



## Part 103 Manual of Standards Technical Working Group Tasking Instructions

*The Part 103 Manual of Standards (MOS) Technical Working Group (TWG) is established and operates in accordance with the Terms of Reference of the Aviation Safety Advisory Panel (ASAP) dated September 2017 (or as amended).*

### Background

Civil Aviation Safety Regulation (CASR) Part 103 was made in December 2019 and will commence on 2 December 2021. As part of this change, the CASR Part 200 exemptions for sport and recreation aircraft will be repealed. Part 103 is constructed on the basis that CASR Part 149 ASAOs have replaced the existing legal framework for sport and recreation aircraft operations. Where an ASAO is not yet in place for a sport and recreation sector, modified Civil Aviation Orders (CAOs) will put in place the necessary variations to Parts 91 and 103 from 2 December 2021.

Since December 2019, CASA has been developing a draft MOS that can be consulted with industry representatives prior to conducting a public consultation activity.

It is intended that the TWG reviews the draft MOS in 2-3 tranches for convenience, however the draft MOS is intended to be publicly consulted as an entire document.

### Purpose

The Part 103 MOS Technical Working Group will:

- Provide industry sector insight and understanding of current needs and challenges.
- Provide current, relevant technical expertise for the development, analysis and review of legislative and non-legislative solutions to identified issues.
- Assist with the development of draft regulations, standards, guidance materials and other supporting materials – both before and after public consultation.
- Provide endorsement and/or conditional endorsement of draft regulations, standards, guidance materials and other supporting materials for consideration by the ASAP and CASA.

### Key principles

The Part 103 MOS will apply to sport and recreation aircraft that are presently administered by sport and recreation organisations and operated under CAR in accordance with the exemptions provided by the 95-series Civil Aviation Orders.

The Part 103 MOS will, in conjunction with the Part 91 and 103 regulations, specify the operating rules for these aircraft.

The Part 103 MOS should, where appropriate to the nature of different sport and recreation aircraft, create common rules for different kinds of aircraft that appropriately incorporates existing content from the CAO 95 series of exemptions and is consistent with Part 91 where practicable.

The Part 103 MOS will include delayed start dates for those requirements that introduce changes with which an ASAO is unable to reasonably comply by 2 December 2021.

The scope of the Part 103 MOS will cover:

- the administration of Part 103 aircraft listed with an ASAO;
- the operation of Part 103 aircraft;
- airworthiness standards that apply to certain Part 103 aircraft and the acceptance of these aircraft by an ASAO;
- equipment and instrument requirements for Part 103 aircraft;
- maintenance of Part 103 aircraft (pending the finalisation of Part 43 of CASR).

## Specific objectives

1. The TWG is to evaluate whether the draft Part 103 MOS will:
  - a. Achieve the policy intent and key principles
  - b. Be implementable by the Australian aviation industry
2. The TWG is to provide a concise summary to the ASAP recommending either:
  - a. That the ASAP endorse the Part 103 MOS.
  - b. That the ASAP endorse the Part 103 MOS provided certain issues are resolved.
  - c. That the ASAP does not endorse the Part 103 MOS due to underlying policy inconsistencies.

## Roles and responsibilities

CASA	Technical Working Group Members
<ul style="list-style-type: none"><li>• Organise meetings and workshops, and produce agendas, papers and supporting materials</li><li>• Facilitate meetings and workshops</li><li>• Record insights and findings</li><li>• Communicate openly and consistently with working group members about project status and issues</li><li>• Respect the time of all working group members by minimising work required to achieve outcomes</li></ul>	<ul style="list-style-type: none"><li>• Commit to supporting the project objectives and timeline</li><li>• Engage and collaborate constructively at all times</li><li>• Prepare for working group activities by reviewing agendas, papers and supporting materials</li><li>• Provide timely and considered advice in meetings, and between meetings as required</li><li>• Respond to requests for feedback on draft materials within agreed timeframes</li></ul>

## Confidentiality

All discussions and materials from TWG meetings should be treated as confidential. Premature dissemination of information may dilute TWG processes, particularly if discussion points remain unsettled or documents are not ready for public consultation.

## Reporting arrangements

At the conclusion of the meeting, or soon thereafter, recommendations and reports of the TWG will be provided to the Chair of the ASAP, through the Secretariat.

## Consensus

A key aim of the Technical Working Group is that a consensus be reached, wherever possible, in the finalisation and preparation of advice for the Aviation Safety Advisory Panel and CASA.

The Technical Working Group will be guided by the ASAP Terms of Reference (Section 6) with respect to determining and documenting consensus.

## Planned TWG dates

The first TWG meeting will be held in late-March via videoconference.

## Membership

Members of the TWG will be appointed by the ASAP Chair, following ASAP processes.

Requests for changes to the membership will be made to the Chair of the ASAP, through the Secretariat.

**Attendance and travel**

Due to challenges associated with local and travel restrictions associated with COVID-19, the TWG meetings are intended to be held via videoconference in blocks. This will be coordinated by the ASAP Secretariat.