



ANNEX A TO AC 1-02 V4.1

List of exposition headings and suggested content (Parts 91, 119, 121, 133, 135 and 138 of CASR)

The list of headings in this annex can be used as a checklist to ensure each subject is addressed in an operator's own operations manual or exposition. The regulations are referenced against the headings to assist with compliance.

The recommended structure for the operations manual or exposition consists of volumes and chapters. If choosing to follow this structure, operators may need to add extra sections to ensure compliance for their particular operations.

The suggested content provided in the Comments column of the table in this Annex is not mandatory but does provide an indication of content likely to be relevant to the majority of operators.

Annex C provides compliance matrix templates for Parts 91, 119, 121, 131, 133, 135 and 138 of CASR. Operators may use the compliance matrices to record sections of their operations manual or exposition against the regulations.

Note that this list of headings and content is also applied to the CASR flight operations sample exposition, available on the [CASA website](#).



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Artwork: James Baban.

A.1 Checklist of headings and guidance – Volume 1 - Policy and procedures – Parts 91, 119, 121, 133, 135 and 138

Table 1. Volume 1 - Policy and procedures – Parts 91, 119, 121, 133, 135 and 138

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
1	1.1	General - Organisation							
1	1.1.1	CEO statement							
1	1.1.2	Operator information		119.205(1)(a)-(b), (1)(e)(iii), (1)(c), (1)(g) 119.110				138.155(1)(a)-(b), (1)(e)(iii), (1)(c), (1)(g) 138.070	
1	1.1.3	Providing personnel with this document		119.215	121.080	133.050	135.060	138.165	
1	1.1.4	Compliance with this document by personnel		119.210 119.220				138.160	
1	1.2	Safety policy		119.190				138.145 138.155(1)(l) 138.140(2)(a)	
1	1.2.1	Safety policy statement		119.130				138.085	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
				119.205(1)(h)				138.155(1)(l)	
1	1.2.2	Flight data analysis program		119.195					
1	1.3	Key personnel							
1	1.3.1	List of key personnel		119.205(1)(e)(iii-iv)				138.155(1)(e)(iii-iv)	
1	1.3.2	Key personnel positions must be filled		119.080(1)(c)				138.050(1)(c)(ii)	
1	1.3.3	Appointment of key personnel		119.020 119.090 119.120 119.130(1)(a)(i)				138.012 138.062(2)&(3) 138.080 138.085(1)(a)(i)	
1	1.3.4	Procedures for when key personnel cannot carry out their responsibilities		119.115 119.080(1)(f)(g) 119.090				138.050(1)(c) 138.062 138.075	
1	1.3.5	Chief executive officer (CEO)		119.025 119.125 119.165 119.130				138.120 138.085	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
1	1.3.6	Head of flying operations (HOFO)		119.135 119.140 119.165				138.090 138.095 138.120	
1	1.3.7	Head of training and checking (HOTC)		119.145 119.050 119.165				138.100 138.105 138.120	
1	1.3.8	Safety manager (SM)		119.155 119.160 119.165				138.110 138.115 138.120	
1	1.4	Administration of this exposition							
1	1.4.1	Continuous improvement of this exposition		119.130(1)(d)				138.085(1)(e)	
1	1.4.2	Monitoring compliance with this exposition		119.140(2)(a)				138.095(2)(a)	
1	1.4.3	Amendments							
1	1.5	Record keeping and management							
1	1.5.1	Control of records							Content is only needed for this section if it is additional to that contained in the following sections for

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									specific kinds of records.
1	1.5.2	Personnel training and checking records		119.225 119.230 119.240				138.170 138.175 138.185	
1	1.5.3	Copies of flight crew licences and medical certificates		119.235				138.180	
1	1.5.4	Other records		119.245 119.250					
1	1.5.5	Disposal of records							
1	1.5.6	Requests for records made by CASA							
1	1.6	Reference library							
1	1.6.1	Composition of reference library		119.040 119.140				138.195	
1	1.6.2	Access to reference library						138.195	
1	1.6.3	Amendment and maintenance of reference library		119.140				138.195	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
1	1.7	Facilities and resources		119.130(1)(a)(iii)				138.085(1)(a)(iii)	
1	1.7.1	Description of operational facilities							Only if not covered elsewhere in the exposition or operations manual.
1	1.7.2	Aircraft resources and management		119.205(1)(i)				138.155(1)(i)	
1	1.8	Management of change		Subpart 119.C				Division 138.B.3	
1	1.8.1	Change overview		119.100				138.066	
1	1.8.2	Change process		119.020 119.090 119.100 119.205(1)(m)				138.012 138.060 138.062 138.066 138.145 138.155	
1	1.9	Operational personnel							
1	1.9.1	Personnel to be fit for duty	91.520						
1	1.9.2	RESERVED							
1	1.9.3	Flight crew	91.215 91.220	119.205(1)(h) 119.235	121.055 121.475	133.030 133.370	135.040 135.380	138.155(1)(h)	Operators might consider including

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
					121.480 121.485 121.490 121.495 121.500 121.505 121.515 121.520 121.525 121.530 121.535 121.540 121.545 121.550	133.375 133.380 133.385 133.390 133.400 133.410 133.415 133.420	135.385 135.390 135.395 135.400 135.405 135.410 135.415 135.420 135.425 135.430 135.435	138.180 138.210 138.475 138.480 138.485 138.490 138.500	details of the flight crew composition for different types of air transport operations or destinations or any other factor that influences the flight crew composition. Operators might also consider including procedures for the designation of the succession of command in different scenarios.
1	1.9.4	Senior base pilot		119.205(1)(h)				138.155(1)(h)	
1	1.9.5	Air crew members				133.455 133.460 133.465	135.445 135.450 135.455	138.540	
1	1.9.6	Task specialists						138.580	
1	1.9.7	Medical transport specialists				133.470 133.475	135.460 135.465		
1	1.9.8	Other operational safety-critical personnel		Subpart 119.E	121.145	133.115	135.125	138.135	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
1	1.9.9	Engineering and maintenance staff							If required to be included by the operator if merging multiple CASR Part requirements into a single Volume 1 since this content would not normally be required under Parts 119 and 138 of CASR as the continuing airworthiness management requirements are contained in section 2.22 of this Annex.
1	1.10	Management of alcohol and other drugs							Could be combined with Volume 8 - Drug and Alcohol Management Plan.

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A.2 Checklist of headings and guidance – Volume 2 – Aircraft operations

Table 2. Volume 2 – Aircraft operations

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.1	Operational policy and procedures							
2	2.1.1	Documents to be carried on flights	91.100 91.105 91.110 91.115		121.070 121.075 121.085 121.105	133.040 133.045 133.060 133.075	135.050 135.055 135.070 135.085	138.215 138.220	
2	2.1.2	Operational control			121.160	133.125	135.135	Division 138.D.1	
2	2.1.3	Portable electronic devices	91.170		121.350	133.280	135.315		Include here policies on the use of PEDs by passengers. Note the cross-relationship to section 2.20.20 about lithium battery fires.
2	2.1.4	Operation of portable electronic devices by crew members	91.175		121.350	133.280	135.315		
2	2.1.5	Electronic flight bag – administration							
2	2.1.6	Electronic flight bag – operational use							Instructions and training requirements for the use of the EFB, as applicable.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									Also include procedures for managing unserviceabilities of EFBs in flight.
2	2.1.7	Aircraft checklists	91.095		121.055 121.070	133.030 133.040	135.040 135.050	138.210 138.215	Including, as necessary and if not encompassed within another document with which compliance is required such as the flight manual: <ul style="list-style-type: none">• the normal, abnormal and emergency procedures to be used by the crew• coordination procedures between the flight crew and other crew members• instructions on the use of normal checklists and the timing of their use• checklist of emergency and safety equipment and instructions for its use• instructions for the use of aircraft systems and associated controls• instructions for the use of the minimum equipment list and configuration

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									deviation list (if any).
2	2.1.8	Authority and responsibilities of the pilot in command	91.215						If necessary – see Chapter 5 of the AC.
2	2.1.9	Actions and directions by operator or pilot in command	91.220						If necessary – see Chapter 5 of the AC.
2	2.1.10	Crew members—power of arrest	91.225						If necessary – see Chapter 5 of the AC.
2	2.1.11	Crew meals during flight		119.205(1)(h)					
2	2.1.12	Carriage of CASA officers		119.205(1)(h)				138.155(1)(h)	
2	2.1.13	Taxiing of aircraft		119.205(1)(h)				138.155(1)(h)	
2	2.1.14	Minimum heights	91.265 91.267 91.277 91.305					138.275	<p>This is related to section 2.10.1 which sets out procedures for determining the minimum flight altitudes during flight planning,</p> <p>This section (2.1.14) is more focused on the lowest heights that can be flown during an operation whereas section 2.1.14 looks at the aircraft performance and navigation aspects of minimum flight</p>

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									altitudes for the departure, cruise and arrival phase of flight.
2	2.1.15	Aircraft not to be operated in manner that creates a hazard	91.055						If necessary – see Chapter 5 of this AC.
2	2.1.16	Simulation of emergency or abnormal situations	Division 91.D.11 of CASR		121.045	133.205	135.245		
2	2.1.17	Procedures for reporting and recording defects etc			121.120	133.090	135.100	138.230	
2	2.1.18	Procedures for reporting and recording incidents			121.125	133.095	135.105	138.235	
2	2.1.19	Use of automation		119.205(1)(h)				138.155(1)(h)	Instructions on the use of autopilots and auto-throttles.
2	2.1.20	Smoking not permitted	91.530						If necessary – see Chapter 5 of this AC.
2	2.1.21	Cosmic radiation			121.365 121.370	133.290(d)	135.330 135.335		For aeroplanes intended to be operated above 15 000 m (49 000 ft): <ul style="list-style-type: none"> information which will enable the pilot to determine the best course of action to

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<p>take in the event of exposure to solar cosmic radiation</p> <ul style="list-style-type: none"> • procedures for monitoring exposure levels • procedures in the event that a decision to descend is taken, covering the: <ul style="list-style-type: none"> ○ necessity of giving the appropriate ATS unit prior warning of the situation and of obtaining a provisional descent clearance ○ action to be taken in the event that communication with the ATS unit cannot be established or is interrupted.
2	2.2	Crew members							
2	2.2.1	Seating for flight crew	91.550						If necessary – see Chapter 5 of the AC.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.2.2	Seating for other crew members	91.555		121.380			138.375	
2	2.2.3	Persons not to be carried in certain parts of aircraft	91.200					138.410	If necessary – see Chapter 5 of the AC.
2	2.2.4	Safety harnesses						138.375	
2	2.2.5	Crew members to be fit for duty	91.520						Could be combined with Volume 7 – Fatigue Management.
2	2.3	Carriage of passengers and cargo							Instructions for aircraft loading and securing of loads.
2	2.3.1	Type of passengers						138.305	Operators should outline which specific kinds of persons will be accepted as aerial work passengers in their operation (noting the overall limits on the kinds of persons that can be aerial work passengers in the Part 138 rules).
2	2.3.2	Briefing of passengers	91.565		121.280 121.285	133.235 133.240	135.275 135.280	138.305	
2	2.3.3	Carriage of restricted persons			121.250	133.210	135.250	138.320	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.3.4	Ground operations and movement of persons		119.205(1)(h)	121.215	133.175	135.200	138.155(1)(h) 138.280	
2	2.3.5	Carriage of passengers in seats at which dual controls are fitted				133.120	135.130	138.305	
2	2.3.6	Cabin safety procedures		119.205(1)(h)				138.155(1)(h)	
2	2.3.7	Means of passenger communication	91.540						If necessary – see Chapter 5 of the AC.
2	2.3.8	Use of seatbelts	91.570						If necessary – see Chapter 5 of the AC.
2	2.3.9	Passengers— compliance with safety directions	91.575						If necessary – see Chapter 5 of the AC.
2	2.3.10	Psychoactive substances	91.780 91.785 91.790						
2	2.3.11	Refusal to carry passengers or cargo		119.205(1)(h)				138.155(1)(h)	
2	2.3.12	Policy for off-loading passengers and cargo		119.205(1)(h)				138.155(1)(h)	
2	2.3.13	Unauthorised travel or placing of cargo on aircraft	91.060						If necessary – see Chapter 5 of the AC.

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.3.14	Passenger lists			121.100 121.110	133.070 133.080	135.080 135.090		
2	2.4	Instruments, indicators, equipment and systems			121.060 121.460	133.035 133.360	135.045 135.370	138.465	
2	2.4.1	Approval of aircraft equipment		119.205(1)(h)				138.155(1)(h)	
2	2.4.2	Equipment serviceability		119.205(1)(h)				138.155(1)(h)	
2	2.4.3	Flight instruments		119.205(1)(h)				138.155(1)(h)	
2	2.4.4	Operational equipment (includes navigation equipment)		119.205(1)(h)				138.155(1)(h)	A list of the navigational equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed.
2	2.4.5	Lighting systems		119.205(1)(h)				138.155(1)(h)	
2	2.4.6	Alerting and warning systems		119.205(1)(h)				138.155(1)(h)	
2	2.4.7	Flight recorders	91.650	119.205(1)(h)				138.155(1)(h)	
2	2.4.8	Interior communication systems		119.205(1)(h)				138.155(1)(h)	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.4.9	Oxygen equipment and oxygen supplies		119.205(1)(h)	121.310 (relates to crew use of protective breathing equipment)			138.155(1)(h)	The procedures to determine the required amount of oxygen and the quantity available as necessary during a flight. The conditions under which oxygen shall be used.
2	2.4.10	Emergency locator transmitters		119.205(1)(h)	121.135	133.105	135.115	138.155(1)(h)	
2	2.4.11	Portable emergency equipment		119.205(1)(h)	121.135	133.105	135.115	138.155(1)(h)	
2	2.4.12	Equipment for flights over water		119.205(1)(h)	121.135	133.105	135.115	138.155(1)(h)	
2	2.4.13	Transponder and surveillance equipment serviceability							If necessary – see Chapter 5 of this AC.
2	2.4.14	Seat belts and harnesses							
2	2.4.15	Survival equipment		119.205(1)(h)	121.135	133.105	135.115	138.155(1)(h)	Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off.
2	2.5	Performance							The necessary information for compliance with all flight

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<p>profiles required by regulations, including but not limited to, the determination of:</p> <ul style="list-style-type: none"> • take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance • take-off climb limitations • en-route climb limitations • approach climb limitations and landing climb limitations • landing runway length requirements for dry, wet and contaminated conditions, including systems failures which affect the landing distance • supplementary information, such as tyre speed limitations.
2	2.5.1	Take-off performance			121.390 121.395	Subpart 133.F	135.340 135.345	138.435	See the content for 2.5.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.5.2	Landing performance			121.390 121.420	Subpart 133.F	135.340 135.350	138.440	See the content for 2.5.
2	2.6	Weight and balance			121.055 121.435 121.440 121.445 121.450 121.455	133.030 133.345 133.350 133.355	135.040 135.355 135.360 135.365	138.450 138.460	For Part 121 operations – also see the exemption in section 11 of CASA EX69/24.
2	2.7	Fuelling and oil procedures							
2	2.7.1	Fuel types and fuel additives	91.465	119.205(1)(h)				138.155(1)(h)	
2	2.7.2	Fuelling safety procedures	91.465 91.470 91.475 91.480 91.485		121.240	133.195	135.220	138.302	
2	2.7.3	Hot fuelling	91.495 91.500 91.505					138.300	If necessary – see Chapter 5 of the AC.
2	2.7.4	De-fuelling							
2	2.7.5	Use of low-risk electronic devices while	91.490						If necessary – see Chapter 5 of the AC.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
		fuelling turbine-engine aircraft							
2	2.7.6	Persons on aircraft, boarding or disembarking during fuelling	91.510 91.515					138.285 138.302	Could be combined with section 2.7.2 above regarding fuelling procedures.
2	2.7.7	Pre-flight fuel quality check	91.465		121.225	133.180	135.205	138.285	
2	2.7.8	Engine oil and hydraulic fluid management	91.460		121.230	133.185	135.210	138.290	
2	2.8	Fuel policy	91.455	119.205	121.225 121.235	133.180 133.190	135.205 135.215	138.155 138.285	See Annex D to AC 1-02.
2	2.8.1	Overview							See the content for 2.8.
2	2.8.2	Pre-flight							See the content for 2.8.
2	2.8.3	Fuel considerations and calculations							See the content for 2.8.
2	2.8.4	Monitoring fuel during flight							See the content for 2.8.
2	2.8.5	Fuel – post flight							
2	2.9	Risk assessments (aerial work operations)						138.370	

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2	2.9.1	General – risk criteria							
2	2.9.2	Risk assessment and mitigation process flow chart							
2	2.9.3	Risk register							
2	2.9.4	Dedicated aerial work operations risk assessment							
2	2.9.5	Pre-operational risk assessment							
2	2.9.6	Mitigation and risk controls							
2	2.9.7	Flight risk management plan							
2	2.9.8	Pre-flight risk review – pilot							
2	2.9.9	Post-flight review – HOFO							
2	2.10	Flight planning							
2	2.10.1	Operational flight plans		119.205(1)(h)	121.175	133.135	135.145	138.155(1)(h)	The methods for determining: <ul style="list-style-type: none"> • minimum flight altitudes • aerodrome operating

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									<p>minima.</p> <ul style="list-style-type: none"> This is related to section 2.1.14 although that section is more focused on the lowest heights that can be flown during an operation compared to this section (2.10.1) which is more focused on the aircraft performance and navigation related minimum flight altitudes for the departure, cruise and arrival phases of flight.
2	2.10.2	Flight notification	91.240						If necessary – see Chapter 5 of the AC.
2	2.10.3	Journey logs	91.120		121.105	133.075	135.085		
2	2.10.4	Flight preparation	91.230 91.235 91.245 91.275 91.290 91.410	119.205(1)(h)	121.165 121.175 121.180	133.130 133.140 133.400	135.035 135.140 135.150 135.290 135.410	138.155(1)(h) 138.265(a) 138.270	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.10.5	Point of inflight re-planning		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.10.6	Operations to remote islands			121.170		135.185		
2	2.10.7	Operations over remote areas			121.135 121.340	133.105 133.260	135.115 135.305	138.345	
2	2.10.8	Extended diversion time operations (EDTO)			121.030 121.035				
2	2.10.9	PSEA operations					135.240		
2	2.10.10	Rescue and fire fighting (RFF) requirements							If necessary – see Chapter 5 of the AC.
2	2.10.11	Airspace classification requirements							If necessary – see Chapter 5 of the AC.
2	2.10.12	Flights over water					135.290		If necessary – see Chapter 5 of the AC.
2	2.10.13	Operating an Australian aircraft outside Australia	91.140						If necessary – see Chapter 5 of the AC.
2	2.11	Ground handling							Ground handling arrangements and procedures.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.12	Collision avoidance							If necessary – see Chapter 5 of the AC.
2	2.12.1	Maintenance of look-out and right of way							If necessary – see Chapter 5 of the AC.
2	2.12.2	Use of external lights	91.325	119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.12.3	SSR (transponder) procedures							If necessary – see Chapter 5 of the AC.
2	2.12.4	Terrain awareness and warning systems (TAWS)							<p>Also sometimes called Ground Proximity Warning Systems (GPWS).</p> <p>Some aircraft are fitted with terrain awareness systems that are not certified to a TAWS TSO or ETSO standard—if such a system is fitted to an aircraft it is recommended to be used, the terrain database kept up to date, pilots trained in the use of the system and SOP for the use of the system contained in the exposition/operations manual.</p> <p>This content section is recommended to contain</p>

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									instructions and training requirements for the avoidance of controlled flight into terrain and policy for the use of the TAWS, GPWS or other terrain awareness system.
2	2.12.5	Airborne collision avoidance system (ACAS)							Also sometimes called TCAS. Recommended to contain the policy, instructions, procedures and training requirements for the avoidance of collisions and the use of an ACAS.
2	2.12.6	Aircraft altitude alerting system							Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out.
2	2.12.7	Aircraft computers/flight management system (FMS)							If necessary – see Chapter 5 of the AC.
2	2.12.8	Bird / animal avoidance	91.267						
2	2.13	Navigation							
2	2.13.1	Navigation policy							Any specific long range navigation procedures not

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									covered elsewhere in this section. Also see previous section 2.4.4 of this list.
2	2.13.2	Altimetry – standard altitude and flight levels							If necessary – see Chapter 5 of the AC.
2	2.13.3	Navigation tolerances and position fixing	91.273						If necessary – see Chapter 5 of the AC.
2	2.13.4	Flight management system databases and navigation (GNSS / RNAV)							If necessary – see Chapter 5 of the AC.
2	2.13.5	Systems pre-flight checks							If necessary – see Chapter 5 of the AC.
2	2.13.6	RVSM and operations in trans-oceanic airspace	91.655						If necessary – see Chapter 5 of the AC.
2	2.13.7	Required navigation performance (RNP) operations	91.660						If necessary – see Chapter 5 of the AC.
2	2.14	Communications							
2	2.14.1	Qualifications	91.625						If necessary – see Chapter 5 of the AC.

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.14.2	Use of radios							<p>If necessary – see Chapter 5 of the AC.</p> <p>Depending on the operational context and specifics of the aerodromes being operated at, this section might include:</p> <ul style="list-style-type: none"> instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved the circumstances in which a radio listening watch is to be maintained, particularly the procedures if more than one radio is fitted specific instructions for radio phraseology in relation to traffic separation in the vicinity of non-controlled aerodromes.
2	2.14.3	Unauthorised entry into prohibited or restricted areas	91.260						If necessary – see Chapter 5 of the AC.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.15	Pre-departure procedures							If necessary – see Chapter 5 of the AC.
2	2.15.1	Pre-flight inspection							See content for 2.15.
2	2.15.2	Pre-flight actions							See content for 2.15.
2	2.15.3	Maintenance release validity							
2	2.15.4	Pressure altitude check							
2	2.16	Departure procedures							
2	2.16.1	Manipulation of propeller – hand starting of engines	91.425						If necessary – see Chapter 5 of the AC.
2	2.16.2	Push back, tow, taxi and engine start							If necessary – see Chapter 5 of the AC.
2	2.16.3	Initial climb procedures			121.140	133.110	135.120		Including, where necessary, departure contingency procedures.
2	2.16.4	Instrument and visual departures							Departure briefings.
2	2.17	En route and descent procedures							Descent, arrival and approach briefings.
2	2.17.1	Diversions due to weather							Specific detailed instructions for the avoidance of

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									thunderstorms, lightning, possible turbulence and windshear as necessary, unless included in section 2.19.3.
2	2.17.2	Descent procedures							If necessary - standard descent rates.
2	2.17.3	Standard terminal arrival routes / procedures							
2	2.17.4	Supplemental oxygen							If necessary – see Chapter 5 of the AC.
2	2.18	Approach and landing procedures							
2	2.18.1	Stable approach			121.200		135.175		These procedures are not just listing the latest point by which a final landing configuration is attained. See the relevant Part AMC/GM document for guidance. Include any limitations on high rates of descent near the surface.
2	2.18.2	Visual approaches							These are recommended to include: <ul style="list-style-type: none"> conditions required to commence or to

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<p>continue an instrument approach</p> <ul style="list-style-type: none"> • instructions for the conduct of precision and non-precision instrument approach procedures • allocation of flight crew duties and procedures for the management of crew workload, in particular during night and IMC instrument approach operations. <p>When developing instructions and procedures for the conduct of instrument approach procedures, simply reiterating the instrument approach segment design airspeed limitations is insufficient. The operator is expected to provide clear instructions regarding the required descent configuration and airspeed at various stages of the approach, with a view to enhancing the stability of the aircraft during the instrument</p>

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<p>approach, i.e, from the initial approach fix (IAF) onwards.</p> <p>The operator should aim to minimise the number of required configuration changes between the IAF and the missed approach point or the establishment of visual reference and the decision to land.</p>
2	2.18.3	Pre-landing checks		119.205(1)(h)				138.155(1)(h)	See the content for 2.18.2.
2	2.18.4	Approach and landing precautions		119.205(1)(h)	121.140	133.110	135.120	138.155(1)(h)	See the content for 2.18.2.
2	2.18.5	Instrument approach procedures		119.205(1)(h)				138.155(1)(h)	See the content for 2.18.2.
2	2.18.6	Missed and baulked approaches		119.205(1)(h)				138.155(1)(h)	See the content for 2.18.2.
2	2.18.7	Circuit and landing procedures	Subdivision 91.D.4.6						Any instructions or procedures for high-traffic environments and Class D airspace.
2	2.18.8	Aircraft environmental limitations			121.055	133.030	135.040	138.210	If necessary – see Chapter 5 of the AC.
2	2.18.9	Final approach and threshold speeds	91.095		121.055	133.030	135.040	138.210	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.18.10	Post-flight procedures	91.420	119.205(1)(h)				138.155(1)(h)	
2	2.18.11	Noise abatement restrictions		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.19	Adverse weather operations							
2	2.19.1	Cold weather operations	91.705 91.710			133.275	135.310	138.380	If necessary – see Chapter 5 of the AC.
2	2.19.2	Hot weather operations		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.19.3	Thunderstorm / hail / turbulence avoidance	91.535			133.030	135.040	138.210	Might be included in section 2.17.1.
2	2.19.4	Windshear		119.205(1)(h)				138.155(1)(h)	
2	2.19.5	Landing on wet or contaminated runways		119.205(1)(h)				138.155(1)(h)	
2	2.19.6	Volcanic ash		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.20	Emergency procedures							
2	2.20.1	Aircraft emergency management	91.095 91.215		121.055 121.070	133.030 133.040	135.040 135.050	138.210 138.215(1)(h)	
2	2.20.2	Pilot in command to report emergencies	91.680 91.700						If necessary – see Chapter 5 of the AC.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.20.3	Pilot in command to report contraventions relating to emergencies	91.690						If necessary – see Chapter 5 of the AC.
2	2.20.4	Crew coordination during anomalous, abnormal or emergency situations		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.20.5	Emergency change of altitude		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.20.6	Communication failure	91.255						If necessary – see Chapter 5 of the AC.
2	2.20.7	Continuation of flight with one engine inoperative		119.205(1)(h)				138.155(1)(h)	If necessary – see Chapter 5 of the AC.
2	2.20.8	Navaid failure		119.205(1)(h)				138.155(1)(h)	
2	2.20.9	Crew incapacitation in flight		119.205(1)(h)				138.155(1)(h)	
2	2.20.10	Serious illness aboard aircraft		119.205(1)(h)				138.155(1)(h)	
2	2.20.11	Action in the event of unlawful interference		119.205(1)(h)				138.155(1)(h)	
2	2.20.12	Interception of civil aircraft							Information and instructions relating to the interception of civil aircraft including:

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<ul style="list-style-type: none"> procedures, as prescribed in ICAO Annex 2, for PIC of intercepted aircraft visual signals for use by intercepting and intercepted aircraft, as contained in ICAO Annex 2.
2	2.20.13	Standard visual signals							If necessary – see Chapter 5 of the AC.
2	2.20.14	Pilot in command to report hazards to air navigation	91.675						Procedures, as prescribed in ICAO Annex 12 and repeated in the GM 91.675 entry of the Part 91 AMC/GM document, for PIC observing or becoming aware of an accident or an aircraft otherwise in distress.
2	2.20.15	Multi-engine aircraft—pilot in command to land at nearest suitable aerodrome if emergency occurs	91.685						If necessary – see Chapter 5 of the AC.
2	2.20.16	Aviation distress signals	91.700						If necessary – see Chapter 5 of the AC.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.20.17	Flight in icing conditions – adherence of frost, ice or snow	91.705 91.710						Where appropriate, instructions for the conduct and control of ground de-icing/anti-icing operations.
2	2.20.18	Emergency evacuation of aircraft		119.205(1)(h)				138.155(1)(h)	Emergency evacuation procedures, including type-specific procedures, crew coordination, assignment of crew's emergency positions and the emergency duties assigned to each crew member.
2	2.20.19	Aeroplane search checklist		119.205(1)(h)				138.155(1)(h)	It is recommended that operators have on board the aircraft a checklist of the procedures to be followed in searching for a bomb, in case of suspected sabotage, and for inspecting aeroplanes for concealed weapons, explosives or other dangerous devices. When a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference. The checklist should be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<p>information on the least-risk bomb location specific to the aircraft.</p> <p>Some operators may have overlapping requirements under the Aviation Transport Security Act 2004 and its associated regulations.</p>
2	2.20.20	Lithium battery fires		119.205(1)(h)				138.155(1)(h)	The routine use of lithium batteries in consumer devices, and the carriage of such devices on aeroplanes, even if not in active use, necessitates operators considering the procedures appropriate to their circumstances if such a fire was to occur.
2	2.21	Specialised operations	91.085 91.160 91.180 91.185 91.190 91.205 91.210 91.620	119.205(1)(h)		133.265 133.285 133.290	135.320 135.325	138.155(1)(h) 138.350 138.385 138.425 138.432	If necessary – see Chapter 5 of the AC.
2	2.22	Aircraft airworthiness		119.205				138.155	

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
2	2.22.1	CEO responsibilities		119.030				138.045	
2	2.22.2	Person responsible for continuing airworthiness		119.140				138.095	
2	2.22.3	Reserved							
2	2.22.4	Maintenance release procedures							
2	2.22.5	Flight crew procedures							
2	2.22.6	Pilot maintenance							
2	2.22.7	Bird, animal or external object strike							
2	2.22.8	Operator procedures		119.080 (relating to being the registered operator or holding an approval from CASA). Also see section 7AB of CASA EX68/24 for an exemption regarding the cross-hire of aircraft by					Recommended topics are registered operator procedures and, if the operators cross-hires or leases aircraft, a clear description of the responsibilities of the registered operator or lease holders versus the operator operating the aircraft.

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Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
				certain operators.					

A.3 Checklist of headings and guidance – Volume 3 - Flight planning and preparation

Table 3. Volume 3 - Flight planning and preparation

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
3	3.1	Routes		119.205(1)(h)				138.155(1)(h)	Information relating to routes might include information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, minimum flight altitudes for each route to be flown, and such other information as the operator may deem necessary for the proper conduct of flight operations.
3	3.2	Aerodromes and aircraft landing areas / sites		119.205(1)(h)				138.155(1)(h)	Information relating to aerodromes and ALAs might include: <ul style="list-style-type: none"> aerodrome operating minima for each of the aerodromes that are likely to be

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List of exposition headings and suggested content (Parts 91, 119, 121, 133, 135 and 138 of CASR)

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
									<p>used as aerodromes of intended landing or as alternate aerodromes</p> <ul style="list-style-type: none">• any necessary increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities or related to crew experience levels• procedures for determining the operating lengths of aerodromes not in AIP-ERSA (or equivalent foreign publication for aerodromes outside Australia).

A.4 Checklist of headings and guidance – Volume 4 - Training and checking

Table 4. Volume 4 - Training and checking

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
4		Training and checking		119.170	Subpart 121.N Subpart 121.P	Subpart 133.N Subpart 133.P	Subpart 135.N Subpart 135.P	Division 138.B.5 Subpart 138.N Subpart 138.P	Generically, the training and checking content should contain details of the operator's crew and other operational safety-critical personnel training programs, including, as needed, procedures for the familiarisation with areas, routes and aerodromes and management of contracted personnel for the purposes of training and checking.

A.5 Checklist of headings and guidance – Volume 5 - Safety management system, human factors and non-technical skills

Table 5. Volume 5 - Safety management system, human factors and non-technical skills

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
5	5.1	Safety management system		119.190				138.145 138.155(1)(l) 138.140(2)(a)	
5	5.2	Human factors and non-technical skills training program		119.130 119.150 119.175 119.180 119.185 119.205					
5	5.2.1	Program objectives							
5	5.2.2	Program responsibilities							
5	5.2.3	Record keeping							
5	5.2.4	Personnel required to undergo the HF / NTS training program							
5	5.2.5	Training program							
5	5.2.6	Program evaluation / continuous improvement							

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
5	5.2.7	HF / NTS third party provider							

A.6 Checklist of headings and guidance – Volume 6 - Dangerous goods

Table 6. Volume 6 - Dangerous goods

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
6	6.1	Dangerous goods manual						138.095	<p>Multiple requirements relating to which operators are required to have a dangerous goods manual and the contents of such a manual are contained in Part 92 of CASR.</p> <p>For an operator under Part 119 of CASR, a dangerous goods manual is considered part of its exposition.</p>

A.7 Checklist of headings and guidance – Volume 7 - Fatigue management

Table 7. Volume 7 - Fatigue management

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
7	7.1	Fatigue management manual	91.520	119.160 (if the operator is using an FRMS)				138.095 138.150	<p>Operators must comply with CAO 48.1 as it applies to them. Specific operator obligations in relation to exposition/operations manual content, in addition to more general obligations elsewhere in CAO 48.1, are contained in subsection 14.3 of CAO 48.1.</p> <p>The CASA website contains multiple sample operations manual content for the different Appendices of CAO 48.1 (see the references section at the beginning of the main AC 1-02 document).</p>

A.8 Checklist of headings and guidance – Volume 8 - Drug and alcohol management plan

Table 8. Volume 8 - Drug and alcohol management plan

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
8	8.1	Drug and alcohol management plan (DAMP)							<p>Holders of Australian air transport AOCs under Part 119 are required to have a DAMP by regulation 99.030 of CASR.</p> <p>Holders of aerial work certificates are required to have a DAMP by section 16 of EX72/24.</p> <p>Despite the above, certain operators may be able to take advantage of EX56/23 (the micro-business DAMP exemption) to not comply with Subpart 99.B of CASR.</p>

A.9 Checklist of headings and guidance – Volume 9 - Forms and compliance matrices

Table 9. Volume 9 - Forms and compliance matrices

Vol	Section	Table of contents	Part 91	Part 119	Part 121	Part 133	Part 135	Part 138	Comments
9	9.1	Forms							
9	9.2	Compliance matrices							

A.10 Checklist of headings and guidance - Policy and procedures – Part 131 – Balloon Transport Operations

Table 10. Policy and procedures – Part 131 – Balloon Transport Operations

Chapter	Section	Table of contents	Part 91	Part 131	Comments
1	1	Operator compliance and administration			
1	1.1	CEO management and safety statement		131.140(1)(a)	
1	1.2	Organisation name and details.		131.195(1)(a)(b)(c)	
1	1.3	Key personnel		131.120 131.195(1)(c) 131.195(1)(e)(iii)(iv)	
1	1.4	Third party service providers			
1	1.5	Authorised operations	91.005	131.005 131.060 131.195(1)(g)	This section is also cover by CAA section 28BE Duty to exercise care and diligence and CAA section 28BF Organisation, personnel etc
1	1.6	Specialised balloon operations		131.020 131.035 131.325	Any relevant aerial work operations already approved under your AOC are deemed to be approved as specialised balloon operations under 131.035 and must be conducted in accordance with your AOC procedures.
1	1.7	CASA Approvals	91.045	131.035	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
1	1.8	Aircraft to be flown under visual flight rules	91.270	131.367 131 MOS Chapter 2	
1	1.9	Aircraft leasing arrangements		131.195(1)(l)	
2	2	Key personnel			
2	2.1	Organisational structure		131.090(e) 131.195(1)(c)(d)	If you are a corporation, you will need to include in your exposition a description of your corporate structure (subregulation 131.195(1)(d)). If you are not a corporation you are still required to include a description of your organisation's structure.
2	2.2	Key personnel position that must be filled		131.090(c)	
2	2.3	Appointment of key personnel (and alternates)		131.140(1)(a)(i)	
2	2.4	Key personnel familiarisation training		131.130	
2	2.5	Chief executive officer (CEO)		131.035 131.135 131.140 131.175	
2	2.6	Head of flying operations (HOFO)		131.145 131.150 131.175	
2	2.7	Safety manager (SM)		131.165 131.170	
2	2.8	Head of training and checking (HOTC)		131.155	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
				131.160	
2	2.9	Inability of key personnel to carry out their responsibilities		131.100(2)(3) 131.125	The earlier section 2.2 contains conditions under which a key person can carry out their responsibilities when they are not physically present or on site. It provides for assignment of responsibilities or duties to other persons.
2	2.10	Remove a person as key personnel		131.115	
3	3	Policies and procedures			
3	3.1	Illegal activities and consequences			
3	3.2	Alcohol and drug usage by the operator's personnel	91.520		Reference is also made to the DAMP in chapter 18 of the exposition
3	3.3	Precedence of approved flight manual	91.095	131.255	
3	3.4	Authority and responsibilities of the pilot in command	91.215		
3	3.5	Actions and directions by operator or pilot in command	91.220		
3	3.6	Crew complement			
3	3.7	Crew members – power of arrest	91.225		
3	3.8	Persons permitted to operate controls	91.155		
3	3.9	Hand-over and take-over procedures			

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List of exposition headings and suggested content (Parts 91, 119, 121, 133, 135 and 138 of CASR)

Chapter	Section	Table of contents	Part 91	Part 131	Comments
3	3.10	Smoking not permitted		131.390 131.395	
3	3.11	Portable electronic devices (PEDs)	91.170 91.175		
3	3.12	Availability of checklists		131.260	
3	3.13	Carriage of CASA officers		131.195(1)(h)	
3	3.14	Minimum heights	91.055 91.180	131.305 Part 131 MOS Chapter 8	
3	3.15	Aircraft not to be operated in manner that creates a hazard	91.055 91.420		
3	3.16	Staff responsibility for serviceability and issue of emergency equipment			
3	3.17	Simulation of emergency or abnormal situations		131.250	
3	3.18	Procedures for reporting and recording defects, etc		131.285(1)(d)	
3	3.19	Procedures for reporting and recording incidents		131.285	
3	3.20	Persons not to be carried in certain parts of aircraft	91.200		

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List of exposition headings and suggested content (Parts 91, 119, 121, 133, 135 and 138 of CASR)

Chapter	Section	Table of contents	Part 91	Part 131	Comments
3	3.21	Picking up or setting down people or things during flight	91.195		
3	3.22	Dropping of things from the balloon		131.310	
3	3.23	Conduct of commercial pilot training during transport operations		131.435	
3	3.24	Maximum passengers that may be carried		131.455 Part 131 MOS Chapter 25	
3	3.25	Conduct of recreational activities		131.580	
4	4	Management of change		131.110 Division 131.B.3	
4	4.1	Change overview		131.110	
4	4.2	Approval and administration			
4	4.3	Identification of need for change			
4	4.4	Management of change process			
4	4.5	Change process		131.030 131.095 131.100 131.105 131.110 131.195(1)(m)	
5	5	Exposition administration			

Chapter	Section	Table of contents	Part 91	Part 131	Comments
5	5.1	Distribution			
5	5.2	Continuous improvement of this exposition		131.140(1)(d)	
5	5.3	Monitoring compliance with this exposition		131.150(2)(a)	
5	5.4	Amendments		131.140(1)(d) 131.150(2)(a)	
5	5.5	Providing personnel with this document		131.205 131.270	
5	5.6	Compliance with this document by personnel		131.200 131.210	
5	5.7	CASA may give written notice to change the exposition		131.115	
6	6	Facilities and resources			
6	6.1	Description of building infrastructure		131.140(1)(a)(iii)	This section is also covered by section 28BG of the Act
6	6.2	Aircraft resources and management	91.145	131.090(1)(f) 131.150 131.195(1)(i)	
6	6.3	Care and maintenance of facilities			
6	6.4	Review of facilities			

Chapter	Section	Table of contents	Part 91	Part 131	Comments
6	6.5	Temporary locations			
7	7	Record keeping			
7	7.1	Control of records			
7	7.2	Personnel training and checking records		131.215 131.220 131.230	
7	7.3	Copies of flight crew licences and medical certificates		131.225 131.230	
7	7.4	Other records		131.285 Chapter 6 of the Part 131 MOS	This section is also covered by 99.105 and CAO 100.5
7	7.5	Disposal of records			
7	7.6	Requests for records made by CAS			This section is covered by 99.105