



PRINCIPLE

(OPS.141) Flight training (non-integrated/single pilot)

Version	1.0 - March 2023
Owner	Branch Manager Operational Implementation
Responsible area manager	Technical lead - protocol development
Review date	March 2026

Table of contents

Outcome-based legislation and assessment	3
Terminology	3
Acronyms and abbreviations	3
Reference to regulations	4
Consistency and standardisation	4
1 Assessment scope	6
1.1 Assessment of initial application	6
1.2 Assessment of a significant change application	6
1.3 EAP stop alert function	6
1.4 Approvals	7
1.5 Part 11 considerations	7
1.6 Significant change – Part 11 considerations	8
1.7 Onsite inspections and verification	8
2 Assessment	8
2.1 General	8
3 Flight training – single instructor FTO	9
3.1 Organisation	9
3.2 Key personnel	10
3.3 Operations manual	10
3.4 Aircraft	11

3.5	Flight simulator training devices (FSTD)	12
3.6	Drug and alcohol management plan	12
4	Assessment of FTO using the SOM	13
4.1	Organisation	13
4.2	Key personnel	14
4.3	Operations manual	14
4.4	Aircraft	15
4.5	Flight simulator training devices (FSTD)	16
4.6	Drug and alcohol management plan	16
5	Assessment of FTO not using the SOM	17
5.1	Organisation	17
5.2	Key personnel	17
5.3	Operations manual	18
5.4	Management of change	19
5.5	Logs and records	19
5.6	Flight training	19
5.7	Fatigue management	20
5.8	Quality system	21
5.9	Drug and alcohol management plan	21
6	Revision history	21

Outcome-based legislation and assessment¹

While prescriptive legislation is often acutely focused on a topic, safety outcome-based legislation involves:

- **regulations** expressed by reference to a particular operational outcome (rather than prescribing specific conduct that would achieve that outcome). These regulations provide flexibility as to how compliance can be achieved according to the circumstances of each individual.
- **acceptable means of compliance (AMC)** material that set out acceptable methods of demonstrating compliance with specific regulations. If an applicant follows an AMC that is suitable for the applicant, the applicant should expect that CASA will issue the requested authorisation.
- **guidance material (GM)** that provides suggestions, explanations and amplification of a regulation's policy intention, rather than prescribed means of compliance with a regulation.

While many provisions are a blend of outcome-based and prescriptive elements, a significant advantage of the outcome-based approach is the flexibility provided to an organisation or individual to use the systems and procedures most appropriate to them to achieve the required safety outcomes and compliance with legislative requirements.

AMCs provide straightforward and positive methods for satisfying CASA but are not binding on those industry participants who wish to put forward alternative methods of compliance, thus allowing for innovation and improvement to occur naturally.

For the Australian aviation industry, this means:

- more safety responsibility is devolved to industry
- industry organisations can use systems, methods and procedures most appropriate to them to meet safety outcomes.

Terminology

Acronyms and abbreviations

Table 1: List of acronyms and abbreviations

Acronym/abbreviation	Description
AIP	aeronautical Information Publication
AMC	acceptable means of compliance
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998

¹ Taken and adapted from [AC 1-01 Understanding the legislative framework](#)

Acronym/abbreviation	Description
CEO	chief executive officer
FSTD	flight simulator training device
FTO	flight training operator
GM	guidance material
HOO	head of operations
LIRA	Legal, International and Regulatory Affairs
PIC	pilot in command
SOM	sample operations manual

Reference to regulations

Unless specified otherwise, all subregulations, regulations, Divisions, Subparts and Parts referenced in this Principle are references to the *Civil Aviation Safety Regulations 1998 (CASR)*.

Consistency and standardisation

To maintain consistency and standardisation in assessment, it is essential to use the terminology (approved by CASA's legal department) referenced in this section and throughout this document. This Principle document aims to provide a level of detail that allows all assessors to come to a similar determination based on the information supplied by the applicant.

To avoid any regulatory over-reach, or under-reach, that may arise due to the flexibility provided by outcome-based legislation, assessors are expected to use and understand the specific terms in Table 2: Assessment terminology.

Table 2: Assessment terminology

Present (P)	There is evidence that the relevant indicator is documented within the organisation's documentation.
Suitable (S)	The relevant indicator is suitable based on the size, nature, and complexity of the organisation and the inherent risk in its activity.
Operating (O)	There is evidence that the relevant indicator is in use and an output is being produced.
Effective (E)	There is evidence that the relevant indicator is achieving the desired outcome and has a positive safety impact.

Must

When this document states a requirement as a 'must', the term will reference a legislative requirement and as such it cannot be omitted or changed from the stated requirement without further legislative variation or exemption.

Should

The use of the term 'should' reflects a requirement that CASA considers should be satisfied to grant an authorisation, but where the legislation does not explicitly express such a requirement. For example, some legislative provisions do not express criteria to be met for the issue of an authorisation. In such a case, it is open to CASA to identify what requirements should be met. Paragraph 11.055(1A)(e) of CASR also requires CASA to be satisfied granting the authorisation would not be likely to have an adverse effect on the safety of air navigation. A regulation 11.056 condition may be placed on the authorisation to ameliorate any such adverse effect, where that is possible.

May

The term 'may' will signify something that is permitted but not required through legislation or deemed important for approval. The term is used to provide options, alternate methods or examples.

1 Assessment scope

1.1 Assessment of initial application

Inspectors use this protocol document suite to assess an application for, or transition to, a certificate under *Part 141—Recreational, private and commercial pilot flight training, other than certain integrated training courses*. The assessment will also include relevant regulations in *Part 91—General operating and flight rules* and *Part 92—Consignment and carriage of dangerous goods by air*.

Regulation 11.055 states that if an application is submitted for an authorisation in accordance with these regulations, CASA may grant the authorisation if the applicant meets the criteria specified in the regulations.

The assessment of the application will involve verification through a range of activities, including:

- desktop assessment of the documentation provided
- site inspection of facilities
- assessment of key personnel.

Before the issue of a Part 141 Flight training (non-integrated/single pilot) certificate can be recommended, the CASA inspector will verify the application meets the requirements for the proposed operation.

1.2 Assessment of a significant change application

This protocol suite is also used to assess a significant change or an approval that is not covered by its own specific protocol, such as addition of a training activity or adding a new training base. In this instance, the inspector will define the scope of the assessment in the *Assessment summary* tab of the worksheet (OPS.141). Only those sections of the worksheet that address the significant change need be completed.

1.3 EAP stop alert function

Where a non-compliance matter has been identified, the business area responsible for oversight of the matter should ensure that an EAP 'Stop' alert is raised against the operator.

The EAP stop alert function will provide staff with a method to quickly identify if a non-compliance matter is present prior to the assessment of an application for a significant change.

Where the operator is not compliant with mandatory regulatory requirements, issuing a significant change cannot proceed until the requirement is complied with by the operator.

If there is any confusion on whether a matter falls into this description, the business area responsible for oversight of the non-compliance matter should seek advice from the Branch Manager, Advisory and Drafting, Legal, International and Regulatory Affairs (LIRA).

1.4 Approvals

Certain provisions of the regulations refer to a person or operator holding an approval. Some of these approvals are required to authorise a particular activity, whilst others allow CASA to authorise an acceptable means of compliance.

For example:

- regulation 141.125 requires the head of operations (HOO) to meet certain qualification and experience requirements or hold an approval under regulation 141.035
- subregulation 141.315(1) allows the use of a foreign registered aircraft for no more than 90 days in any 12-month period or hold an approval under 141.035.

In considering an acceptable means of compliance, the inspector must understand the intent of the regulation to determine that the approval will not reduce aviation safety.

For example, for CASA to issue an approval under regulation 141.315(2)(b) for the operator to use a foreign registered aircraft for greater than 90 days, the operator must explain how such an approval will maintain an equivalent level of safety required by subregulation 141.315(2)(a).

To be suitable, the inspector must assess the operator's safety case to understand how the applicant will maintain or improve aviation safety when compared to the level established by the rules before an approval is granted.

The inspector must seek guidance from the flight standards branch where required and have their decision peer reviewed.

When an approval is issued under regulation 141.035, the inspector must select the approval to be issued on the approval data sheet. Normally when considering an approval for an alternate means of compliance under the regulations, the inspector must ensure that the operations manual includes specific information in relation to the matter. In this instance, the approval should be subject to a condition that an amendment to the relevant section of the operations manual is a significant change under regulation 141.025.

Note: the condition should detail the specific section of the operations manual relating to the approval.

1.4.1 Conditions

Regulation 11.056 permits CASA to grant an authorisation subject to conditions. If required, the approval data sheet makes provision for the inspector to recommend a condition for an approval, however in most cases conditions will not be required. An authorisation requires the operator to comply with their operations manual, which should include any specific limitations or operational requirements. This negates the need to place conditions on the authorisation. Conditions should not be used as a substitute for an operator's inadequate or missing manual content. The content should instead be rectified.

In the rare case where an authorisation requires a condition, the inspector must provide a draft copy of the authorisation, that includes the reasons for the condition, to LIRA for review.

1.5 Part 11 considerations

When an application for an approval is made, the inspector is required to consider the matters mentioned in regulations 11.050 and 11.055. In addition, the inspector may elect to use the

provisions of regulations 11.035, 11.040 and 11.047 and determine whether the approval should be granted using the standard of safety mentioned in subregulation 11.055(1B).

The standard of safety is whether 'granting the authorisation will preserve a level of aviation safety that is at least acceptable'. To determine whether the level of aviation safety is acceptable, paragraph 4.1.2 of AC 1-04 states that where the approval would permit the operator to conduct the activity using an alternative means of compliance to the rules (e.g. the use of a lower take-off or landing safety factor, or flying a greater distance from an adequate aerodrome), the inspector must determine that the alternative means of compliance will ensure an equivalent level of safety to that established by the rule.

1.6 Significant change – Part 11 considerations

Approval of a significant change is subject to Part 11, since such an approval is encompassed by the definition of an authorisation in regulation 11.015. Accordingly, the requirements of regulation 141.090 are subject to the requirements of Part 11 for the approval of a significant change.

The inspector must take into account a combination of the criteria within subregulation 11.055(1A) and the provisions mentioned in regulation 119.095.

1.7 Onsite inspections and verification

Regulation 11.045 permits CASA to request a demonstration of a service or facility.

The requirement for an onsite inspection will depend on the nature and complexity of the system being assessed. To ensure a system is operating and effective, the inspector may need to interview staff, observe a process or inspect facilities.

2 Assessment

2.1 General

The assessment process will depend on the size, nature and scope of the application. The assessment worksheet has been divided into 3 tabs:

- a. single instructor FTO
- b. FTO using the SOM
- c. FTO not using the SOM.

The inspector will determine, from the application, which assessment process is applicable to each applicant.

2.1.1 Fit and proper person

The concept of a fit and proper person is a fundamental one in many professions, jurisdictions and organisations, it is used to determine a person's honesty, integrity and reputation in order to confirm that they are fit and proper for the role they are undertaking.

Subregulation 11.055(4) describes the matters CASA may consider in deciding whether a person is a fit and proper person.

CASA must be satisfied that each of the proposed key personnel are fit and proper persons to be appointed to the position.

In assessing fitness and propriety, CASA may take into account a number of matters including the following:

- the nominee's record of compliance with regulatory requirements (in Australia or elsewhere), relating to aviation safety and other transport safety
- the applicant's demonstrated attitude towards compliance with regulatory requirements (in Australia or elsewhere), relating to aviation safety and other transport safety
- the applicant's experience (if any) in aviation
- the applicant's knowledge of the regulatory requirements applicable to civil aviation in Australia
- the applicant's history (if any) of serious behavioural problems
- any conviction (other than a spent conviction, within the meaning of Part VIIC of the Crimes Act 1914) of the applicant (in Australia or elsewhere), for a transport safety offence
- any evidence held by CASA that the applicant has contravened:
 - the Act or these Regulations
 - a law of another country relating to aviation safety
 - another law (of Australia or of another country) relating to transport safety.
- any other matter relating to the fitness of the applicant to hold the authorisation.

If any matter is identified that raises concerns as to whether the nominee is a fit and proper person, the inspector must request a peer review by their manager and LIRA before proceeding with any action that would cancel or refuse the application.

2.1.2 Single instructor – FTO training base address

Unless a single instructor flight training organisation (FTO) conducts either PPL, CPL or instrument rating training, the HOO is exempted from the requirement in paragraph 141.260(b)(ii) to list the address of each of the operator's training bases in their operations manual.

The operations manual will need to include the method by which the HOO will assess the training bases.

3 Flight training – single instructor FTO

For the assessment of a single instructor FTO, use the information provided in this Principle.

Note: Do not use the Part 141 technical assessor's handbook unless instructed by this principle.

3.1 Organisation

For a single person FTO, the instructor will hold the key personnel positions of chief executive officer (CEO) and HOO. This structure is consistent with the simple nature of the operation with limited training authorisations. Although CASA has not put a limit of the number of authorised training activities or students for a single instructor FTO, the inspector must be satisfied the FTO can be effectively managed by an individual.

For a single instructor FTO, the sample operations manual (SOM) requires all training activities to cease, and CASA be notified within 24 hours, if the person is unable to, or unlikely to be able to, carry out their responsibilities for a period greater than 35 days. As there is no other instructor available, CASA expects that all training will cease anytime the instructor is absent.

The reporting requirements between the HOO and the CEO are met by the fact that it's a single instructor FTO.

3.2 Key personnel

Use [Protocol suite \(OPS.10\) Key personnel assessment](#) for the assessment of the instructor to hold both the CEO and HOO key personnel positions.

The requirement for familiarisation training (under regulation 141.115) is met by the fact that the single instructor FTO cannot appoint other key personnel. It is CASA policy that all single instructor FTO applications require an interview in accordance with Protocol (OPS.10). During the interview, the inspector should confirm the person has sufficient aviation regulatory knowledge and instructional experience for the training activities proposed.

Subregulation 141.125(1) details the qualifications that the HOO of a Part 141 FTO must hold. The regulation requires the instructor to hold a grade 1 training endorsement or the training endorsements for all the Part 141 flight training the operator proposes to conduct. To be suitable, the inspector should refer to Division 61.T.4—Privileges and requirements for the grant of training endorsements.

Paragraph 141.125(1)(b) allows CASA to grant an approval under regulation 141.035 when the instructor does not meet the requirements of paragraph 141.125(1)(a). If the proposed training includes initial flight training in an aircraft of the specific category (e.g. training for a pilot's licence), then to be considered suitable an instructor holding a grade 2 training endorsement should have at least 500 hours flight time conducting initial training. Instructors with a grade 3 training endorsement are not suitable for a single instructor FTO. For other types of training the instructor must hold the relevant training endorsement (e.g. FIR MEA or FIR IR-A).

3.2.1 Standardisation proficiency check

Paragraph 141.130(4)(b)(iv) and regulation 141.190 requires that an instructor for a Part 141 FTO to hold a valid standardisation proficiency check. The purpose of the standardisation proficiency check is to ensure that instructors are delivering consistent training in accordance with the operations manual.

CASA has exempted single instructor FTO's from the requirement to hold a valid standardisation proficiency check.

3.3 Operations manual

CASA has developed a compliant SOM for a single instructor FTO. For this reason, the assessment of the operations manual has been significantly reduced. However, the inspector must confirm that the applicant has provided an accurate version of the CASA SOM and, when instructed, add or remove information such as the name of the key person, proposed training activities etc. The FTO may need to add additional information to the SOM to facilitate operations outside its scope – for example, flight training in a foreign registered aircraft. Inspectors should use the *Guide to Single Instructor Part 141 Flying Training Operations* -

Sample Operations Manual for information as to what needs to be addressed in the applicant's operations manual.

3.3.1 Dangerous goods manual

Part 92 of CASR applies to the consignment and carriage of dangerous goods by air. If the FTO intends to carry dangerous goods, regulation 92.055 prescribes the requirement for an operator to provide a dangerous goods manual. The dangerous goods manual forms part of the operations manual under regulation 141.260. Regulation 92.055 does not require the dangerous goods manual to be a standalone document, the operator may choose to meet the requirements of the regulation as a chapter to a broader operations manual document. Use the [Dangerous Goods manual evaluation checklist](#) (form 1441) for the assessment.

3.4 Aircraft

If the FTO is the registered operator of the aircraft, the operations manual will need to include their process for managing continuing airworthiness. Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

If not the registered operator of the aircraft, the operations manual needs to include procedures to ensure the aircraft is airworthy for flight. The single instructor SOM includes procedures for both scenarios.

3.4.1 Turbine-engine aircraft

The applicant's operations manual must include a description of how the maintenance and continuing airworthiness of any turbine-engine aircraft will be managed. To be suitable, the inspector should confirm that:

- the description indicates whether maintenance of the aircraft is required under an approved system of maintenance (class A aircraft) or a maintenance schedule (class B aircraft)
- if a maintenance schedule (class B aircraft) is applicable, the operations manual indicates whether the schedule is the manufacturer's schedule or the CASA maintenance schedule for the aircraft.

Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

3.4.2 Foreign registered aircraft

If an operator intends using foreign registered aircraft for flight training in Australia, the operations manual must include procedures to ensure the foreign registered aircraft is not used for more than 90 days in any rolling 12-month period. It is not acceptable for the operator to reach the 90-day limit, not operate the aircraft for some time and then recommence another 90 day period inside the original 12-month period. The 12-month period commences from the first day of operations. The underlying intent of this regulation is to provide for the short-term use of a foreign registered aircraft during certain circumstances, such as the operator's Australian registered aircraft undergoing maintenance or where the operator needs to add capacity for peak periods.

Subregulation 141.315(2)(b) provides the ability for CASA to issue an approval under regulation 141.035 for a period longer than 90 days. Before considering an application for approval, the inspector should confirm that the operator is unable to either:

- a. place the foreign registered aircraft on the Australian Part 47 register, thus placing the airworthiness of the aircraft solely under Australian oversight; or
- b. arrange for Australia and the State of registry to enter into an *Article 83 bis agreement*, whereby Australia and the State of registry agree to transfer regulatory responsibility to ensure the safe operation and maintenance of the aircraft – for example, by agreeing to treat the aircraft as if it were an Australian aircraft.

Note: there may be a significant lead in time for such an agreement to be entered into.

To ensure the operator maintains each foreign registered aircraft in accordance with the foreign country's laws, and to be suitable, the operations manual must include:

- a system that manages the maintenance and continuing airworthiness applicable to the laws of the foreign country in which the aircraft is registered
- an appointed a maintenance controller to control the maintenance of the aircraft
- how scheduled and unscheduled maintenance will be controlled
- where the maintenance will be carried out
- how compliance with the airworthiness requirements of the foreign country will be complied with, including any airworthiness directives and service bulletins.

Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

3.5 Flight simulator training devices (FSTD)

If conducting Part 141 training in FSTDs, an applicant's operations manual must include information about the FSTDs used for training. The information must indicate the purpose (as described in Part 61 of CASR) for which each device will be used.

If the applicant owns the FSTD, they will also have a quality system to ensure the correct operation and maintenance of each device. Considerations in relation to assessing the quality system are described in section C3.4 of the Part 141 technical assessor handbook.

Each of the applicant's FSTDs must be qualified or approved, as prescribed by the legislation relevant to the device. The operations manual must describe how the applicant will ensure continued approval or qualification under the applicable legislation.

3.6 Drug and alcohol management plan

Use CASA [Micro-business DAMP Verification Checklist](#) (form 1464) for the assessment.

4 Assessment of FTO using the SOM

For the assessment of an FTO using the SOM, use the information provided in this Principle.

Note: Do not use the Part 141 technical assessor's handbook unless instructed by this principle.

4.1 Organisation

The Part 141 SOM has been developed to meet the requirements described in regulation 141.260 (and other relevant regulations) for an FTO that conducts Part 141 flying training and operates with up to 10 regular safety sensitive employees. The inspector will need to confirm that the applicant's organisation structure is consistent with the simple nature of the operation with limited training authorisations. Although CASA has not put a limit of the number of authorised training activities or students for an FTO using the SOM, the inspector must be satisfied the FTO can effectively manage the operation.

The delineation of 10 safety sensitive employees is consistent with the provisions for the CASA Micro-business DAMP provisions. That is, if the Micro-business DAMP provision applies to a particular operator, then they are considered within the scope of the Part 141 SOM.

A sound and effective management structure, essential to the achievement of safe flight training operations, will include the following organisational structure and features:

- the CEO of the organisation has appropriate experience to conduct or carry out AOC operations safely
- the duties and responsibilities of management or supervisory positions are clearly defined with lines of communication and areas of responsibility clearly established
- the number and nature of management or supervisory positions is appropriate to the size and complexity of the organisation
- the reporting lines for sub-organisations lead to the respective head of that organisation
- the number of managerial positions is such that effective control and responsibility is clearly seen to rest with particular individuals.

The CASA inspector should consider the potential impact on any person holding a managerial position who may be involved with any other legal entity, and the impact that involvement may have on their ability to effectively manage this flight training certificate if granted.

4.1.1 Chain of command

The organisational structure is the basis for the organisation's chain of command. The chain of command provides the reporting structure of the organisation and must be appropriate to ensure that the activities can be conducted safely.

The applicant's CEO should be head of the organisation, demonstrating the overall responsibility and accountability of the position.

The applicant should demonstrate that clearly defined reporting and communication lines exist between key personnel, management, supervisors and other personnel.

The applicant should demonstrate that a formal communication line exists between the CEO and the HOO.

For the chain of command to be effective, the delegation of responsibility and accountability should rest with personnel holding qualifications and experience that are relevant to their position.

4.2 Key personnel

Use [Protocol suite \(OPS.10\) Key personnel assessment](#).

The operations manual must include a process to ensure all key personnel positions are filled. Most operators will have alternate key personnel authorised to carry out the responsibilities of key personnel when the principle person is absent or cannot carry out their responsibilities. For a person to be authorised to carry out key personnel responsibilities, they must be approved as a significant change under regulation 141.090.

Key personnel absence refers to not being present, such as being on leave or out of the office temporarily. In this instance, if the key person intends, and is still able to, carry out their responsibilities, the position is still considered filled.

The operations manual must include a process to notify CASA in the event that a key person cannot, or is unlikely to be able to, carry out their duties for greater than 35 days. To be suitable, notification to CASA must be made as soon as the operator becomes aware that the key person cannot, or is unlikely to be able to, carry out their responsibilities. The operators process for notifying CASA should demonstrate the following timing:

- 35 days commences at the time the key personnel cannot carry out, or is likely to be unable to carry out, their key personnel responsibilities
- as soon as the operator becomes aware, they must notify CASA within either 24 hrs or 3 days – depending on whether there is an authorised alternate available to take-over the responsibilities.

4.3 Operations manual

CASA has developed a compliant Part 141 SOM for FTOs. For this reason, the assessment of the operations manual has been significantly reduced. However, the inspector must confirm that the applicant has provided an accurate version of the CASA SOM and, when instructed, add or remove information such as the name of the key person, proposed training activities etc. The FTO may need to add additional information to the SOM to facilitate operations outside its scope – for example flight training in a foreign registered aircraft. Inspectors should use the *Guide to Part 141 Sample Operations Manual* to provide information as to what needs to be addressed in the applicant's operations manual.

The Part 141 SOM has been developed to meet the requirements described in regulation 141.260 (and other relevant regulations) for a FTO that conducts Part 141 flying training and operates with up to 10 regular safety sensitive employees.

The Part 141 SOM is constructed based on 'Sample Aviation' – a fictitious organisation that operates fixed wing, piston aircraft and are not the registered operator of the aircraft. The Part 141 guide expands more on the scope and the requirement to include other material where required by regulations that apply to the differences from 'Sample Aviation'.

The operations manual does not need to include Part 91—General operating and flight rules that are intrinsic to the operation of an aircraft and may rely on the Australian Aeronautical

Information Publication (AIP) or foreign equivalent to provide that information. For example, regulation 91.265 prescribes the pilot in command (PIC) obligations for minimum height rules for populous areas and public gatherings – the operator's operations manual would not need to include specific instructions to the PIC. However, if the operator chooses to place additional obligations on its instructors that exceeds the Part 91 requirements, the operations manual will contain those instructions.

To be suitable, the operations manual must be managed under a document control system that allows personnel to readily identify the current version. When assessing the content of the operations manual, the inspector should ensure that the quality, readability and usability of the operations manual is suitable.

4.3.1 Dangerous goods manual

Part 92 of CASR applies to the consignment and carriage of dangerous goods by air. If the FTO intends to carry dangerous goods, regulation 92.055 prescribes the requirement for an operator to provide a dangerous goods manual. The dangerous goods manual forms part of the operations manual under regulation 141.260. Regulation 92.055 does not require the dangerous goods manual to be a standalone document, the operator may choose to meet the requirements of the regulation as a chapter to a broader operations manual document. Use the [Dangerous Goods manual evaluation checklist](#) (form 1441) for the assessment.

4.4 Aircraft

If the FTO is the registered operator of the aircraft, the operations manual will need to include their process for managing continuing airworthiness. Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

If not the registered operator of the aircraft, the operations manual needs to include procedures to ensure the aircraft is airworthy for flight. The Part 141 SOM includes procedures for both scenarios.

4.4.1 Turbine-engine aircraft

The applicant's operations manual must include a description of how the maintenance and continuing airworthiness of any turbine-engine aircraft will be managed. To be suitable, the inspector should confirm that:

- the description indicates whether maintenance of the aircraft is required under an approved system of maintenance (class A aircraft) or a maintenance schedule (class B aircraft)
- if a maintenance schedule (class B aircraft) is applicable, the operations manual indicates whether the schedule is the manufacturer's schedule or the CASA maintenance schedule for the aircraft.

Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information

4.4.2 Foreign registered aircraft

If an operator intends using foreign registered aircraft for flight training in Australia, the operations manual must include procedures to ensure the foreign registered aircraft is not used for more than 90 days in any rolling 12-month period. It is not acceptable for the operator to

reach the 90 day limit, not operate the aircraft for some time and then recommence another 90 day period inside the original 12-month period. The 12-month period commences from the first day of operations. The underlying intent of this regulation is to provide for the short-term use of a foreign registered aircraft during certain circumstances, such as the operator's Australian registered aircraft undergoing maintenance, or where the operator needs to add capacity for peak periods.

Subregulation 141.315(2)(b) provides the ability for CASA to issue an approval under regulation 141.035 for a period longer than 90 days. Before considering an application for approval, the inspector should confirm that the operator is unable to either:

- a. place the foreign registered aircraft on the Australian Part 47 register, thus placing the airworthiness of the aircraft solely under Australian oversight; or
- b. arrange for Australia and the State of registry to enter into an *Article 83 bis agreement*, whereby Australia and the State of registry agree to transfer regulatory responsibility to ensure the safe operation and maintenance of the aircraft – for example, by agreeing to treat the aircraft as if it were an Australian aircraft.

Note: there may be a significant lead in time for such an agreement to be entered into.

To ensure the operator maintains each foreign registered aircraft in accordance with the foreign country's laws, and to be suitable, the operations manual must include:

- a system that manages the maintenance and continuing airworthiness applicable to the laws of the foreign country in which the aircraft is registered
- an appointed a maintenance controller to control the maintenance of the aircraft
- how scheduled and unscheduled maintenance will be controlled
- where the maintenance will be carried out
- how compliance with the airworthiness requirements of the foreign country will be complied with, including any airworthiness directives and service bulletins.

Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

4.5 Flight simulator training devices (FSTD)

If conducting Part 141 training in FSTDs, an applicant's operations manual must include information about the FSTDs used for training. The information must indicate the purpose (as described in Part 61 of CASR) for which each device will be used.

If the applicant owns the FSTD, they will also have a quality system to ensure the correct operation and maintenance of each device. Considerations in relation to assessing the quality system are described in section C3.4 of the Part 141 technical assessor handbook.

Each of the applicant's FSTDs must be qualified or approved, as prescribed by the legislation relevant to the device. The operations manual must describe how the applicant will ensure continued approval or qualification under the applicable legislation.

4.6 Drug and alcohol management plan

If the FTO falls within the scope of a Micro-business DAMP, inspectors will use [Form 1464 - CASA Micro-business DAMP Verification Checklist](#) for the assessment.

If the FTO does not fall within the scope of a micro-business DAMP, inspectors will use [Form 1462 - Review of Drug and Alcohol Management Plan \(DAMP\)](#) for the assessment.

5 Assessment of FTO not using the SOM

Until section 5 of this principle has been completed, inspectors are required to use both the Part 141 technical assessor's handbook and this principle.

5.1 Organisation

A sound and effective management structure, essential to the achievement of safe flight training operations, will include the following organisational structure and features:

- the CEO of the organisation has appropriate experience to conduct or carry out AOC operations safely
- the duties and responsibilities of management or supervisory positions are clearly defined with lines of communication and areas of responsibility clearly established
- the number and nature of management or supervisory positions is appropriate to the size and complexity of the organisation
- the reporting lines for sub-organisations lead to the respective head of that organisation
- the number of managerial positions is such that effective control and responsibility is clearly seen to rest with particular individuals.

The CASA inspector should consider the potential impact on any person holding a managerial position who may be involved with any other legal entity, and the impact that involvement may have on their ability to effectively manage this flight training certificate if granted.

5.1.1 Chain of command

The organisational structure is the basis for the organisation's chain of command. The chain of command provides the reporting structure of the organisation and must be appropriate to ensure that the activities can be conducted safely.

The applicant's CEO should be head of the organisation, demonstrating the overall responsibility and accountability of the position.

The applicant should demonstrate that clearly defined reporting and communication lines exist between key personnel, management, supervisors and other personnel.

The applicant should demonstrate that a formal communication line exists between the CEO and the HOO.

For the chain of command to be effective, the delegation of responsibility and accountability should rest with personnel holding qualifications and experience that are relevant to their position.

5.2 Key personnel

Use [Protocol suite \(OPS.10\) Key personnel assessment](#).

The operations manual must include a process to ensure all key personnel positions are filled. Most operators will have alternate key personnel authorised to carry out the responsibilities of

key personnel when the principle person is absent or cannot carry out their responsibilities. For a person to be authorised to carry out key personnel responsibilities, they must be approved as a significant change under regulation 141.090.

Key personnel absence refers to not being present, such as being on leave or out of the office temporarily. In this instance, if the key person intends, and is still able to, carry out their responsibilities, the position is still considered filled.

The operations manual must include a process to notify CASA in the event that a key person cannot, or is unlikely to be able to, carry out their duties for greater than 35 days. To be suitable, notification to CASA must be made as soon as the operator becomes aware that the key person cannot, or is unlikely to be able to, carry out their responsibilities. The operators process for notifying CASA should demonstrate the following timing:

- 35 days commences at the time the key personnel cannot carry out, or is likely to be unable to carry out, their key personnel responsibilities
- as soon as the operator becomes aware, they must notify CASA within either 24 hrs or 3 days – depending on whether there is an authorised alternate available to take-over the responsibilities.

5.3 Operations manual

An operations manual is a document, or set of documents, which describes how an operator will conduct flight training safely. It sets out, both for CASA and for the operator's personnel, how to comply with all applicable legislative requirements and manage the safety of the flight training, as well as details of each plan, process, procedure, program and system implemented.

If structured as a set of documents, the operations manual might include a principal/primary document which contains all the common information applicable to the operator's activities. Separate manuals can then be established for specific aspects of certain activities, and the associated systems and procedures applicable to those activities. These separate manuals form part of the operator's operations manual.

In constructing the operations manual content, and to ensure completeness of the content, the operator should refer specifically to the list of items in the regulation.

The operations manual does not need to include Part 91—General operating and flight rules that are intrinsic to the operation of an aircraft and may rely on the Australian AIP. For example, regulation 91.265 prescribes the PIC obligations for minimum height rules for populous areas and public gatherings – the operations manual would not need to include specific instructions to the PIC. However, if the operator chooses to place additional obligations on its flight crew that exceeds the Part 91 requirements, the operations manual will contain those instructions.

To be suitable, the operations manual must be managed under a document control system that allows personnel to readily identify the current version. When assessing the content of the operations manual, the inspector should ensure that the quality, readability and usability of the operations manual is suitable.

5.3.1 Dangerous goods manual

Part 92 of CASR applies to the consignment and carriage of dangerous goods by air. If the FTO intends to carry dangerous goods, regulation 92.055 prescribes the requirement for an operator

to provide a dangerous goods manual. The dangerous goods manual forms part of the operations manual under regulation 141.260. Regulation 92.055 does not require the dangerous goods manual to be a standalone document, the operator may choose to meet the requirements of the regulation as a chapter to a broader operations manual document. Use the [Dangerous Goods manual evaluation checklist](#) (form 1441) for the assessment.

5.4 Management of change

Refer to the [Part 141 technical assessor handbook](#).

5.5 Logs and records

Refer to the [Part 141 technical assessor handbook](#).

5.6 Flight training

5.6.1 General

Refer to the [Part 141 technical assessor handbook](#).

5.6.2 Aircraft

If the FTO is the registered operator of the aircraft, the operations manual will need to include their process for managing continuing airworthiness. Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

If not the registered operator of the aircraft, the operations manual needs to include procedures to ensure the aircraft is airworthy for flight. The Part 141 SOM includes procedures for both scenarios.

5.6.2.1 Turbine-engine aircraft

The applicant's operations manual must include a description of how the maintenance and continuing airworthiness of any turbine-engine aircraft will be managed. To be suitable, the inspector should confirm that:

- the description indicates whether maintenance of the aircraft is required under an approved system of maintenance (class A aircraft) or a maintenance schedule (class B aircraft)
- if a maintenance schedule (class B aircraft) is applicable, the operations manual indicates whether the schedule is the manufacturer's schedule or the CASA maintenance schedule for the aircraft.

Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

5.6.2.2 Foreign registered aircraft

If an operator intends using foreign registered aircraft for flight training in Australia, the operations manual must include procedures to ensure the foreign registered aircraft is not used for more than 90 days in any rolling 12-month period. It is not acceptable for the operator to reach the 90 day limit, not operate the aircraft for some time and then recommence another 90 day period inside the original 12-month period. The 12-month period commences from the first

day of operations. The underlying intent of this regulation is to provide for the short-term use of a foreign registered aircraft during certain circumstances, such as the operator's Australian registered aircraft undergoing maintenance, or where the operator needs to add capacity for peak periods.

Subregulation 141.315(2)(b) provides the ability for CASA to issue an approval under regulation 141.035 for a period longer than 90 days. Before considering an application for approval, the inspector should confirm that the operator is unable to either:

- a. place the foreign registered aircraft on the Australian Part 47 register, thus placing the airworthiness of the aircraft solely under Australian oversight; or
- b. arrange for Australia and the State of registry to enter into an *Article 83 bis agreement*, whereby Australia and the State of registry agree to transfer regulatory responsibility to ensure the safe operation and maintenance of the aircraft – for example, by agreeing to treat the aircraft as if it were an Australian aircraft.

Note: there may be a significant lead in time for such an agreement to be entered into.

To ensure the operator maintains each foreign registered aircraft in accordance with the foreign country's laws, and to be suitable, the operations manual must include:

- a system that manages the maintenance and continuing airworthiness applicable to the laws of the foreign country in which the aircraft is registered
- an appointed a maintenance controller to control the maintenance of the aircraft
- how scheduled and unscheduled maintenance will be controlled
- where the maintenance will be carried out
- how compliance with the airworthiness requirements of the foreign country will be complied with, including any airworthiness directives and service bulletins.

Refer to [Protocol suite \(OPS.13\) Managing continuing airworthiness](#) for more information.

5.6.3 Flight simulator training devices (FSTD)

If conducting Part 141 training in FSTDs, an applicant's operations manual must include information about the FSTDs used for training. The information must indicate the purpose (as described in Part 61 of CASR) for which each device will be used.

If the applicant owns the FSTD, they will also have a quality system to ensure the correct operation and maintenance of each device. Considerations in relation to assessing the quality system are described in section C3.4 of the Part 141 technical assessor handbook.

Each of the applicant's FSTDs must be qualified or approved, as prescribed by the legislation relevant to the device. The operations manual must describe how the applicant will ensure continued approval or qualification under the applicable legislation.

5.6.4 Facilities

Refer to the [Part 141 technical assessor handbook](#).

5.7 Fatigue management

Refer to the [Part 141 technical assessor handbook](#).

5.8 Quality system

Refer to the [Part 141 technical assessor handbook](#).

5.9 Drug and alcohol management plan

If the FTO falls within the scope of a Micro-business DAMP, inspectors will use [Form 1464 - CASA Micro-business DAMP Verification Checklist](#) for the assessment.

If the FTO does not fall within the scope of a micro-business DAMP, inspectors will use [Form 1462 - Review of Drug and Alcohol Management Plan \(DAMP\)](#) for the assessment.

6 Revision history

Amendments/revisions for this principle are recorded below in order of the most recent first.

Table 3: Revision history table

Version No.	Date	Parts / Sections	Details
1.0	March 2023	All	First issue