

Insert text to suit your operations.

### Maintenance release validity

Insert text to suit your operations.

### Pressure altitude check

Insert text to suit your operations.

## Departure procedures

### Manipulation of propeller – hand starting of engines

CASR Reference:

* 91.425 Safety when aeroplane operating on ground.

The sample text is applicable to all operators with aircraft that have propellers. Amend the sample text to suit your operations.

### Push back, tow, taxi and engine start

Amend the sample text to suit your operations.

### 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.

### 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.

## En route and descent procedures

### Diversions 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.

### Descent procedures

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

### Standard terminal arrival routes / procedures

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

### Supplemental oxygen

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

## Approach and landing procedures

### 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 if different from the sample text.

### Visual approaches

This subsection is for operator-specific procedures – if required insert your process.

### 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.

### 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.

### 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.

### 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.

### 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.

### Aircraft environmental limitations

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

### Final approach and threshold speeds

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

### 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 most operations. Amend the sample text to suit your operations.

### 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 most operations. Amend the sample text to suit your operations.

## Adverse weather operations

### 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.

### 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.

### 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 most operations. Amend the sample text to suit your operations, including inserting a applicable distances from an aerodrome.

### Windshear

CASR References:

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

The sample text is generic guidance. Amend the sample text or add your own to suit your operations.

### 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.

### 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 procedures.

## Emergency procedures

### 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.

### 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.

### 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.

### 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.

### 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.

### Communication failure

CASR Reference:

* 91.255 Air traffic services - prescribed requirements.

Amend the sample text to suit your operations.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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.

### 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. Otherwise reserve it.

### Pilot in command to report hazards to air navigation

CASR Reference:

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

The sample text describes a simple process - amend as necessary to suit your operation.

### 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.

### 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.

### 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.

## 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
* 133.290 Polar operations
* 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.

The Part 138 MOS provides specific requirements for some operations.

The Part 138 AMC/GM 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 (PSEA) operations
* 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.
* search and rescue operations
* marine pilot transfers.

Amend the sample text to suit your operations.

## Aircraft airworthiness

CASR Reference:

* 119.070 Conditions for issue of an AOC.
* 138.155 (1) (k) content of operations manual

Amend the sample text to suit your operations.

# Flight planning and preparation

## 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.

## 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 for flight planning and preparation related to the aerodromes and aircraft (aeroplane and helicopter). Consider inserting additional headings:

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

# Training and checking

CASR reference:

* 119.170 Training and checking system
* 138.125 Operators who are required to have a training and checking system
  + Chapter 4 of the Part 138 MOS (subordinate to CASR 138.125)
* 138.130 Requirements for flight crew
* 138.135 Requirements for other operational safety-critical personnel.

Except for the requirement for task training and checking in aerial work, the training and checking events in the sample manuals/MAAT are identical for air transport operations and aerial work operations. The sample training and checking events table reflects the different frequency of recurrent checks for the 2 types of flight crew members: air transport operations and aerial work operations. Other than the task requirements, operators can have one manual, use the same trainers and checkers, the same forms, and the same procedures for both aerial work and air transport training and checking events, regardless of whether a training and checking system is required by regulation.

Due to the wide variation of possible aerial work operations that could be carried out by operators, CASA has not included details of sample competencies required for any specific kind of aerial work operation in the sample manuals/MAAT. Operators will have to determine what content is required for each operation and include it in their manual.

Note: CASA has published transitional exemption instruments that are published to provide operators with additional time to complete training and checking events for crew members already on-line with the operator on 28 February 2025 where they can recognise competency gained under existing mechanisms as meeting the new requirements. Some existing mechanisms include CAO 20.11 checks, Part 61 flight reviews and Part 61 instrument proficiency checks.

These exemptions are;

CASA EX77/24 –Transitional Training and Checking Requirements for Crew Members in Part 133 Operations – Exemption Instrument 2024;

CASA EX78/24 –Transitional Training and Checking Requirements for Crew Members in Part 135 Operations – Exemption Instrument 2024, and

CASA EX79/24 –Transitional Training and Checking Requirements for Crew Members in Part 138 Operations – Exemption Instrument 2024.

If operators choose to take advantage of these exemptions, it is expected that they will enter the relevant due dates when existing crew members will have to meet the new requirements into their tracking system so that management of expiry dates going forward can be accomplished.

For new crew members not released for unsupervised operations as of 28 February 2025, operators are advised that all of the relevant training and checking events in this section will need to be carried out.

Introduction

Operators need to make a clear statement how their training and checking system manages activities when carrying out operations in both Part 119 and 138.

Operators should review this section, include the option that best suits your organisations circumstances, and delete the options that do not reflect your operations.

**Sample text option 1** – Operators operating in Air Transport only.

**Sample text option 2** – Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and have obtained the voluntary extension to include those activities.

**Sample text option 3** – Operators operating in Air Transport and Aerial Work with some aerial work operations requiring a TCS and some aerial work operations not requiring a TCS and have not voluntarily extended their Part 138 TCS.

**Sample text option 4** – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and have voluntarily adopted a TCS.

**Sample text option 5** – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and have voluntarily adopted a TCS for some aerial work but not all aerial work activities.

**Sample text option 6** – Operators operating in Air Transport and Aerial Work with no aerial work operations requiring a TCS and are not voluntarily adopting a TCS but including their T&C procedures in the manual for convenience.

## Description of training and checking system

Relevant references:

CASR 119.170, CASR 119.205(1)(h), AC 119-11, AC138-02.

This description of the components of a sample system is derived from the [Multi-Part AC 119-11 and 138-02 (casa.gov.au)](https://www.casa.gov.au/search?keys=AC+119-11). It has been tailored to a small operator and should be considered a starting point for operator customisation. Operators with more complex operations should customise the sample text in line with the size and scope of their operations but must ensure their manual complies with all relevant regulations.



## Training and checking events

**Relevant references:**

Chapters 12, 14 and 15 of the Part 133 MOS, Chapters 12, 13 and 14 of the Part 135 MOS and Chapters 23, 24 and 25 of the Part 138 MOS.

This content is divided into events for flight crew members (4.2.1), task specialists (4.2.2), air crew members (4.2.3) and medical transport specialists (4.2.4).

If using the FCM only sample manual, placeholders for sections Task specialist training (4.2.2), Air crew member training and checking (4.2.3) and Medical transport specialist training and checking events (4.2.4) have been included should your organisation require these sections in the future.

The respective MOS identifies the events, with the exception of induction training which is mentioned in this section as a bridging course for newly employed pilots.

The sample text includes a table that identifies the events called up by the MOS. Certain events are annotated for use in operations conducted under Part 133 and 135, or Part 138 when operators either do, or do not need a training and checking system. You should delete the table content that does not apply to your operations.

### Flight crew member training and checking

**Relevant references:**

Section 12 of the Part 133 and 135 MOS, Section 23 of the Part 138 MOS.

The respective MOS lists the events, with the exception of induction training which is mentioned here as a bridging course for newly employed pilots.

If using the sample text provided, review and ensure references to your organisation’s exposition/operations manual and forms are updated to reflect their operations. Operators utilising Part 142 organisations should make reference to sample form TC07B – Part 142 listed contracted training and checking organisation record for any activities conducted by the Part 142 organisation on their behalf and if required sample form TC07A – Nomination form for training and checking personnel.

Flight crew member training and checking sequence table content

• Flight crew member proficiency check (FCMPC)

– may be referred to as ‘Operator proficiency check (OPC)’ as per CASR Part 61.

• HFP and NTS

– row is not required until CASA determines the implementation date

– this row can be included to act as a placeholder until it is required.

• SMS training

– row is not required until CASA determines the implementation date

– this row can be included to act as a placeholder until it is required.

#### Induction

The induction content aligns to this manual’s procedural format however it is not a regulatory requirement and the information provided is done so as a recommendation only. When an operator chooses not to include the induction content, or removes the section, the operator must ensure all required regulatory training and checking is successfully completed.

The training topics are listed on sample form TC01 Flight crew member induction checklist.

Operators could use any appropriately trained person to deliver the training. The training can be delivered by multiple trainers. No check is mandated, however, operators may conduct some sort of formative assessment to ensure all items are understood. The line check is required for air transport operators only and Part 138 operators can delete it.

#### General emergency training and check of competency

**Relevant references:**

CASR Part 133 MOS sections 12.01 and 12.04, CASR Part 135 MOS sections 12.01 and 12.04,

CASR Part 138 MOS section 23.02.

The training and checking topics are listed on the sample forms. Operators will need to customise the items to suit their circumstances. To deliver the training and check, operators may use any appropriately trained person approved by the HOTC who is nominated in the exposition/operations manual. The training can be delivered by multiple trainers. The training and the check are 2 separate events; however, they can be conducted consecutively.

Some generic aspects of the training and check that are not unique to the aircraft type need only be completed once. Operators must determine any differences that exist in matters such as equipment location and its use between different aircraft types that a pilot will be rostered to fly. To minimise the number of training and checking events in mixed fleets, the HOTC may tailor training and checking programs to confirm that competency demonstrated in one aircraft type ensures competency in a similar type. The manual should clearly state which training and checking topics and items completed in a particular type can be considered to meet the requirement in a different type.

1. For example, if the fire extinguishers fitted to all aircraft in a fleet are the same, the training for use of the extinguisher need only be completed once. However, if one aircraft type has the extinguisher mounted in a different location, or has a different number of extinguishers than another, the training and check needs to ensure the pilot has sufficient knowledge of the location and retrieval in each aircraft type.

#### Conversion training

Relevant references:

CASR Part 133 MOS sections 12.01 and 12.04, CASR Part 135 MOS sections 12.01 and 12.04,

CASR 138 MOS section 23.02.

Pilots who will operate type-rated or class-rated aircraft may be qualified under Part 61 to operate an aircraft of that type or class. However, they will require specific operator conversion training in the aircraft type used for each flight. This training is intended to provide the knowledge and skills to enable the pilot to demonstrate competency in the aircraft for the flight crew member proficiency check.

Similarities may exist in the standard operating procedures and duties and responsibilities of flight crew members in different aircraft types. When operating mixed fleets, if the flight crew member has already been trained in the item and has been assessed as competent in another type it is not necessary to revisit every facet of these procedures in each type. The HOTC should specify those items that do not require repeating during conversion training.

One example is passenger handling. Passenger control on the apron and around aircraft will be common to all types and may not need to be carried out more than once. However, fuel policy may be different for each type and hence, will need to be repeated.

Pilots will enter conversion training with different levels of training, skills and experience. The operator should outline how, individual pilot standards, in relation to their prior learning, experience and skill level will be taken into account if a conversion training program is to be modified via a recognition of prior leaning (RPL) process.

For example, a pilot who has no prior commercial aviation experience would likely require all items to be covered and initially be confined to one aircraft type. A pilot having experience with another air operator on the same type may only require training in the elements that differ for their new employer’s aircraft and operations. The RPL process is optional; any variations to training should be well documented and maintained.

The MOS requires training in non-normal and emergency procedures. If these activities are carried out in the aircraft, operator manuals must have procedures to manage the safety risks associated with these events. Procedures for the simulation of non-normal exercises in the section Procedures for simulation of abnormal or emergency situations in-flight (4.2.1.14) should be adopted and the training must be conducted by a person who has the knowledge, skills and experience required to manage the operations safely.

Some AFMs or RFMs may not permit the simulation of certain non-normal situations. Operators must ensure that any training or check pilot non-normal simulation processes in a training and checking manual are permitted by the manufacturer.

The conversion training part of a flight crew member’s training is an ideal time to refresh night flying skills.

Training responsibilities for the pilot in command documented in sample form TC03 Conversion training course record, satisfies the Command training requirements in the respective MOS. However, minimum flight hour requirements must be met.

The sample content is intended for small operators and may require customisation for multi‑crew operations and some complex task specialist operations.

If using the sample text provided, review and ensure references to your organisations exposition/operations manual and forms are updated to reflect your operation.

#### Flight crew member proficiency check

**Relevant references:**

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 133.205, CASR 135.245, CASR Part 61 (Operator Proficiency Check), Part 61 MOS, CASR 91.D.11.

The new regulations place the responsibility for pilot competence on the operator, not the individual pilot. The new regulations are not intended to change the individual competency standards for the various operational activities. Therefore, the existing standards for the Flight Review (type or class as applicable) and the IPC in Sections 4 and 5 of Schedule 2 of the Part 61 MOS continue to apply. The flight tolerances in Section 1, Tables 2 and 4 of Schedule 8 of the Part 61 MOS for professional pilots also continue to apply.

Proficiency check report (sample forms 6A, 6B, 6C, 6D) content in the section Forms (1.3) is derived from the corresponding MOS schedule with minor adjustments for various combinations of circumstances. Emergency and abnormal activities must be conducted in accordance with CASR 91.D.11. At operator discretion, proficiency checks need not be completed only on one flight or with one check pilot, provided the overall result is obtained in an appropriate timeframe. Operator manuals should detail how the check will be conducted under these circumstances.

Operators using the same flight crew member for both air transport and aerial work operations will need to closely examine the training and checking requirements refer table 1 provided in the sample manual, to determine what additional checks or different timetables may need to be accommodated.

Operators may choose to carry out the proficiency check immediately after conversion training, or immediately before or after the line check. The sample manual includes check forms located in the section Forms (1.3). The sample forms use a simple competent/not yet competent grading system. If desired, operators can choose to have numerical or word picture grading systems.

Since the proficiency check involves the flight crew member being able to demonstrate competency in non-normal and emergency procedures, these elements of the check must be conducted by a person who has the knowledge, skills and experience required to manage the flight safely. Where these elements are carried out in-flight, this part of a proficiency check is not a Part 119 or Part 138 flight; it is carried out in accordance with the Part 91 rules.

The sample manual includes a basic knowledge check that operators can adapt to suit their circumstances. The objective of such a ground check is to avoid an unnecessary flight where a pilot might not be able to demonstrate competence due to lack of preparation or insufficient underpinning knowledge. A simple checklist of briefing topics is provided and could assist in reinforcing the safety controls that should surround non-normal exercises. Refer to section Procedures for the simulation of abnormal or emergency situations in-flight (4.2.1.14).

#### ****Differences training****

If the differences are such that the matters meet the definition as described in CASR Part 61, then the first paragraph of the provided sample text is not applicable. If this instance applies, remove the first paragraph from this section.

Sample form TC11 Differences training record is provided in the section Forms (1.3) as a standard form template. It can be used to record items that need to be covered in the differences training program.

#### Line training and supervised line flying

Relevant references:

Part 119 only, CASR 133.380, CASR 135.395, Part 133 and Part 135 MOS section 12.13.

Some ground line training can be carried out in a generic manner not related to any particular aircraft type. Line flying can be used to satisfy the pilot in command experience requirements in the exposition. Line training pilots could use the line check sample form TC04B Flight crew member line check report or if applicable sample form TC10B ACM/MTS line check report as a prompt. The forms list the items where competency will be assessed, and the training should focus on these matters.

During line training, the training or checking pilot is the pilot in command and must have completed a proficiency check from the non-command seat.

If using the sample text provided, review and ensure references to your exposition/operations manual and your forms are updated to reflect your operation.

#### Line check

Line check applies to Air Transport operations only, if not applicable to your operations, insert 'RESERVED' or 'Not Applicable'.

Relevant references:

Part 119 operations only, 133.380, 135.395, Part 133 and Part 135 MOS section 12.13.

General

The programming of the line check is left to the operator to determine whether it is done before or after the proficiency check. Both checks need to be complete before the individual may conduct unsupervised operations. The note reinforces the need for the pilot in command to hold a valid proficiency check.

* + - 1. **Recurrent training and checking**

**Recurrent general emergency check of competency**

**Relevant references:**

Part 133 and 135 MOS section 12.08, Part 138 MOS section 23.05.

Operators of mixed fleets will need to determine which sections of the recurrent general emergency competency check need to be conducted in which specific aircraft type. This is to ensure competency in all aircraft types the pilot will fly. If multiple types are operated the HOTC may determine which competencies can be demonstrated in one type that need not be repeated in another type.

**Recurrent flight crew member proficiency check**

**Relevant references:**

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, 133.205, 135.245, Part 61 MOS.

Operators will need to develop a system for managing the due dates of recurrent checks to comply with the regulatory requirement. Recurrent timeframes are for operators required to have a training and checking system and also Part 138 operators who do not require a training and checking system.

No tracking system is proposed in the sample manual content. However, a manual tracking system may be effective for a small operator. For operators with high numbers of checks per annum either common flight-time and duty software, booking and scheduling programs, or complete aviation management software packages will likely offer suitable options to manage their recurrent check scheduling.

**Recurrent flight crew member proficiency check additional items for pilots who operate from both the command and non-command seat**

Operators must ensure pilots who operate from both the command and non-command seats as part of their normal duties demonstrate proficiency from both seats during operator recurrent proficiency checks. Operators will determine the items a pilot must demonstrate proficiency in from both seats based on their types of operation.

1. For example, a multi-engine fixed wing IFR operator’s training and check pilots should demonstrate, as a minimum, proficiency from both seats in:

* engine failure after take-off
* either a 3D or 2D instrument approach to minima with one engine inoperative
* a missed approach from minima with one engine inoperative
* a landing with one engine inoperative.

Note: If the proficiency check is conducted in an aeroplane, then:

* the take-off with engine failure manoeuvre is only to be initiated at a safe point after take-off; and
* the 3D or 2D instrument approach operation to minima with one engine inoperative is only to be conducted with a simulated engine inoperative; and
* the landing with one engine inoperative is only to be performed with a simulated engine inoperative.

#### Competency assessment procedure in-flight

Relevant references:

AC 61-09, CASA Flight examiner handbook.

The sample content details a competent/not yet competent grading system for simplicity and relates the standards to the Part 61 MOS. If desired, other systems such as numerical, word pictures, evidence based, competency based may be used. Operators should review the CASA Flight Examiner Handbook and AC 61‑09 on competency-based training for guidance.

The MOS standards are referenced as a minimum. Operators can, if desired, both publish higher standards for specific items and modify the repeat process.

#### Not yet competent after a check

No sample system is proposed. Operators should document their process to provide a direct path of communication between the HOTC and the person or system managing flight crew assignments. This process is to avoid a flight crew member who is currently assessed as not yet competent being rostered for duty.

#### Remedial training

Relevant references:

Part 133 and 135 MOS section 12.09, Part 138 MOS section 23.06.

Due to the broad scope of possible remedial training scenarios no sample content is provided. Sample form TC13 Remedial training record is provided as a standard form template that can be used to record items that need to be revisited in a remedial training program.

#### Command training

This section is applicable if flight crew members who were previously approved as pilot in command in single pilot operations are required to operate as pilot in command of a multi‑crew aeroplane.

Operators have the option to apply higher minimum experience levels for pilots in command than the regulations require, and if applied, the command training syllabus must reflect these additional hours.

#### Pilot in command in non-command seat

Operators must ensure pilots who operate from both the command and non-command seats as part of their normal duties demonstrate proficiency from both seats during operator proficiency checks. Operators will determine the items a pilot must demonstrate proficiency in from both seats based on their type of operation.

#### Procedures for carrying out non-normal exercises in‑flight

Relevant reference:

CASR 91.D.11.

Note: This section is guidance only and articulates generally accepted practices for managing the risks of such simulations during training and checking flights. It is not to be considered mandatory, and any limitations mentioned could be made more restrictive at operator discretion.

Training and checking pilots used by an operator to carry out these exercises will be required to have appropriate training, skills, qualifications and experience in the conduct of these simulations. The purpose of including this content in the manual is to clearly state individual operator limitations and safety controls, which may differ in various circumstances.

These individual operator procedures are of greatest benefit when operators engage external ad‑hoc or contracted training and checking personnel for these events. The procedures give the operator greater control over the training and checking pilots.

Operators should schedule suitable portions of the check at night to allow an assessment of night operations competence. No simulated abnormal or emergency procedures are permitted at night.

##### Non-normal exercises – Aeroplanes

If using the sample text provided, ensure it is reviewed and updated to reflect your operation.

If not applicable to your operations, retain the section and insert 'RESERVED' or 'Not Applicable' at this time.

##### Non-normal exercises – Rotorcraft

If using the sample text provided, ensure it is reviewed and updated to reflect your operation.

If not applicable to your operations, retain the section and insert 'RESERVED' or 'Not Applicable' at this time.

##### Actions in the event of a genuine emergency

The sample text is generic guidance for flight crew behaviour if an event of this nature occurs. Operators should closely review this section and amend it where necessary to accommodate any specific procedures required to bring the flight to a safe conclusion.

#### Human factors principles and non-technical skills training

RESERVED.

When applicable, the operator will include suitable training content.

#### Safety Management Systems training

RESERVED.

When applicable, the operator will include suitable training content.

#### Dangerous goods training

RESERVED.

When applicable, the operator will include suitable training content.

#### Prescribed single-engine operations

RESERVED.

When applicable, the operator will include suitable training content.

### Task specialist training

If you are an operator using the FCM only sample manual, retain this section and insert 'RESERVED' or 'Not Applicable' at this time.

Relevant reference:

Chapter 17 of the Part 138 MOS.

Operators must design training and checking programs for task specialists that are suitable to assess competency in the conduct of the task the person will be assigned to, in the aircraft type they will be operating in. The training and checking training may be delivered by a trained person approved by the HOTC who is nominated in the organisation’s operations manual.

No specific content can be recommended due to the diverse nature of possible tasks, and the list in this section contains suggested items that should be considered for inclusion.

Recommended task specialist training and checking topics include:

• Normal aircraft procedures

– risk assessments and safety controls

– aircraft entry, seating, seat belts and safety procedures

– communications during operation

– use of harnesses and if applicable, alternative restraint

– sterile cockpit concepts

– aircraft exit

– procedures if required, for entry and exit with rotors turning.

• Abnormal and emergency aircraft procedures

– securing task equipment in event of an emergency

– seating/restraint procedures including brace positions

– retrieval of safety and survival equipment

– survival and rescue procedures.

• Task procedures

– Serviceability of task equipment

– loading and securing task equipment

– task-specific communications procedures

– aircraft operating limitations on task.

### Air crew member training and checking events

Operators who require training and checking for air crew members and are using the complete manual should retain this section. Operators who do not require training and checking for air crew members or medical transport specialists can either use the FCM only sample manual or use the complete manual and insert 'RESERVED' or 'Not Applicable' in these sections at this time, if they plan to utilise it in future should operations expand.

The sample text replicates flight crew member requirements where common and includes amendments for applicable differences.

For example, form TC08 ACM/MTS member induction checklist includes ‘Aviation indoctrination’ to account for air crew members (ACM) who have not previously worked in an aviation environment.

The sample text reflects ‘air crew member’ but is equally applicable to ‘cabin crew member’ where CASR 133.425 applies for rotorcraft operations.

The term ‘aircraft’ is used throughout the sample text for ACM training and checking. Operators may replace ‘aircraft’, as applicable, with ‘rotorcraft’ or ‘helicopter’ for Part 133 operations and ‘aeroplane’ for Part 135 operations.

The sample training and checking forms for ACM in the section Forms (4.4) are provided as templates for operators to populate with items relevant to their operations.

If using the sample training and checking sequence table provided, ensure the content is reviewed and updated, including the text in brackets to reflect your operation.

#### Induction

No regulatory requirement – recommendation only.

If using the sample text provided, ensure it is reviewed and updated to reflect your operation.

The training topics are listed on the sample form TC08 ACM/MTS member induction checklist. Operators could use any appropriately trained person to deliver the training. The training need not be delivered by the one trainer. No check is mandated. However, operators may conduct some sort of formative assessment to ensure all items are understood.

#### General emergency training and the check of competency

Relevant references:

Part 133 MOS section 14.04, Part 135 MOS section 13.04, Part 138 MOS section 24.02.

The training and checking topics are listed on sample forms TC02A General emergency training course record and TC02B General emergency check of competency report. Operators will need to customise the items in the forms to suit their circumstances. Operators could use any appropriately trained person approved by the HOTC who is nominated in the manual to deliver the training and the check. The training need not be delivered by the one trainer. The training and the check are 2 separate events; however, they can be conducted consecutively.

Some generic aspects of the training and check that are not unique to the aircraft type need only be done once. Operators must determine if differences exist in matters such as equipment location and its use between different aircraft for which the ACM is assigned duties. To minimise the number of training and checking events in mixed fleets, the HOTC may tailor training and checking programs to confirm that competency demonstrated in one type of aircraft ensures competency in a similar type. The manual should clearly state which training and checking elements completed in a particular type can be considered to meet the requirement in a different type.

For example, if the fire extinguishers fitted to all aircraft in a fleet are the same, the training for use of the extinguisher need only be done once. However, if one aircraft type has the extinguisher mounted in a different location, or has a different number of extinguishers than another, the training and check needs to ensure the ACM has sufficient knowledge of the location and retrieval in each type.

#### Conversion training and air crew member proficiency check

Relevant references:

Part 133 MOS section 14.05, Part 135 MOS section 13.05, Part 138 MOS section 24.02

Conversion training is conducted to provide the air crew member with the knowledge and skills required to competently carry out their assigned responsibilities and duties.

ACM may enter conversion training with different levels of training, skills and experience. The operator should outline how they will take this into account, and if a conversion training program is to be modified via an RPL process.

For example, an ACM who has no prior aviation experience would likely require all items to be covered and initially confined to one type. An ACM with experience with another air operator on the same type may only require training in the elements that differ for their new employer and their operations. The RPL process is optional, robust recording of variations to training should be maintained.

The MOS requires training in non-normal and emergency procedures. If these activities are carried out in the aircraft, operator manuals must have procedures to manage the hazards and safety risks associated with these events.

The sample text provided is intended for small operators and may require customisation for some complex task specialist operations.

#### Line training and air crew member line check

Relevant references:

Part 133 MOS section 14.06, Part 135 MOS section 13.06.

The sample line training requirements table is one possible means of detailing the different aspects and duration and of the line training to be conducted.

#### Differences training

Relevant references:

Part 133 MOS section 14.07, Part 135 MOS section 13.07.

Due to the broad scope of possible differences training scenarios no sample content is provided. Sample form TC12 ACM/MTS recurrent proficiency check report is provided as a standard form template that can be used to record items that need to be covered in the differences training program.

#### Recurrent training and checking

Relevant references:

Part 133 MOS section 14.08, Part 135 MOS section 13.08, Part 138 MOS section 24.02.

Operators with mixed fleets will need to determine, which sections of the recurrent checks need to be conducted in which specific type, to ensure competency in all types for which the ACM is assigned duties. If multiple types are operated the HOTC may determine which competencies can be demonstrated in one type, that need not be repeated in another type.

#### Competency assessment procedure

The sample text provided details a ‘Competent/Not yet competent’ grading system for simplicity. If desired, other systems such as numerical, word pictures, evidence based, competency based may be used.

#### Not yet competent after a check

The sample text provides details of a simple system. Operators should document their process to a direct path of communication between the HOTC and the person or system managing ACM assignments. This is to avoid an ACM who is currently assessed as not yet competent being rostered for duty.

#### Remedial training

Relevant references:

Part 133 MOS section 14.09, Part 135 MOS section 13.09, Part 138 MOS section 24.02.

The sample text provides details of a simple system. Sample form TC13 Remedial training record is provided as a standard form template that can be used to record items that need to be revisited in a remedial training program.

#### Human factors principles and non-technical skills training

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

#### Safety management system training

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

#### Dangerous goods training

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

#### Senior cabin crew training and checking

RESERVED.

When applicable, the operator will provide training content suitable to their operation.

### Medical transport specialist training and checking events

Operators who require training and checking for medical transport specialists and are using the complete manual should retain this section. Operators who do not require training and checking for air crew members or medical transport specialists can either use the FCM only sample manual, or use the complete manual and insert 'RESERVED' or 'Not Applicable' in these sections at this time, if they plan to utilise it in future should operations expand.

The sample text replicates flight crew member requirements where common, and includes amendments for applicable differences.

For example, the Induction Training Checklist (forms TC09A ACM/MTS conversion training record or TC09B ACM/MTS conversion proficiency check report) includes ‘Aviation indoctrination’ to account for medical transport specialists (MTS) who have not previously worked in an aviation environment.

The term ‘aircraft’ is used throughout the sample text for MTS training and checking. Operators may replace ‘aircraft’, as applicable with ‘rotorcraft’ for Part 133 operations and ‘aeroplane’ for Part 135 operations.

The sample training and checking forms for MTS are provided, in the section Forms (4.4), as templates for operators to populate with items relevant to their operations. Operators will need to review the forms and update them to suit their operations.

#### Induction

No regulatory requirement – recommendation only.

The training topics are listed on sample form TC08 ACM/MTS member induction checklist. Operators can use any appropriately trained person to deliver the training. The training need not be delivered by the one trainer. No check is mandated, however, operators may conduct some sort of formative assessment to ensure all items are understood.

#### General emergency training and check of competency

Relevant references:

Part 133 MOS section 15.04, Part 135 MOS section 14.04.

The training and checking topics are listed on the sample forms in the section Forms (1.3). Operators will need to customise the items to suit their circumstances. To deliver the training and the check, operators may use any appropriately trained person approved by the HOTC who is nominated in the exposition. The training can be delivered by multiple trainers. The training and the check are 2 separate events; however, they can be conducted consecutively.

Some generic aspects of the training and check that are not unique to the aircraft type need only be completed once. Operators must determine any differences that exist in matters such as equipment location and its use between different aircraft type that the MTS is assigned duties. To minimise the number of training and checking events in mixed fleets, the HOTC may tailor training and checking programs to confirm that competency demonstrated in one aircraft type ensures competency in a similar type. The exposition should clearly state which training and checking elements completed in a particular type can be considered to meet the requirement in a different type.

For example, if the fire extinguishers fitted to all aircraft in a fleet are the same, the training for use of the extinguisher need only be done once. However, if one aircraft type has the extinguisher mounted in a different location, or has a different number of extinguishers than another, the training and check needs to ensure the MTS has sufficient knowledge of the location and retrieval in each type.

#### Conversion training and medical transport specialist proficiency check

Relevant references:

Part 133 MOS section 15.05, Part 135 MOS section 14.05.

Conversion training is conducted to provide the MTS with the knowledge and skills required to competently carry out their assigned responsibilities and duties.

MTS may enter conversion training with different levels of training, skills and experience. The operator should outline how this is taken into account if a conversion training program is to be modified via an RPL process.

For example, an MTS who has no prior aviation experience would likely require all items to be covered and initially be confined to one type. An MTS with experience with another air operator on the same type may only require training in the elements that differ for their new employer and their operations. This RPL process is optional and robust recording of any variations to training should be maintained.

The MOS requires training in non-normal and emergency procedures. If these activities are carried out in the aircraft, operator expositions must have procedures to manage the hazards and safety risks associated with these events.

The sample text provided is intended for small operators and may require customisation for some complex task specialist operations.

#### Line training and line check

Relevant references:

Part 133 MOS section 15.06, Part 135 MOS section 14.06.

The sample text provides details of a simple system. The sample line training requirements table is one possible means of detailing the different aspects and duration and of the line training to be conducted.

#### Differences training

Relevant references:

Part 133 MOS section 15.07, Part 135 MOS section 14.07.

The sample text provides details of a simple system. Sample form TC12 ACM/MTS recurrent proficiency check report is provided as a standard form template that can be used to record items that need to be covered in the differences training program.

#### Recurrent training and checking

Relevant references:

Part 133 MOS section 15.08, Part 135 MOS section 14.08.

Operators of mixed fleets will need to determine which sections of the recurrent checks need to be conducted in which specific type to ensure competency in all types for which the crew member is assigned duties. If multiple types are operated the HOTC may determine which competencies can be demonstrated in one type that need not be repeated in another type.

#### Competency assessment procedure

The sample text provided details a ‘Competent/Not yet competent’ grading system for simplicity. If desired, other systems such as numerical, word pictures, evidence based, competency based may be used.

#### Not yet competent after a check

The sample text provides details of a simple system. Operators should document their process to provide a direct path of communication between the HOTC and the person or system managing MTS assignments. This process is to avoid an MTS who is currently assessed as not yet competent, being rostered for duty.

#### Remedial training

Relevant references:

Part 133 MOS section 15.09, Part 135 MOS section 14.09.

The sample text provides details of a simple system. Sample form TC13 Remedial training record is provided as a standard form template that can be used to record items that need to be revisited in a remedial training program.

#### Human factors principles and non-technical skills training

RESERVED.

#### Dangerous goods training

RESERVED.

### Continuous improvement and audit processes

Audits are recommended every 12 months in the sample text. However, operators should adjust the frequency of audits in response to the number of training and checking events conducted over a year. It would be expected that a sampling rate sufficient to identify any potential issues be determined, and audits scheduled to accomplish this.

* + - 1. **HOTC Audit process**

**Relevant references:**

CASR 119.130(1)(d), CASR 119.150 (2).

The sample uses form **A21 HOTC audit report** to list the major items that require auditing. If Part 142 organisations are used, the audit should extend to the activities that this operator carries out for the operator. The content list is a recommendation, if required operators should customise.

* + - 1. **Procedures for review and revision of the training and checking manual**

**Relevant reference:**

CASR119.130 (1) (d).

The frequency of this audit should correspond to the rate of effort of the organisation. The sample text/system provides a simple interface to instigate improvement processes.

* + 1. **Process for recognition of prior learning**

The use of RPL processes is optional. Operators may wish to allow crew members credit for prior training and experience by way of a RPL process. If this option is to be utilised, to ensure consistency a process needs to be identified in the manual.

An RPL process should include:

* who will carry out the process (normally the HOTC)
* who is eligible to be considered – minimum acceptable qualification and experience
* time since previous training or experience
* relevance of previous training or experience
* the availability of appropriate evidence such as training records
* the relevance of previous learning to proposed future crew assignments.
  + 1. **Training and checking records capture process**

This section outlines a simple records capture process.

The personnel training and checking record sample table provides a recommended process and is for operators that do not have record-keeping processes in other areas of their exposition/operations manual that includes training and checking-specific record keeping.

Review the content in your exposition/operations manual (e.g. section 1.5.2) to determine if content exists under the headings of:

* Personnel training and checking records
* Making records
* Availability of records.

There is no need to duplicate the process here, it can be removed.

* + 1. **Tracking of recurrent training and or checking due dates**

This sample process provides for adequate warning of an expiring check. Operators should describe their preferred process and its operation here.

* + 1. **Management of contracted training and or checking**

**Relevant references:**

Part 133 and 135 MOS Chapter 12.01 division 3, Part 138 MOS Chapter 23 division 3, CASR 119.150 (2) (d).

This section is pertinent if operators use Part 142 organisations to carry out all or part of their training and checking. It identifies a simple HOTC audit process which will meet the regulatory responsibility.

If the use of Part 142 organisations is not contemplated, this section can be RESERVED.

**Note:** Contracted training and/or checking has the meaning defined in section 142.020 of CASR. The use of individuals trained, approved and nominated in accordance with the process in the sample manual for training and checking duties is ***not*** Part 142 training and checking. The engagement and personnel management of these individuals, whatever their employment status, is entirely at the discretion and control of the operator and not subject to any CASA legislation.

### Training and competency of training and checking personnel

Relevant references:

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

To determine the legislation surrounding the use of individuals to conduct training and checking activities that involve non-normal exercises, operators should review Section 20B of CASA EX70/24, Section 20A of CASA EX71/24 and or Section 17 of CASA EX72/24.

#### General

Operators must ensure that a person who carries out any training and checking activities on their flight crew members has the appropriate, if any qualifications and training necessary for the task. The exception is if an operator uses a Part 142 operator for a training and or checking activity. The HOTC has the responsibility to verify that the Part 142 operator’s training or checking personnel have the appropriate authorisations for the activity. In this instance the Part 142 organisation is responsible for the training of their own personnel.

Operators may utilise suitable Part 61 qualified personnel to carry out in-flight training and checking activities. The minimum qualifications for these individuals if they are to carry out the simulation of non-normal exercises is a Flight Instructor Rating with an appropriate training endorsement, or a Flight Examiner Rating with an appropriate flight examiner endorsement or an equivalent approval under Regulation 61.040.

Since this in-aircraft training would not normally be carried out on air transport flights these individuals may not necessarily need to meet all operator requirements to carry out air transport or aerial work flights for the operator.

Operators will need to customise training programs to ensure that these individuals are equipped with the necessary knowledge of, how to:

• conduct the training and checking activity for the operator

• carry out the record keeping actions needed

• assess the performance of flight crew members under check.

It will be essential that the training and checking pilot is thoroughly conversant with the operator’s exposition as it relates to the air transport and or aerial work operations that are the subject of the check, and the operation of the particular aircraft used.

The scope of training and checking activities for an operator may range from simple ground based general emergency training to complex in-aircraft OPC involving non-normal exercises. Similarly, there is a wide scope of qualifications and training required for the trainer and or checker. Additionally, the amount of training that the operator might need to deliver to the trainer and or checker will vary relevant to the qualifications and experience of each individual.

To determine the level of training required, the HOTC will need to assess the status of internally employed individuals intended to be used for training and or checking activities. The person to deliver the training should ideally have already completed their own training and a successful check. For ground training, and in-flight training and checking not involving emergencies, operators can select pilots with sufficient experience to effectively deliver training lessons, and with good knowledge of Part 61 operational standards to conduct checks.

The HOTC should then use the sample training and checking pilot training course requirements for specific tasks table as a starting point to construct appropriate training courses tailored for each training and checking pilot and the tasks they are required to carry out. Further guidance on the training of training and checking personnel is available in Multi-Part AC 119-11 and AC 138-02 Training and checking systems. and should be consulted prior to developing any training courses. Sample syllabi and record forms provided in the sample manual list the training topics. Candidate training and checking pilots should then be trained by persons with training experience and qualifications. The training should occur in accordance with the recommended syllabi and outcomes reported on the relevant course report form.

Operators will need to use suitable personnel to carry out the training of training and checking personnel. For some simple training tasks such as general emergency training and line training, the HOTC may be the appropriate person to deliver this training. However, unless the operator has trainers available with experience in check pilot training, flight instructor training or flight examiner training, the training of training and checking pilots who will conduct non-normal exercises should be left to either Part 141 or Part 142 organisations. The training and checking pilot units of competency in the Part 119 AC should be used as a basis for designing and customising training programs to carry out this training.

If after training they are assessed as suitable by the HOTC, all training and checking personnel must be nominated by including their details in the exposition/operations manual. Refer to the exemptions listed above to determine if advice to CASA of their appointment is required. CASA reserves the right to test these individuals, and they should not be released for training and or checking duties until either CASA elects not to test them or they have passed any test. A 30-day period is considered to be the time that should be allowed for this to occur.

* + - 1. **Training**

**Relevant references:**

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

The HOTC must manage internal training and check pilot training personnel appropriately or assign this to a suitable Part 141 or 142 organisation. This training is not a Part 119 or Part 138 operation, nor need it be Part 141 or 142 training since it is not for the issue of a Part 61 qualification.

* + - 1. **Training syllabi for training of training and checking personnel**

**Relevant references:**

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

Training syllabi and course report forms are provided in the sample however suitable syllabi in use at Part 141 or 142 organisations may be used at HOTC discretion.

* + - 1. **Recurrent checking of training and checking personnel**

**Relevant references:**

Part 133 and 135 MOS section 12.01 and 12.05, Part 138 MOS section 23.03, CASR 91.725, CASR 133.205, CASR 135.245, Part 61 MOS.

The sample manual places the responsibility of maintaining the standards of the training and checking personnel on the HOTC using a simple audit process.

### Training and competency of training and checking personnel – ACM and MTS

Relevant references:

Part 133 MOS section 14.11 and 14.12, Part 135 MOS section 13.11 and 13.12, Part 138 MOS section 24.03.

The sample text reflects ‘air crew member’ and ‘medical transport specialist’ but is equally applicable to ‘Cabin crew member’ for rotorcraft operations where CASR 133.425 applies.

Operators may elect to train their own personnel to carry out training and checking duties. Sample syllabi and record forms are provided in the sample manual to list the training topics. A sample recognition of prior learning (RPL) process is provided in the sample manual for the HOTC to customise training programs for personnel who already hold previous qualifications or possess suitable experience in the intended role.

Operators will need to use suitable personnel to carry out the training of training and checking personnel. The person delivering the training should have, as a minimum, completed their own training and successful check prior to delivering training.

If assessed as suitable by the HOTC, training and checking personnel must be nominated by including their details in the exposition/operations manual and advising CASA of their appointment. CASA reserves the right to test these individuals, and they should not be released for training and or checking duties until either CASA elects not to test them or they have passed any test. A 30-day period is considered to be the time that should be allowed for this to take place.

Selection of appropriate individuals and providing them with appropriate training from recognised trainers will increase the likelihood of CASA approving an individual. Proper records of training will assist in CASA’s decision-making process.

For operators that only use pilots and do not use air crew members or medical transport specialists, CASA recommends entering the following words in section 4.3.11 – ‘This section is not applicable as air crew members and medical transport specialists are not used in any operations of [Sample Aviation]’.

For operators that do use air crew members or medical transport specialists or both, CASA recommends including content that is similar to the content of the flight crew member section of this sample, but appropriately modified to the training and checking requirements specified in the applicable Manual of Standards for the operation you are performing. For air crew members, these requirements are in Chapter 14 of the Part 133 MOS, Chapter 13 of the Part 135 MOS and Chapter 24 of the Part 138 MOS. For medical transport specialists, these requirements are in Chapter 15 of the Part 133 MOS and Chapter 14 of the Part 135 MOS. For task specialists used in Part 138 operations, these requirements are in Chapter 25 of the Part 138 MOS.

#### General

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

#### Training

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

#### Training syllabi for training of training and checking personnel

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

#### Recurrent checking of training and checking personnel

For those operators this is not applicable to, retain the section and insert 'RESERVED' or 'Not Applicable'.

### Rotorcraft operations in Performance Class 3

The sample manual contains no content for training and checking for operations in Performance Class 3 (PC3) over a populous area.

As per subsection 10.29(4)(b) of the Part 133 MOS, for operations flying in PC3 over a populous area the pilot in command must have completed, prior to the commencement of operations, the initial and recurrent training course, including autorotative descent to SFLA’s with limited access provided by {insert the name of the provider}.

This process must ensure PC3 general pilot competency in;

* theoretical knowledge
* flight planning
* practical flight competency including autorotative descents to locations with limited access to SFLA's
* obstacle and adequate vertical margin assessment
* line proficiency and ongoing recency

Operators should develop suitable content and insert it here.

* 1. **Forms**

The sample training and checking manual contains forms relating to matters that may have already been addressed by operators in other sections of their existing documentation. Additionally, some forms in the sample training and checking manual replicate (with slight variations) forms already published by CASA located in the ‘Sample exposition for air operators’ and in MAAT. These forms may deal with similar or the same subject matter as those previously published, however some of the new forms have been updated.

Operators are encouraged to review the forms and if required replace their existing forms, with the new version. Their operator exposition/operations manual is to only contain one version of each form.

**Table 1 Revised sample forms**

|  |  |
| --- | --- |
| Previously published form – number and subject | New form – number and subject |
| A10 – Pilot induction training course | TC01 – Flight crew member induction checklist |
| A12 – General emergency competency training course and competency check report form | TC02A – General emergency training course record  TC02B – General emergency check of competency report |
| A13 – Operator conversion and proficiency training and check report form | TC03 – Conversion training course record  TC05 – Flight crew member proficiency and line check knowledge report**.** |

All forms provided are sample templates and should be adapted by the operator to suit their activities. Operators should be aware that not all sample forms apply to all operations. Operators may elect to leave the forms in their documentation for future use when their circumstances change or delete them entirely. Operators should customise the forms to include their company name, with identification relating to the version number and an effective date to enable personnel to ensure that the latest form version is being used. Operators can retain training and checking forms in their training and checking manual or embed them in their main exposition. Operators could also use hyperlinks in electronic documents or store them in aviation management software applications as required.

Form A15 provided in this sample manual has already been published in the CASA sample flight operations exposition and MAAT’s Air operator exposition, it may already be in use in your exposition/operation’s manual.

Forms provided in the sample manual are designed to be used in their printed form.

# Safety management system, human factors and non-technical skills

## 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 EX73/24 –](https://www.legislation.gov.au/Details/F2021L01671) 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 pre-2 December 2021 non-RPT operators. For more information on deferred provisions and timelines, refer to [AC 1-03 - Transitioning to the flight operations regulations](https://www.casa.gov.au/transitioning-flight-operations-regulations).

Sample text 2 is intended for operators making use of Part 2 of CASA EX73/24. It references the SMS implementation plan and directs the operators' personnel to comply with the conditions of the exemption which are listed in section 1.2.1.

If your organisation requires an SMS, refer to [AC 119-01 - Safety management systems for air transport operations](https://www.casa.gov.au/safety-management-systems-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.

## Human factors & non-technical skills (HF / NTS) 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 EX73/24](https://www.legislation.gov.au/Details/F2021L01671) to see if or how this exemption may apply to your organisation.

The requirement to have an HF / NTS training program is deferred for pre-2 December 2021 non-RPT operators. For more information on deferred provisions and timelines, refer to [AC 1‑03 - Transitioning to the flight operations regulations](https://www.casa.gov.au/transitioning-flight-operations-regulations) and CASA EX73/24.

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](https://www.casa.gov.au/operations-safety-and-travel/safety-advice/human-factors/human-factors-and-safety-behaviours) page on the [CASA website](https://www.casa.gov.au/operations-safety-and-travel/safety-advice/human-factors), which contains not only resources for pilots (The Safety Behaviours: human factors for pilots workbook), but also links to related rules and regulations.

### Program objectives

Amend the sample text to suit your operations.

### Program responsibilities

Amend the sample text to suit your operations.

### Record keeping

Amend the sample text to suit your operations.

### Personnel required to undergo the HF / NTS training program

This section has two headings:

* Flight crew
* Other operational safety-critical personnel.

Align the content to the training and checking content of your exposition. Amend the sample text to suit your operations.

### Training program

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

### Program evaluation / continuous improvement

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

### HF / NTS third party provider

Amend the sample text to suit your operations.

# Volume 6 - Dangerous goods

## 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– Dangerous Goods Manuals](https://www.casa.gov.au/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.

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.

# Fatigue management

## 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

There are regulations in Part 119 and Part 138 that are either reserved for a future move of CAO 48.1 into the CASR (which is not yet certain) or create the effect of pointing to CAO 48.1. You need to comply with CAO 48.1 in relation to managing flight crew fatigue. The fatigue of other kinds of crew members is subject to the outcome-based requirements of regulation 91.520 of CASR.

Useful information is available on the [Fatigue management](https://www.casa.gov.au/cao-part-481-fatigue-management) page on the [CASA website](https://www.casa.gov.au/operations-safety-and-travel/safety-advice/fatigue-management), including 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 FRMS. There is also a [Plain English Guide for fatigue management rules](https://www.casa.gov.au/search-centre/plain-english-guides/plain-english-guide-fatigue-management-rules).

Sample text 1: if your organisation is not required to have an FRMS, insert the applicable CAO 48.1 Appendices, and insert your Fatigue Management procedures.

Sample text 2: is for your organisation to cross reference your Fatigue Management procedures in a different document or insert your FRMS in your exposition.

# Drug and alcohol management plan

## Drug and alcohol management plan (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](https://www.casa.gov.au/operations-safety-and-travel/safety-advice/drug-and-alcohol-management) (DAMP) page on [CASA’s website](https://www.casa.gov.au/operations-safety-and-travel/safety-advice/drug-and-alcohol-management) 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. You must nominate a person to manage the DAMP. This may not necessarily be the DAMP supervisor. The sample arbitrarily allocates this responsibility to the HOFO. You may amend this as necessary.

Sample text 1: if your organisation has adopted CASA's Micro-business DAMP, adopt or amend the text to suit your organisation. Micro DAMP is a document available on the CASA website and as such is not required to be present in this document.

Sample text 2: f a full DAMP has been adopted, you may like to use the preamble of the sample text titled Full DAMP' - or - you may wish to add your own content.

The DAMP is required to be included in this document - you should insert a reference to your DAMP in a different document or insert your DAMP content here.

# Forms and compliance matrices

## 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.

Note: Form A04 - Aircraft checklists.

A separate form A04 should be added for each aircraft type/model. Suggested form numbering to use: Form A04-type / model, Form A04-type / model, e.g. Form A04-C210 etc. Update the sample text table listing form numbers including type / model as needed.

Note: Form A08 - Aeroplane / Helicopter Landing Area / Site Survey Report Form and Register.

Two forms have been provided - ensure the sample text table listing the forms is updated to use the correct form title.

Note: Form A15 (alternative) Personnel Training and Checking Record.

Use this form for compliance with Sections 37 and 42 of CASA EX73/24 – Flight Operations Regulations – SMS, HFP&NTS and T&C Systems – Supplementary Exemptions and Directions Instrument 2024. The requirement to comply with these sections will cease when at the end of 28 February 2025, after which the training and checking system must be in place. After this date operators should reserve these sections.

Note: Form A20 Safety Briefing Cards.

A separate form A20 should be added for each aircraft type / model. Suggested form numbering to use: Form A20-type / model, Form A20-type / model, e.g. Form A20-PA-31 etc. Update the sample text table listing form numbers including type / model as needed. Operators should develop their own safety briefing cards (sample form A20). For more guidance refer to Part 135 MOS section 9.01 and AC 135-12 Safety briefing cards.

## Compliance matrices

A compliance matrix is included in the following section. It refers to sections of CASR Parts 119, 133, 135 and 138 of the regulations that are applicable to the CASR Flight Operations Sample Exposition.

You don’t have to populate the compliance matrices nor publish them in your document, but you may wish to use them to check / confirm compliance with the regulations. The references in the Section No. column in the compliance matrices relate to the CASR 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.

### CASR Part 119 compliance matrix

1. CASR Part 119 compliance matrix

| Legislation Reference | Title | Sample Manual / Section number | Comment |
| --- | --- | --- | --- |
| **Subpart 119.A—General** | | | |
| 119.005 | What Part 119 is about |  |  |
| 119.010 | Definition of Australian air transport operation |  |  |
| 119.015 | Definitions of Australian air transport AOC and Australian air transport operator |  |  |
| 119.020 | Definition of significant change | 1.3.3  1.8.2 |  |
| 119.025 | Approvals by CASA for Part 119 |  |  |
| 119.030 | Prescribed purpose—Australian air transport operations |  |  |
| 119.035 | Prescribed position—safety manager |  |  |
| 119.036 | Required position—head of training and checking |  |  |
| 119.040 | Required material for reference library | 1.6 |  |
| 119.045 | Issue of Manual of Standards for Part 119 |  |  |
| 119.050 | Australian air transport AOC required |  |  |
| 119.055 | Compliance with Australian air transport AOCs | 1.1.1 |  |
| 119.060 | Compliance with conditions of Australian air transport AOCs | 1.1.1 |  |
| **Subpart 119.B—Australian air transport AOCs** | | | |
| 119.065 | Application |  |  |
| 119.070 | Conditions for issue |  |  |
| 119.075 | Approval of exposition |  |  |
| 119.080 | Conditions of an Australian air transport AOC | 1.3.2  1.3.4  1.7.2 |  |
| **Subpart 119.C—Changes relating to Australian air transport operators** | | | |
| 119.085 | Changes of name etc. | 1.8 |  |
| 119.090 | Application for approval of significant changes | 1.3.3  1.3.4  1.8.2 |  |
| 119.095 | Approval of significant changes |  |  |
| 119.100 | Changes must be made in accordance with process in exposition | 1.8 |  |
| 119.105 | CASA directions relating to exposition or key personnel | 1.1.1 |  |
| **Subpart 119.D—Organisation and personnel** | | | |
| 119.110 | Organisation and personnel | 1.1.2 |  |
| 119.115 | When key personnel cannot carry out responsibilities | 1.3.4 |  |
| 119.120 | Familiarisation training for key personnel | 1.3.3 |  |
| 119.125 | Chief executive officer—experience | 1.3.5 |  |
| 119.130 | Chief executive officer—responsibilities and accountabilities | 1.3.5 |  |
| 119.135 | Head of flying operations—qualifications and experience | 1.3.6 |  |
| 119.140 | Head of flying operations—responsibilities | 1.3.6 |  |
| 119.145 | Head of training and checking—qualifications and experience | 1.3.7 |  |
| 119.150 | Head of training and checking—responsibilities | 1.3.7  4.1  5.2 |  |
| 119.155 | Safety manager—experience | 1.3.8 |  |
| 119.160 | Safety manager—responsibilities | 1.3.8  7.1 |  |
| 119.165 | Key personnel—additional qualification and experience requirements | 1.3.5  1.3.6  1.3.7  1.3.8 |  |
| **Subpart 119.E—Training and checking for operational safety critical personnel** | | | |
| 119.170 | Training and checking system | Volume 4 |  |
| 119.175 | Program for training and assessment in human factors principles and non-technical skills | 5.2 |  |
| 119.180 | Training in human factors principles and non-technical skills for flight crew etc. | 5.2 |  |
| 119.185 | Training in human factors principles and non-technical skills for other operational safety critical personnel | 5.2 |  |
| **Subpart 119.F—Safety management** | | | |
| 119.190 | Safety management system requirements | 5.1 |  |
| 119.195 | Flight data analysis program requirements | 1.2.2 |  |
| **Subpart 119.G—Personnel fatigue management** | | | |
| **Subpart 119.H—Expositions for Australian air transport operators** | | | |
| 119.205 | Content of exposition | Various |  |
| 119.210 | Compliance with exposition by operator | 1.1.1  1.1.4 |  |
| 119.215 | Providing personnel with exposition | 1.1.3 |  |
| 119.220 | Compliance with exposition by personnel | 1.1.4 |  |
| **Subpart 119.J—Records and documents** | | | |
| 119.225 | Personnel training and checking records—making records | 1.5.2  4.6 |  |
| 119.230 | Personnel training and checking records—availability of records | 1.5.2 |  |
| 119.235 | Copies of flight crew licences and medical certificates | 1.5.3  1.9.3.13 |  |
| 119.240 | Retention periods for personnel records | 1.5 |  |
| 119.245 | Retention periods for flight related documents | 1.5.4 |  |
| 119.250 | Retention periods for other flight related records | 1.5.4 |  |
| **Subpart 119.K—Miscellaneous offences** | | | |
| 119.255 | Dealings in relation to cancelled, suspended, varied, pending or refused civil aviation authorisations |  |  |
| 119.260 | Maximum period for use of foreign registered aircraft in Australian territory | 1.7.2 |  |

### CASR Part 133 compliance matrix

1. CASR Part 133 compliance matrix

| Legislation Reference | Title | Sample Manual / Section number | Comment |
| --- | --- | --- | --- |
| **Subpart 133.A—Preliminary** | | | |
| 133.005 | Application of Part 133 |  |  |
| 133.010 | Definition of suitable forced landing area for rotorcraft flights |  |  |
| 133.015 | Approvals by CASA for Part 133 |  |  |
| 133.020 | Issue of Manual of Standards for Part 133 |  |  |
| **Subpart 133.C—General** | | | |
| **Division 133.C.1—General flight limitations** | | | |
| 133.025 | Permitted categories of rotorcraft | 1.7.2 |  |
| **Division 133.C.2—Operational documents** | | | |
| 133.030 | Compliance with flight manual | 1.9.3.7  Various |  |
| 133.035 | Operator to have minimum equipment list for certain flights | 2.4 |  |
| 133.040 | Availability of checklists | 2.1.1  2.1.7  2.20 |  |
| **Division 133.C.3—Flight related documents** | | | |
| 133.045 | Electronic documents | 2.1.1 |  |
| 133.050 | Availability of parts of exposition | 1.1.3 |  |
| 133.055 | Carriage of documents | 2.1.1 |  |
| 133.060 | Availability or carriage of documents for certain flights | 2.1.1 |  |
| 133.065 | Carriage of documents—flights that begin or end outside Australian territory |  |  |
| 133.070 | Keeping and updating documents etc. | 2.3.14 |  |
| 133.075 | Journey logs | 2.1.1  2.10.3 |  |
| 133.080 | Passenger lists | 2.3.14 |  |
| 133.085 | Flight preparation forms for flights that begin or end outside Australian territory |  |  |
| **Division 133.C.4—Reporting and recording defects and incidents etc.** | | | |
| 133.090 | Procedures for reporting and recording defects etc. | 2.1.17 |  |
| 133.095 | Procedures for reporting and recording incidents | 2.1.18 |  |
| **Division 133.C.5—Search and rescue services and emergency and survival equipment** | | | |
| 133.100 | Information about search and rescue services |  |  |
| 133.105 | Information about emergency and survival equipment | 2.4.4  2.10.2  2.10.7 |  |
| **Division 133.C.6—Miscellaneous requirements** | | | |
| 133.110 | Crew activities necessary for safe operation | 2.16.3  2.18.4 |  |
| 133.115 | Competence of ground support personnel | 1.9.8 |  |
| 133.120 | Crew station authorisation and briefing | 2.3.5 |  |
| **Subpart 133.D—Operational procedures** | | | |
| **Division 133.D.1—Operational control** | | | |
| 133.125 | Operational control | 2.1.2 |  |
| **Division 133.D.2—Flight preparation** | | | |
| 133.130 | Flight preparation requirements | 2.10.4 |  |
| **Division 133.D.3—Flight planning** | | | |
| 133.135 | Operational flight plans | 2.10.1 |  |
| 133.140 | Availability of flight planning information | 2.10.4 |  |
| **Division 133.D.4—Flight rules** | | | |
| 133.145 | Take-off and landing minima |  |  |
| 133.150 | Flights to or from foreign countries that do not use ICAO procedures |  |  |
| 133.155 | Authorised instrument approach procedures not in the AIP |  |  |
| 133.160 | Exposition requirements for low visibility operations |  |  |
| 133.165 | IFR flights without destination alternate aerodromes |  |  |
| 133.167 | Minimum height rules for medical transport operations |  |  |
| **Division 133.D.5—Aerodromes** | | | |
| 133.170 | Procedures to determine information about aerodromes | 2.10.4 |  |
| 133.175 | Procedures for safety at aerodromes | 2.3.4 |  |
| **Division 133.D.6—Fuel requirements** | | | |
| 133.180 | Fuel procedures | 2.7.7  2.8.1 |  |
| 133.185 | Oil requirements | 2.7.8 |  |
| 133.190 | Fuel requirements | 2.8.1 |  |
| 133.195 | Fuelling safety procedures | 2.7.2 |  |
| **Division 133.D.7—Passenger transport and medical transport** | | | |
| 133.200 | Application of Division 133.D.7 |  |  |
| 133.205 | Simulation of emergency or abnormal situations | 2.1.16 |  |
| 133.210 | Carriage of restricted persons | 2.3.3 |  |
| 133.215 | Carry-on baggage |  |  |
| 133.220 | Obstruction of emergency exits |  |  |
| 133.225 | Passengers in seats adjacent to emergency exits |  |  |
| 133.230 | Carriage of passengers with reduced mobility |  |  |
| 133.235 | Safety briefing cards | 2.3.2 |  |
| 133.240 | Safety briefings, instructions and demonstrations | 2.3.2 |  |
| 133.245 | Safety briefing in the event of an emergency |  |  |
| **Division 133.D.8—Instruments, indicators, equipment and systems** | | | |
| 133.250 | Airborne weather radar equipment |  |  |
| 133.255 | Head up displays, enhanced vision systems and synthetic vision systems |  |  |
| 133.260 | Survival equipment procedures | 2.10.7 |  |
| 133.265 | NVIS flights | 2.21 |  |
| 133.270 | Securing moveable equipment |  |  |
| **Division 133.D.9—Miscellaneous** | | | |
| 133.275 | Procedures relating to ice | 2.19.1 |  |
| 133.280 | Procedures relating to portable electronic devices | 2.1.3  2.1.4 |  |
| 133.285 | Procedures relating to carriage of animals | 2.21 |  |
| 133.290 | Polar operations | 1.9.10  2.21 |  |
| 133.295 | External load operations involving winching a person | 2.21 |  |
| **Subpart 133.F—Performance** | | | |
| 133.305 | Take-off performance | 2.5 |  |
| 133.310 | Landing performance | 2.5 |  |
| 133.315 | Flight in a performance class | 2.5 |  |
| 133.320 | Rotorcraft permitted to fly in performance class 1 or 2, or performance class 2 with exposure | 2.5 |  |
| 133.325 | Flight in performance class 2 with exposure | 2.5 |  |
| 133.330 | Flight in performance class 1 for certain rotorcraft | 2.5 |  |
| 133.335 | Flight in performance class 1 or 2, or performance class 2 with exposure for certain rotorcraft | 2.5 |  |
| 133.340 | Flight in performance class 3 over populous areas | 2.5 |  |
| **Subpart 133.J—Weight and balance** | | | |
| 133.345 | Loading of rotorcraft | 2.6 |  |
| 133.350 | Procedures for loading rotorcraft etc. | 2.6 |  |
| 133.355 | Weight and balance documents | 2.6 |  |
| **Subpart 133.K—Equipment** | | | |
| 133.360 | Requirements relating to equipment | 2.4 |  |
| **Subpart 133.N—Flight crew** | | | |
| **Division 133.N.1—General** | | | |
| 133.370 | Composition, number, qualifications and training | 1.9.3  4.1  4.2.2 |  |
| 133.375 | Competence | 1.9.3.11  4.1 |  |
| 133.377 | Training and checking to be conducted by certain persons | 4.1  4.2.2 |  |
| 133.380 | Assignment to duty of pilot in command | 1.9.3.2 |  |
| 133.385 | Pilot in command | 1.9.3.5  1.9.3.6 |  |
| 133.390 | Co pilot | 1.9.3.6 |  |
| 133.395 | Pilot in command in non-command pilot’s seat |  |  |
| 133.400 | Knowledge of route and aerodromes | 1.9.3.3  2.10.4 |  |
| **Division 133.N.2—Flight crew training—miscellaneous** | | | |
| **Division 133.N.3—Operation of rotorcraft of different types** | | | |
| 133.410 | Application of Division 133.N.3 | 1.9.3.5 |  |
| 133.415 | Assignment of flight crew to different multi engine rotorcraft | 1.9.3.5 |  |
| **Division 133.N.4—Recent experience** | | | |
| 133.420 | Recent experience requirements—90 days before flight | 1.9.3.12 |  |
| **Subpart 133.P—Crew other than flight crew** | | | |
| **Division 133.P.1—Cabin crew** | | | |
| 133.425 | Number, qualifications, experience and training | 4.4 |  |
| 133.430 | Competence | 1.9.5 |  |
| 133.435 | Minimum age |  |  |
| 133.440 | English proficiency |  |  |
| 133.445 | Assignment to duty as senior cabin crew member |  |  |
| 133.450 | Training and checking requirements for senior cabin crew member | 4.4 |  |
| **Division 133.P.2—Air crew** | | | |
| 133.455 | Training and checking | 1.9.5 |  |
| 133.460 | Competence | 1.9.5 |  |
| 133.465 | English proficiency | 1.9.5 |  |
| **Division 133.P.3—Medical transport specialists** | | | |
| 133.470 | Training and checking | 1.9.7 |  |
| 133.475 | Competence | 1.9.7 |  |

### CASR Part 135 compliance matrix

1. CASR Part 135 compliance matrix

| Legislation Reference | Title | Sample Manual / Section number | Comment |
| --- | --- | --- | --- |
| **Subpart 135.A—Preliminary** | | | |
| 135.005 | Application of Part 135 |  |  |
| 135.010 | Compliance with Part 121 provisions |  |  |
| 135.015 | Definition of suitable forced landing area for aeroplane flights |  |  |
| 135.020 | Approvals by CASA for Part 135 |  |  |
| 135.025 | Issue of Manual of Standards for Part 135 |  |  |
| **Subpart 135.C—General** | | | |
| **Division 135.C.1—General flight limitations** | | | |
| 135.030 | Permitted categories of aeroplanes | 1.7.2 |  |
| 135.035 | Flight distance limitations | 2.10.4  2.10.8 |  |
| **Division 135.C.2—Operational documents** | | | |
| 135.040 | Compliance with flight manual | 1.9.3.7  Various |  |
| 135.045 | Operator to have minimum equipment list for certain flights | 2.4 |  |
| 135.050 | Availability of checklists | 2.1.1  2.1.7  2.20.1 |  |
| **Division 135.C.3—Flight related documents** | | | |
| 135.055 | Electronic documents | 2.1.1 |  |
| 135.060 | Availability of parts of exposition | 1.1.3 |  |
| 135.065 | Carriage of documents | 2.1.1 |  |
| 135.070 | Availability or carriage of documents for certain flights | 2.1.1 |  |
| 135.075 | Carriage of documents—flights that begin or end outside Australian territory |  |  |
| 135.080 | Keeping and updating documents etc. | 2.3.14 |  |
| 135.085 | Journey logs | 2.1.1  2.10.3 |  |
| 135.090 | Passenger lists | 2.3.14 |  |
| 135.095 | Flight preparation forms for flights that begin or end outside Australian territory |  |  |
| **Division 135.C.4—Reporting and recording defects and incidents etc.** | | | |
| 135.100 | Procedures for reporting and recording defects etc. | 2.1.17 |  |
| 135.105 | Procedures for reporting and recording incidents | 2.1.18 |  |
| **Division 135.C.5—Search and rescue services and emergency and survival equipment** | | | |
| 135.110 | Information about search and rescue services |  |  |
| 135.115 | Information about emergency and survival equipment | 2.4.4  2.10.2  2.10.7 |  |
| **Division 135.C.6—Miscellaneous requirements** | | | |
| 135.120 | Crew activities necessary for safe operation | 2.16.3  2.18.4 |  |
| 135.125 | Competence of ground support personnel | 1.9.8 |  |
| 135.130 | Flight crew seat authorisation and briefing | 2.3.5 |  |
| **Subpart 135.D—Operational procedures** | | | |
| **Division 135.D.1—Operational control** | | | |
| 135.135 | Operational control | 2.1.2 |  |
| **Division 135.D.2—Flight preparation** | | | |
| 135.140 | Flight preparation requirements | 2.10.4 |  |
| **Division 135.D.3—Flight planning** | | | |
| 135.145 | Operational flight plans | 2.10.1 |  |
| 135.150 | Availability of flight planning information | 2.10.4 |  |
| **Division 135.D.4—Flight rules** | | | |
| 135.155 | Take-off and landing minima |  |  |
| 135.160 | IFR flights to or from foreign countries that do not use ICAO procedures |  |  |
| 135.165 | Authorised instrument approach procedures not in the AIP |  |  |
| 135.170 | Exposition requirements for low visibility operations |  |  |
| 135.175 | Stabilised approach requirements | 2.18.1 |  |
| 135.180 | Take-off alternate aerodromes |  |  |
| 135.185 | Alternate aerodrome requirements in certain circumstances | 2.10.6 |  |
| 135.190 | IFR flights without destination alternate aerodromes |  |  |
| **Division 135.D.5—Aerodromes** | | | |
| 135.195 | Procedures to determine information about aerodromes | 2.10.4 |  |
| 135.200 | Procedures for safety at aerodromes | 2.3.4 |  |
| **Division 135.D.6—Fuel requirements** | | | |
| 135.205 | Fuel procedures | 2.7.7  2.8.1  2.8.2 |  |
| 135.210 | Oil requirements | 2.7.8 |  |
| 135.215 | Fuel requirements | 2.8.1  2.8.2 |  |
| 135.220 | Fuelling safety procedures | 2.7.2 |  |
| **Division 135.D.7—Passenger transport and medical transport** | | | |
| 135.225 | Application of Division 135.D.7 |  |  |
| 135.230 | IFR flights | 1.7.2 |  |
| 135.235 | VFR flights at night |  |  |
| 135.240 | Prescribed single engine aeroplanes | 1.7.2 |  |
| 135.245 | Simulation of emergency or abnormal situations |  |  |
| 135.250 | Carriage of restricted persons | 2.3.3 |  |
| 135.255 | Carry-on baggage |  |  |
| 135.260 | Obstruction of emergency exits |  |  |
| 135.265 | Passengers in seats adjacent to emergency exits |  |  |
| 135.270 | Carriage of passengers with reduced mobility |  |  |
| 135.275 | Safety briefing cards | 2.3.2 |  |
| 135.280 | Safety briefings, instructions and demonstrations | 2.3.2 |  |
| 135.285 | Safety briefing in the event of an emergency |  |  |
| 135.290 | Flights over water for single engine aeroplanes | 2.10.4 |  |
| **Division 135.D.8—Instruments, indicators, equipment and systems** | | | |
| 135.295 | Airborne weather radar equipment |  |  |
| 135.300 | Head up displays, enhanced vision systems and synthetic vision systems |  |  |
| 135.305 | Survival equipment procedures | 2.10.7 |  |
| **Division 135.D.9—Miscellaneous** | | | |
| 135.310 | Procedures relating to ice | 2.19.1 |  |
| 135.315 | Procedures relating to portable electronic devices | 2.1.3  2.1.4 |  |
| 135.320 | Procedures relating to carriage of animals | 2.21 |  |
| 135.325 | Polar operations | 2.21 |  |
| 135.330 | Cosmic radiation | 1.9.10 |  |
| 135.335 | Exceeding cosmic radiation limits | 1.9.10 |  |
| **Subpart 135.F—Performance** | | | |
| 135.340 | Performance data | 2.5 |  |
| 135.345 | Take-off performance | 2.5 |  |
| 135.350 | Landing performance | 2.5 |  |
| **Subpart 135.J—Weight and balance** | | | |
| 135.355 | Loading of aeroplane | 2.6 |  |
| 135.360 | Procedures for loading aeroplane etc. | 2.6 |  |
| 135.365 | Weight and balance documents | 2.6 |  |
| **Subpart 135.K—Equipment** | | | |
| 135.370 | Requirements relating to equipment | 2.4 |  |
| **Subpart 135.N—Flight crew** | | | |
| **Division 135.N.1—General** | | | |
| 135.380 | Composition, number, qualifications and training | 1.9.3  4.1  4.2.2 |  |
| 135.385 | Competence | 1.9.3.11  4.1 |  |
| 135.387 | Training and checking to be conducted by certain persons | 4.1  4.2.2 |  |
| 135.390 | Assignment to duty of pilot in command | 1.9.3.2 |  |
| 135.395 | Pilot in command | 1.9.3.5  1.9.3.6 |  |
| 135.400 | Co pilot | 1.9.3.6 |  |
| 135.405 | Pilot in command in non-command pilot’s seat | 1.9.3.11 |  |
| 135.410 | Knowledge of route and aerodromes | 1.9.3.3 |  |
| **Division 135.N.2—Operation of aeroplanes of different type ratings** | | | |
| 135.415 | Application of Division 135.N.2 | 1.9.3.5 |  |
| 135.420 | Assignment of flight crew to aeroplanes of different type ratings | 1.9.3.5 |  |
| **Division 135.N.3—Operation of aeroplanes of different types** | | | |
| 135.425 | Application of Division 135.N.3 | 1.9.3.5 |  |
| 135.430 | Assignment as pilot in command on aeroplanes of different types | 1.9.3.5 |  |
| **Division 135.N.4—Recent experience** | | | |
| 135.435 | Recent experience requirements—90 days before flight | 1.9.3.12 |  |
| **Subpart 135.P—Crew other than flight crew** | | | |
| **Division 135.P.1—General** | | | |
| **Division 135.P.2—Air crew** | | | |
| 135.445 | Training and checking | 1.9.5 |  |
| 135.450 | Competence | 1.9.5 |  |
| 135.455 | English proficiency | 1.9.5 |  |
| **Division 135.P.3—Medical transport specialists** | | | |
| 135.460 | Training and checking | 1.9.7 |  |
| 135.465 | Competence | 1.9.7 |  |

### CASR Part 138 aeroplanes compliance matrix

1. CASR Part 138 aeroplanes compliance matrix

| Legislation Reference | Title | Sample Manual / Section number | Comment |
| --- | --- | --- | --- |
| **Subpart 138.A—Preliminary** | | | |
| 138.005 | Application of Part 138 |  |  |
| 138.010 | Definition of aerial work operation etc. |  |  |
| 138.012 | Definition of significant change | 1.3.3  1.8.2 |  |
| 138.015 | Definition of task specialist |  |  |
| 138.020 | Issue of Manual of Standards for Part 138 |  |  |
| 138.025 | Approvals by CASA for Part 138 |  |  |
| **Subpart 138.B—Certification** | | | |
| **Division 138.B.1—Requirement for certification for certain operations** | | | |
| 138.030 | Requirement to hold aerial work certificate |  |  |
| **Division 138.B.2—Aerial work certificates** | | | |
| 138.035 | Application for aerial work certificate |  |  |
| 138.040 | Issue of aerial work certificate |  |  |
| 138.045 | Approval of manuals |  |  |
| 138.050 | Conditions of aerial work certificates | 1.3.2  1.3.4 |  |
| 138.055 | Compliance with conditions of aerial work certificates | 1.1.1 |  |
| **Division 138.B.3—Changes relating to aerial work operators** | | | |
| 138.060 | Changes of name etc. | 1.8.2 |  |
| 138.062 | Application for approval of significant changes | 1.3.3  1.3.4  1.8.2 |  |
| 138.064 | Approval of significant changes | 1.8 |  |
| 138.066 | Changes must be made in accordance with process in operations manual | 1.8 |  |
| 138.068 | CASA directions relating to operations manual or key personnel | 1.1.1 |  |
| **Division 138.B.4—Organisation and personnel** | | | |
| 138.070 | An aerial work operator must maintain an organisational structure that effectively manages the operator’s aerial work operations, taking into account the size, nature and complexity of the operations. | 1.1.2 |  |
| 138.075 | Key personnel cannot carry out responsibilities | 1.3.4 |  |
| 138.080 | Familiarisation training for key personnel | 1.3.3 |  |
| 138.085 | Responsibilities and accountabilities of chief executive officer | 1.1.1  1.3.3  1.3.5  1.4.1  1.4.3  1.7  4.1 |  |
| 138.090 | Qualifications and experience of head of operations | 1.3.6 |  |
| 138.095 | Responsibilities of head of operations | 1.3.6  1.4.1  1.4.2  1.4.3 |  |
| 138.100 | Qualifications and experience of head of training and checking | 1.3.7 |  |
| 138.105 | Responsibilities of head of training and checking | 1.3.7 |  |
| 138.110 | Experience of safety manager | 1.3.8 |  |
| 138.115 | Responsibilities of safety manager | 1.3.8 |  |
| 138.120 | Additional qualification and experience requirements for key personnel | 1.3.5  1.3.6  1.3.7  1.3.8 |  |
| **Division 138.B.5—Training and checking** | | | |
| 138.125 | Operators who are required to have a training and checking system | 4.2.2 |  |
| 138.130 | Requirements for flight crew | 4.2.2 |  |
| 138.135 | Requirements for other operational safety critical personnel | 1.9.8  4.2.2 |  |
| **Division 138.B.6—Safety management system** | | | |
| 138.140 | Operators who are required to have a safety management system | 1.2  5.1 |  |
| 138.145 | Safety management system requirements | 5.1 |  |
| **Division 138.B.7—Personnel fatigue management** | | | |
| 138.150 | Operators who are required to have a crew fatigue management system | 7.1 |  |
| **Division 138.B.8—Operations manuals** | | | |
| 138.155 | Content of operations manual | Various |  |
| 138.155(1)(a) | the operator’s name (including any operating or trading name), contact details and ABN (if any); | 1.1.2 |  |
| 138.155(1)(b) | the address of: | 1.1.2 |  |
| 138.155(1)(c) | a description and diagram of the operator’s organisational structure showing formal reporting lines, including the formal reporting lines for each of the key personnel; |  |  |
| 138.155(1)(d) | if the operator is a corporation—a description of the operator’s corporate structure; |  |  |
| 138.155(1)(e) | for each of the key personnel, the following information: | 1.1.2  1.3 |  |
| 138.155(1)(f) | each matter (if any) for which the chief executive officer is responsible and accountable in addition to the matters mentioned in regulation 138.085; |  |  |
| 138.155(1)(g) | an outline of the aerial work operations conducted by the operator under the operator’s aerial work certificate; | 1.1.2 |  |
| 138.155(1)(h) | details of each plan, process, procedure, program and system implemented by the operator to safely conduct and manage their aerial work operations in compliance with the civil aviation legislation; | Various | This list is extensive and different for each operator. If you wish the check where 138.155(1)(h), please conduct a search of the manual using this reg number. |
| 138.155(1)(i) | for each registered aircraft operated by the operator under their aerial work certificate—the kind of aircraft; | 1.7.2 |  |
| 138.155(1)(j) | for each foreign registered aircraft operated by the operator under their aerial work certificate—the kind of aircraft and its nationality; |  |  |
| 138.155(1)(k) | a description of the arrangements for managing the continuing airworthiness of the aircraft used by the operator under its aerial work certificate |  |  |
| 138.155(1)(l) | for operators that are not required to have a safety management system under regulation 138.140—a description of the operator’s safety policy; | 1.2  5.1 |  |
| 138.155(1)(m) | a description of the operator’s process for making changes, including: | 1.8.2 |  |
| 138.155(1)(n) | a description of anything else required to be approved by CASA under these Regulations in relation to the operations mentioned in paragraph (g); |  |  |
| 138.155(1)(o) | any other matter required to be included in the operations manual under these Regulations. |  |  |
| 138.157 | Compliance with operations manual by operator | 1.1.1 |  |
| 138.160 | Compliance with operations manual by personnel | 1.1.4 |  |
| 138.165 | Providing personnel with operations manual | 1.1.3 |  |
| **Division 138.B.9—Records and documents** | | | |
| 138.170 | Personnel training and checking records | 1.5.2  4.6 |  |
| 138.175 | Availability of records | 1.5.2 |  |
| 138.180 | Copies of flight crew licences and medical certificates | 1.5.3  1.9.3.13 |  |
| 138.185 | Retention periods for personnel records | 1.5.2  1.5.3 |  |
| **Division 138.B.10—Miscellaneous** | | | |
| 138.195 | Reference library | 1.6 |  |
| 138.200 | Maximum period for use of foreign registered aircraft in Australian territory |  |  |
| **Subpart 138.C—General** | | | |
| **Division 138.C.1—General flight limitations** | | | |
| 138.205 | Permitted categories of aircraft for aerial work operations | 1.7.2 |  |
| **Division 138.C.2—Operational documents** | | | |
| 138.210 | Compliance with flight manual | 1.9.3.7  2.1.7  2.18.8  2.18.9  2.19.3  2.20.1 |  |
| 138.215 | Availability of checklists | 2.1.1  2.1.7  2.20.1 |  |
| **Division 138.C.3—Flight related documents** | | | |
| 138.220 | Electronic documents | 2.1.1 |  |
| 138.225 | Availability of parts of operations manual | 1.1.3 |  |
| **Division 138.C.4—Reporting and recording defects and incidents etc.** | | | |
| 138.230 | Procedures for reporting and recording defects etc. | 2.1.17 |  |
| 138.235 | Reporting and recording incidents | 2.1.18 |  |
| **Division 138.C.5—Search and rescue services and emergency and survival equipment** | | | |
| **Division 138.C.6—Miscellaneous requirements** | | | |
| **Subpart 138.D—Operational procedures** | | | |
| **Division 138.D.1—Operational control** | | | |
| **Division 138.D.2—Flight preparation** | | | |
| 138.265 | Flight preparation requirements | 2.10.4 |  |
|  |  |  |  |
| **Division 138.D.3—Flight planning** | | | |
| 138.270 | Availability of flight planning information | 2.10.4 |  |
| **Division 138.D.4—Flight rules** | | | |
| 138.275 | Minimum height rules | 2.1.14 |  |
| **Division 138.D.5—Take-offs and landings** | | | |
| 138.280 | Procedures for safety at aerodromes | 2.3.4 |  |
| **Division 138.D.6—Fuel requirements** | | | |
| 138.285 | Fuel procedures | 2.7.6  2.7.7  2.8.1  2.8.2 |  |
| 138.290 | Oil requirements | 2.7.8 |  |
| 138.300 | Hot fuelling | 2.7.3 |  |
| 138.302 | Fuelling safety procedures | 2.7.2 |  |
| **Division 138.D.7—Carriage of passengers or cargo** | | | |
| 138.305 | Carriage of passengers—general | 2.3  2.3.2  2.3.5 |  |
| 138.320 | Procedures for carriage of restricted persons | 2.3.3 |  |
| **Division 138.D.8—Instruments, indicators, equipment and systems** | | | |
| 138.340 | Head up displays, enhanced vision systems and synthetic vision systems |  |  |
| 138.345 | Survival equipment procedures | 2.10.7 |  |
| 138.350 | NVIS flights | 2.21 |  |
| **Division 138.D.9—Miscellaneous** | | | |
| 138.370 | Operator must conduct risk assessments | 2.9 |  |
| 138.375 | Wearing of seatbelts and other restraint devices | 2.2.2  2.2.4 |  |
| 138.380 | Procedures in relation to frost etc. | 2.19.1 |  |
| 138.385 | Procedures in relation to polar operations | 2.21 |  |
| **Division 138.D.10—Rules for external load operations** | | | |
| 138.400 | Certain night operations prohibited unless operation is an emergency service operation or approved by CASA |  |  |
| 138.410 | Manual of Standards may prescribe requirements for external load operations | 2.2.3 |  |
| **Division 138.D.11—Rules for dispensing operations** | | | |
| 138.425 | Manual of Standards may prescribe requirements for dispensing operations | 2.21 |  |
| **Division 138.D.12—Rules for task specialist operations** | | | |
| 138.430 | Manual of Standards may prescribe requirements for task specialist operations |  |  |
| 138.432 | Possessing and discharging firearms | 2.21 |  |
| **Subpart 138.F—Performance** | | | |
| 138.435 | Take-off performance | 2.5 |  |
| 138.440 | Landing performance | 2.5 |  |
| **Subpart 138.J—Weight and balance** | | | |
| 138.450 | Loading of aircraft | 2.6 |  |
| 138.460 | Weight and balance documents | 2.6 |  |
| **Subpart 138.K—Equipment** | | | |
| 138.465 | Requirements relating to equipment | 2.4 |  |
| **Subpart 138.N—Flight crew** | | | |
| 138.475 | Composition, number, qualifications and training | 1.9.3  4.1 |  |
| 138.480 | Training for new or inexperienced flight crew members | 1.9.3.11  4.1 |  |
| 138.485 | Competence | 1.9.3.11  4.1 |  |
| 138.490 | Assignment to duty of pilot in command | 1.9.3.2 |  |
| 138.500 | Qualification as pilot in command | 1.9.3.6 |  |
| 138.505 | Training and checking to be conducted by certain persons | 4.1  4.2.2 |  |
| **Subpart 138.P—Air crew members and task specialists** | | | |
| **Division 138.P.1—Air crew members** | | | |
| 138.535 | Application of Division 138.P.1 |  |  |
| 138.540 | Composition, number, qualifications and training | 1.9.5  9.5.2 |  |
| 138.550 | Training and checking to be conducted by certain persons |  |  |
|  |  |  |  |
| **Division 138.P.2—Task specialists** | | | |
| 138.575 | Application of Division 138.P.2 |  |  |
| 138.580 | Qualifications and training | 1.9.6  4.3 |  |
| 138.590 | Training and checking to be conducted by certain persons | 4.3.1 |  |