

**Guide to RPAS Sample Operations Manual**

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**Approval Tier** Four

**Owner** National Manager Regulatory Services 1

**Responsible Area Manager** Manager RPAS Operations

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This document contains guidance material intended to assist CASA officers, delegates and the aviation industry in understanding the operation of the aviation legislation. However, you should not rely on this document as a legal reference. Refer to the civil aviation legislation including the Civil Aviation Act 1988 (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

Preface

As an Australian Government authority, CASA must ensure that the decisions we make, and the processes by which we make them, are effective, efficient, fair, timely, transparent, properly documented and otherwise comply with the requirements of the law. At the same time, we are committed to ensuring that all of our actions are consistent with the principles reflected in our Regulatory Philosophy.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will lead to the achievement of these outcomes. Frequently, however, CASA decision-makers will encounter situations in which the strict application of policy may not be appropriate. In such cases, striking a proper balance between the need for consistency and a corresponding need for flexibility, the responsible exercise of discretion is required.

In conjunction with a clear understanding of the considerations mentioned above, and a thorough knowledge of the relevant provisions of the civil aviation legislation, adherence to the guidelines described in this document will help to guide and inform the decisions you make, with a view to better ensuring the achievement of optimal outcomes in the interest of safety and fairness alike.

Chief Executive Officer and
Director of Aviation Safety

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Revision history

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

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| --- | --- | --- | --- |
| Version No. | Date | Parts/Sections | Details |
| 1.0 | June 2023 | All | First issue |

Introduction

Regulation 101.335 of the *Civil Aviation Safety Regulations 1998 (CASR)* requires that all ReOC holders have CASA‑approved, suitable documented practices and procedures relating to their operations:

1. A person is eligible to be certified as an RPA operator if:

… (d) the person has suitable documented practices and procedures to do so, including practices and procedures for the maintenance of the operator’s RPASs ...

The purpose of documented practices and procedures is to provide instruction to operating crew on how to conduct RPA operations in a way that will ensure an acceptable level of safety is maintained.

The 2023 version of CASA's RPAS Sample Operations Manual (SOM) provides guidance to operators on what CASA would deem acceptable for procedures to meet the suitability requirement in CASR 101.335. There is no obligation for an operator to utilise the SOM as a basis for its documented practices and procedures. Each operator is different and this will be reflected in the operator’s documented practices and procedures.

The SOM is based on an entry-level operator having the minimum documented practices and procedures. The SOM also provides a foundation on which further documented practices and procedures can be incorporated.

The intricacy of an operator’s documented practices and procedures will likely increase relative to the complexity of operations being conducted. An operator conducting SOC-only operations with very small RPA may have less procedures. The key objective is that an operator’s documented practices and procedures will meet the suitability requirement that they are fit for purpose. In many cases, there is more than one way to achieve the desired safety outcome. There is no one method that must be followed by all operators.

General operations manual guidance

Safety management systems

A safety management system (SMS) is a systematic approach to managing safety. This incorporates the necessary organisational structures, accountabilities, policies and procedures.

All air transport operators in Australia are required to develop and maintain an SMS. While the formal SMS requirement does not presently extend to ReOC holders, it is highly likely to do so in the future. It is current CASA policy that the operational risk profile of most ReOC holders will dictate the inclusion of some form of risk mitigation methodology in the operator’s documented practices and procedures.

The SOM outlines the minimum requirements to meet acceptable risk management processes. More complex operators may require implementation of additional risk mitigation processes to meet the suitability requirement of CASR 101.335. Some highly complex operators will require a full SMS. CASA recommends that all ReOC holders review Appendix 9 to [CASA’s Safety Management System guidance kit](https://www.casa.gov.au/search-centre/safety-kits/resource-kit-develop-your-safety-management-system) and work toward implementation of a full SMS.

Compliance with documented practices and procedures

Because CASR’s regulations place such critical importance on an operator’s documented practices and procedures as a tool for driving safe aviation outcomes, there is an offence outlined at CASR 101.370 for failure to comply with an operator’s documented practices and procedures.

To achieve the desired safety outcomes, it is essential that the documented practices and procedures accurately reflect the operator’s method of operating, and that personnel are complying with the documented practices and procedures. An operator’s documented practices and procedures is a living document and will require amendment from time to time to reflect and facilitate changing operating methodologies and concepts.

**Note:** Change management is an important component of an SMS. Should an operator wish to deviate from the practices and procedures in its operations manual, it will first need to amend the manual. Depending on the complexity of the change, this will usually involve undertaking and implementing a risk assessment and mitigation process.

Amending the documented practices and procedures

An operator’s documented practices and procedures must be accepted by CASA. It is important to note that CASA's acceptance does not equate to an endorsement by CASA that if the operator follows the documented practices and procedures, its operations will automatically be deemed safe or compliant. Rather, CASA’s acceptance is an indication that the documented practices and procedures meet the minimum suitability requirement under CASR 101.335.

Section 10.17 of the Part 101 Manual of Standards (MOS) requires that an operator provide CASA with a copy of the documented practices and procedures and proposed amendments within 21 days of making the change. Some changes to an operator’s documented practices and procedures may be defined as significant, and these require CASA approval prior to making the change.

Significant changes

The Part 101 MOS defines a significant change for a certified RPA operator as:

1. a change to any of the following:
2. the operator’s nominated personnel;
3. the formal reporting lines for any managerial or operational position that reports directly to any of the nominated personnel;
4. the qualifications and experience which the operator requires the nominated personnel to have;
5. the responsibilities assigned by the operator to the nominated personnel;
6. the operator’s process for making changes to the documented practices and procedures;
7. the managerial or operational positions within the operator’s organisation;
8. the types of RPA being operated by the operator; and
9. a change to any of the following that does not maintain or improve, or is not likely to maintain or improve, aviation safety:
10. the documented practices and procedures for the conduct of RPA operations;
11. the training or checking conducted by the operator;
12. the documented practices and procedures for managing operational risk;
13. the documented practices and procedures for managing the risk of fatigue in the operator’s personnel;
14. the documented practices and procedures for managing RPA maintenance; and
15. any change in relation to the operator that will likely result in the reissue of the operator’s ReOC.

Not all significant changes relate directly to an operator’s documented practices and procedures. However, it is likely that all significant changes will require a documented practices and procedures amendment. It is CASA policy that where a documented practices and procedures amendment occurs because of a significant change, the amendment itself will be treated as a significant change. As such, it will require CASA approval.

To have a documented practices and procedures significant change approved, the operator is required to email the draft of the amended documented practices and procedures – together with the completed form ' RPAS ReOC - Significant Change approval and/or Notification of Non-Significant Changes' (downloadable from the CASA website) – to rpas.pac@casa.gov.au.

The amended documented practices and procedures must not be published as an operational document or distributed to personnel until the revision is approved by CASA. Once CASA has approved, the operator should follow the usual manual amendment procedures.

Manual amendment procedures

The key components for manual amendment procedures are that:

* the amendment is traceable and understandable
* all relevant parties are made aware of the amendment in a timely manner.

The SOM outlines a manual amendment procedure that includes a provision for a change to be made available to personnel prior to becoming operational. This allows sufficient time for personnel to familiarise themselves with the change before it is formally implemented.

Draft documented practices and procedures amendments should be provided to CASA with track changes active, ideally in a .docx format. The amendment table should list all changes made to the documented practices and procedures. Providing the draft amendments in this format will expedite CASA’s review process. Amendments made to the documented practices and procedures that are not disclosed will result in a rejection of the documented practices and procedures. This will potentially impact the processing of the relevant application.

Amendments relating to a CASA authorisation

Changes to an operator’s documented practices and procedures that relate to a CASA authorisation will require consideration by CASA prior to becoming operational. This applies even when the change does not meet the definition of a significant change – for example:

* if a change relates to a legislated requirement that the procedure is ‘approved by CASA’ to allow CASA to issue a specific instrument of approval. For instance, Section 5.05 of the Part 101 MOS requires CASA's approval of an operator’s EVLOS documented practices and procedures
* if the operating profile is new to the operator and the documented practices and procedures would not be ‘suitable’ without content relating to the specific operational profile (such as the introduction of BVLOS operations).

When approval to operate outside the SOC is granted, the instrument issued by CASA will normally include a condition that the special procedures outlined in the operator’s documented practices and procedures are followed. Any amendment to the documented practices and procedures that alters the procedures relating to the instrument may void the instrument. The operator should seek CASA consideration prior to such amendments.

**Note**: The SOM contains procedures for operating at night. These procedures relate to CASA Approval 01/17. To meet the conditions contained in the instrument, any changes to these procedures require written approval from CASA.

Using the 2023 RPAS sample operations manual

Significant changes to the SOM methodology

The 2023 version of the SOM contains several significant changes to the manual's operational content. These updates are designed to meet changed regulatory requirements and are intended to simplify the documented practices and procedures for operators conducting low‑complexity operations.

* **Emergency procedures**. The SOM moves away from a list of generic initial action emergency procedures, favouring a singular initial emergency response concept and deployment of aircraft-specific emergency actions as required. The basis for this change is that the initial actions for most emergencies are identical, and that in the event of an emergency, there is limited time available for the RP to consult a checklist.
* **Airworthiness**. The SOM creates a daily inspection system to formalise the inspection procedures as a component of the RPA’s maintenance schedule. This system mirrors crewed aviation and clarifies the record-keeping and airworthiness inspection requirements for multi-flight operations.
* **Operational documentation**. The SOM collates several of the MOS-prescribed records into a single document called the Flight Record. The intention of the Flight Record is to split the maintenance and operational records and provide simplicity of pre- and post‑flight administration. The system also reduces the complexity of pre‑flight administration for operations that could be conducted under the excluded category.
* **Operating procedures**. The SOM moves away from prescriptive operating procedures for low-complexity operations. When CASA issues an authorisation, risk mitigators for the specific operation (e.g., NOTAM, spotters, aeronautical radio) are listed on the instrument. The SOM has been updated to include the instrument and details of any additional mitigators. This eliminates the need to duplicate requirements.

In line with a risk-based philosophy, as the complexity of operations increases, so too will the requirement for and extent of SOPs. Where procedures are incorporated to facilitate complex operations, it is intended that the operator will create these procedures and tailor them to the operator’s individual requirements and operations.

Explanation of manual sections

Preface

This section details the purpose and applicability of the manual.

Amendment record

This section explains how to keep a record of all amendments. The procedure to actually amend the manual is detailed in Section 1.3.3 of the SOM.

Glossary

**Acronyms and abbreviations**

This section provides a list of all acronyms and abbreviations used in the manual.

**Definitions**

Operator-specific terms are defined in this section. To ensure conciseness and consistency, any terms that are defined in legislation are not duplicated in this list.

1. Policy and procedures
	1. Operator information
		1. Organisation details

These details will need to be populated. The table may require alteration to fit the corporate structure of the operator.

* + 1. Organisational overview

This section should detail the operational intentions of the operator. The aim of this section is to provide the reader with an understanding of the operator’s concept of operations.

* + 1. Organisational diagram

This section should be updated to reflect the operator's organisational structure. Using the diagram is one method – other methods may be used provided they clearly show the structure.

There is no requirement to place names in the positions on the organisational diagram.

Certain positions may be amalgamated or expanded upon.

The organisational diagram should give the basic idea of how the organisation is structured from an operational RPAS perspective.

* 1. Key personnel

This section details the key personnel approved or accepted by CASA. A change to key personnel is considered a significant change.

* + 1. List of key personnel

These details will need to be populated. For a simple operation, a single individual may hold all key positions. As the complexity of operations increases, the positions will generally be held by separate individuals to ensure that all duties can be properly executed.

* + 1. Key positions and responsibilities

This section lists the essential key positions required to hold a ReOC. As the complexity of operations increases, there will be a requirement for additional key positions – for example, a senior remote pilot.

The duties and responsibilities of additional key positions specific to the operator should be added to this section.

* + - 1. Chief executive officer (CEO)

The CEO is an essential position in ensuring the safety of RPA operations. In accordance with CASR 101.370, the CEO is legally obligated to fulfil the requirements detailed in this section. The enumerated responsibilities have been designed to mirror crewed aviation.

The operator may amend the section; however, all amendments will require the CASA assessor to consider their suitability.

* + - 1. Chief remote pilot (CRP)

The responsibilities outlined in this section aim to fulfill the legislated duties as detailed in CASR 101.342.

The operator may amend the section; however, all amendments will require the CASA assessor to consider their suitability.

* + - 1. Maintenance controller (MC)

The responsibilities detailed in this section aim to fulfill the legislated duties in CASR 101.340.

The operator may amend the section; however, all amendments will require the CASA assessor to consider their suitability.

* + 1. Changing key personnel

This section details the requirement to obtain approval from CASA prior to changing key personnel.

* 1. Operations manual administration
		1. Access and distribution

This section details the process and requirements for personnel accessing the manual. The manual storage location will need to be populated.

* + 1. Continuous improvement

This section creates a requirement for the manual to be a living document. It reflects the requirement in CASR 101.335 that the operator’s documented practices and procedures be suitable for the individual operator.

* + 1. Amendment procedure

This section details the procedure to amend the manual, including how to make personnel aware of the amendments. The manual storage location will need to be populated.

* 1. Record keeping and management

This section details the record-keeping requirements to meet the operator’s obligations under Chapter 10 of the Part 101 MOS.

* + 1. Control of records

The record storage location will need to be populated. For operators utilising an RPAS operations management software platform, this section may need to be amended to incorporate the platform.

* + 1. Required records and retention

This section details:

* all records that the operator must retain
* the person responsible for the record
* the relevant retention period.
	1. Internal training
		1. Persons permitted to conduct training

This section details who can conduct the training prescribed in the manual.

* + 1. Initial training

This section prescribes the minimum initial training of personnel.

* + 1. Type and complex operations training

This section prescribes addition training requirements for personnel.

* 1. Internal audit process
		1. Operations manual and regulatory compliance

This section prescribes oversight requirements to comply with CASR 101.342(a).

* + 1. Monitoring operational standards

This section prescribes oversight requirements to comply with CASR 101.342(c).

* 1. Fitness for duty

This section prescribes the minimum fitness-for-duty requirements for personnel who are engaged in RPA operations. Complex operators may need to expand this section or use the section as a means of incorporating the operator’s alcohol and other drugs management system and fatigue risk management system.

* 1. Recency requirements

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* 1. Safety occurrence reporting

This section prescribes the process to meet the reporting requirements under the Transport Safety Investigation Regulations 2021 and the CRP requirements under CASR 101.342 for operators of very small and small RPA (Type 2 RPA). Operators with medium or large RPA (Type 1 RPA) will need to review and expand this section. The content is aligned with Section 2.1 of the SOM to require the operator to review the operator’s risk profile following certain safety occurrences.

1. RPA operations
	1. Risk assessment
		1. Risk criteria

This section provides direction in accordance with the risk appetite of the operator, and consistent with CASA’s regulatory philosophy.

* + 1. Risk register

This section prescribes a requirement for the operator to incorporate the risk assessment component of an SMS into their procedures. This section does not require a risk assessment for every operation, but rather prescribes a risk assessment that considers the operator’s concepts of operations. Triggers for risk assessment reviews are included to ensure that the risk assessment is rendered as a living document.

* 1. Planning
		1. Documentation

This section details the planning documentation required by the operator, with specific documentation based on the complexity of the operations.

* + 1. Operations requiring an official authorisation

This section prescribes the additional consideration of operational risks for complex operations. It incorporates the conditions on an authorisation into the operator’s practices and procedures to:

* avoid duplication of content
* eliminate unnecessary amendment of the manual for one-off approvals.

The authorisation document storage location will need to be populated.

* + 1. Flight authorisation

This section details the flight authorisation requirements that comply with the Part 101 MOS.

* 1. Before flight
		1. Validation of operational documentation

This section prescribes the requirement for an RP to validate the flight planning documentation when onsite to ensure that:

* all risks present were considered in planning
* the operations achieve full compliance with the flight authorisation.
	+ 1. Pre-operational briefing

This section prescribes the requirement to conduct a briefing with involved personnel prior to commencement of an operation so that all crew are aware of their roles and responsibilities in ensuring the safety of the operations.

* + 1. Pre-operational serviceability

This section prescribes the requirement for ensuring RPA serviceability prior to flight. It also covers the MOS maintenance record and RPA serviceability requirements.

* 1. Flight operations
		1. RPAS documentation and instructions

This section provides personnel with the operating procedures for the organisation's RPA.

* + 1. Ensuring operations do not pose a hazard

This section assists personnel in meeting the requirements under CASR 101.055 and 101.095.

* + 1. Aeronautical radio usage

This section provides the requirements for aeronautical radio usage.

* + 1. Use of transponder

This section provides the requirements for transponder usage.

* + 1. Transportation of dangerous goods

This section prohibits the carriage of dangerous goods. Where an operator has approval to carry dangerous goods, this section should be amended to detail the requirements.

* + 1. Operations near people

This section details the company policy regarding operations near people and for operations closer than 3 NM under CASR 101.245.

* + 1. Operations near aerodromes

This section details the company policy for operations near aerodromes.

* + 1. Operations at night

This section details the company policy for operations at night and incorporates CASA 01/17. The document storage location will need to be populated.

* + 1. Operations above 400 ft AGL

This section details the general requirements for operations above 400 ft. Authorisation to operate above 400 ft requires CASA approval. This approval will outline specific conditions.

* + 1. Operations outside of VLOS

This section is reserved for EVLOS and BVLOS operations. Where an operator conducts EVLOS or BVLOS operations, there will be substantial additional operating practices and procedures. These should be outlined at Appendix D. This section should refer personnel to the Appendix D content – for example:

{ABC RPA} is approved to conduct extended visual line of sight (EVLOS) operations. Practices and procedures for EVLOS operations are outlined at Appendix D.

* + 1. Indoor (contained) operations

This section prescribes the requirements for enclosed operations to meet the requirements of the Part 101 MOS for indoor operations near aerodromes (and enclosed BVLOS operations if applicable).

* + 1. Tethered operations

This section is reserved for operators conducting tethered operations. This section is intended to meet the requirements in Chapter 4 of the Part 101 MOS for certain operations near aerodromes.

**Note**: Documented practices and procedures relating to tethered operations near aerodromes must be approved by CASA.

* 1. Post-flight administration

This section prescribes the post-flight administration requirements that are necessary to achieve compliance with the Part 101 MOS.

* 1. Emergency procedures
		1. Emergency management

This section details the operator’s initial response actions.

Operators with an emergency response plan (ERP) should incorporate their ERP into this section.

Complex operators will generally require an ERP to obtain an authorisation from CASA to enable the complex operations.

CASA recommends that all operators develop an ERP, irrespective of level of complexity of their operations.

* + 1. Flight termination

This section details the policy for terminating a flight in an emergency situation.

1. Maintenance
	1. Maintenance schedules
		1. Periodic inspection schedule

This section details the maintenance schedules used by the operator. It also includes the associated record-keeping requirements from the Part 101 MOS.

* + - 1. Firmware and software

This section provides the operator’s statement that personnel are to treat firmware and software updates as maintenance items.

* + 1. Daily inspection schedule

CASR 101.340(1)(c)(i) places a requirement on the MC for ‘ensuring that each item of equipment essential to the operation of the operator’s RPA is serviceable'. This section creates a requirement for personnel to conduct and certify a daily inspection on the RPA.

* 1. Maintenance authorisation
		1. Maintenance personnel

CASR 101.340(1)(c)(i) places a requirement on the MC for ‘ensuring the personnel carrying out maintenance for the operator are competent to do so'. This section lists the maintenance authorisations for different types of personnel to assist the MC in meeting the operator's prescribed duty.

* 1. Recording of defects and maintenance

CASR 101.340(1)(c)(i) places a requirement on the MC for ‘investigating all defects in the operator’s RPA systems’ and ‘maintaining a record of the serviceability or otherwise of the operator’s RPA systems'.

Section 10.07 of the Part 101 MOS requires maintenance that is carried out on certain RPA to be recorded. This section requires defects and maintenance items to be reported and recorded to assist:

* the MC in meeting their prescribed duties
* the operator to ensure continued airworthiness of RPA.
	1. Post-maintenance test flights

This section prescribes the requirements for post-maintenance test flying.

1. Copy of RPA operator’s certificate

<insert a copy of the RPA operator’s certificate front and back page>.

1. List of RPA operated by {ABC RPA}

This table should list the make and model of each RPA operated under the ReOC. A change to the kinds of RPA operated by the ReOC holder may constitute a 'significant change' that requires CASA approval.

Each ReOC includes a condition regarding information that must be included in the ReOC holder's operations manual. Existing ReOC holders moving to this template should check the conditions included on their ReOC, and modify the table as needed to meet the requirements of the conditions.

1. RPAS type-specific procedures

This appendix is reserved for RPAS type-specific and operational procedures. It should be used when:

* the RPA has complex emergency procedures
* the operator utilises an RPA in a way that was not intended by the manufacturer and/or that differs from the procedures outlined in the RPA’s user manual.
1. Specialised procedures

This appendix is reserved for complex operating procedures relating to a concept of operations where the operations manual, regulations and RPA user manual do not contain sufficient information to ensure the safety of operations. Examples are EVLOS, BVLOS and swarm.

D1 EVLOS

CASA has released templated content for EVLOS operations, available from the CASA website.

For operators applying for an EVLOS approval using CASA’s templated content, this content should be documented at Appendix D.

Section 2.4.10 of the SOM provides a placeholder for the operator to add content that refers the reader to Appendix D.

D2 BVLOS

BVLOS is considered a complex operation that requires each operator to create practices and procedures appropriate to its own concept of operations.

For operators undertaking BVLOS operations, their practices and procedures should be documented at Appendix D.

Section 2.4.10 of the SOM provides a placeholder for the operator to add content that refers the reader to Appendix D.

1. Risk rating criteria and risk register template

This appendix provides the matrixes and tables required to conduct a risk assessment for the purposes of Section 2.1 of the manual. The content aligns closely with the CASA Safety Management Guidance Kit and ICAO Document 9859. Operators utilising a different risk management system should incorporate their system here.

1. Forms and templates

This appendix should contain standard forms and templates. It is not necessary to include the completed versions of these forms in this section.

CASA has provided a template Flight Record and RPAS Technical Log. These forms are specifically referred to in Section 1.4.2 of the manual and are designed to meet the relevant record-keeping requirements. Where an operator uses a different form, the operator should consult the Part 101 MOS and CASR to ensure that record-keeping requirements are met.

The manual also includes placeholders for additional forms that operators may need to create to meet their record-keeping requirements. The specific name and content of these forms is determined by each individual operator. Where an operator deems a placeholder form unnecessary or decides to use a different name, this should be updated accordingly in the operator's manual.

When designing templates, operators should consider the requirements outlined in Section 1.4 of this manual and Chapter 10 of the Part 101 MOS.

F1 Flight Record

The Flight Record is a method for meeting the Part 101 MOS operational record‑keeping requirements. It has been designed to simplify the pre- and post-flight administration requirements, and to mirror the systems used in crewed aviation.

F2 RPAS Technical Log

The RPAS Technical Log is a method for meeting the Part 101 MOS airworthiness record‑keeping requirements. It has been designed to mirror the systems used in crewed aviation.

F3 Initial Remote Pilot Employee Record

CASR 101.342 prescribes a requirement on the CRP of ‘maintaining a record of the qualifications held by each person operating RPA for the operator’. The Initial Remote Pilot Employee Record should ensure that the operator has obtained sufficient details on the RP to verify that they are suitably qualified to conduct operations.

F4 Induction Training Record

Section 10.03(1)(d) of the Part 101 MOS requires that the operator keep records of all training they deliver. The Induction Training Record should ensure the operator can easily validate that initial training has been successfully completed.

F5 Continuation Training Record

Section 10.03(1)(d) of the Part 101 MOS requires that the operator keep training records of all training they deliver. The Continuation Training Record should ensure the operator can easily validate that applicable operational training has been successfully completed.

F6 Observation Flight Record

CASR 101.342 prescribes requirements on the CRP of ‘monitoring the operational standards and proficiency of each person operating RPA for the operator’ and ‘ensuring the operator's RPA operations are conducted in accordance with the civil aviation legislation'. The Observation Flight Record should provide a method for recording all auditing activities undertaken by the CRP that are necessary to meet the requirements.

F7 Safety Occurrence Reporting Form

The Safety Occurrence Reporting Form should provide a method for personnel to report safety occurrences to the CRP. It is a key part of the information-gathering mechanism necessary to comply with the ATSB reporting requirement as prescribed in the Transport Safety Investigation Regulations 2021.

F8 Safety Occurrence Register

The Safety Occurrence Register should provide a method for the operator to track safety occurrences and is a necessary component in the functioning of the safety management methodology adopted on the manual.

F9 RPA Register

The RPA Register should provide a method for the operator to create a historically accurate record of the RPA operated by the operator.

1. Training syllabus and checking matrix

This appendix should include all training syllabuses for the organisation's RPA operations.

G1 Policy and procedure training syllabus

This section provides the initial training requirements for crew who have a duty to ensure the safety of RPA operations.

G2 RPAS type training syllabus

This section outlines the RPA specific training requirements for crew who have a duty to ensure to the safety of operations for a particular RPA. The section also details the requirements of personnel other than the RP in any situation where the personnel are interacting with the RPA.

G3 Night visual line of sight training syllabus

This section outlines the prerequisite training for an RP to operate RPA at night.