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Australian Government

Civil Aviation Safety Authority

Guide to CASR Part 131 Balloon Transport Operation Exposition

August 2024

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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.

Inside front cover artwork: James Baban.

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This document becomes an uncontrolled document when printed. Refer to the CASA [website](#), sample expositions and guides for the current version.

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

Introduction

This guide forms part of CASA's guidance documents designed to assist organisations to fulfill their obligations under Part 131 of the Civil Aviation Safety Regulations 1998 (CASR) for balloon transport operations.

Use this guide with:

- [CASR Part 131 Sample Exposition.](#)

This guide, and associated sample exposition template is designed for balloon transport operators that do not conduct commercial flight training activities. The scope of the exposition extends to balloon transport operators, flight crew and ground personnel.

The sample operations manual template is available as a Word template with:

- pre-established headings and subsections
- editable sample text for operators to modify to reflect their operations
- a guide (this document) to the exposition template with tips on how best to draft your document
- CASR and MOS references in relevant sections
- compliance matrices for relevant Parts
- editable sample forms
- some relevant technical guidance.

This document expands on the material provided in the CASR Part 131 Balloon Transport Operation Sample exposition. It provides the regulatory references and additional instructions for the completion of the CASR Part 131 Balloon Transport Operation Sample exposition.

The layout of this document has been constructed to match the format of the CASR Part 131 Balloon Transport Operation Sample Exposition published by CASA.

Throughout this guide we have used the term 'you' in the second person to mean the person developing the exposition. References to 'your organisation' and 'your operations' refer to the organisation (and its operations) for whom you are writing the operations manuals, commonly referred to as **{Sample Ballooning}**.

Guidance such as 'review' and 'consider' are recommendations only.

Where procedures are prescriptive, there is limited scope to deviate from the mandatory legislative requirements. Most procedures will require tailoring to reflect the uniqueness of your operation. If you adopt any of the sample text provided in the sample template, you need to ensure you can demonstrate that you are operating in accordance with those procedures. It is therefore recommended that all procedures are carefully considered prior to the document being submitted to CASA.

There is no requirement to use this template provided by CASA. You can choose to produce your operations manual independently of CASA assistance.

Instructions

Cover page and preface

Action required in your exposition:

- At the top of the cover page, insert your logo or organisation name.
- The cover page contains a picture. Retain it or replace it with a preferred image.
- Amend the title to suit your organisation's requirements, include your organisation's name.
- Remove the text 'Sample Exposition Template'.
- Remove the first paragraph of the Preface – this is for your information only.
- Remove the subheading 'Sample text'.
- Review the sample text, amend it to apply to your organisation.

Organisation name and other placeholders

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

Each instance is shown as red text as in this example: {Sample Ballooning}

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

Numbering

The numbering system in this guide aligns with that in the <insert sample manual/exposition title>.

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

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

Naming convention - aircraft

Throughout the sample exposition and this associated guide, the terms 'aircraft' and 'balloon' have been used interchangeably.

Action required: If you prefer, you can use either term exclusively.

Sample text

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

This guide provides information about which regulations refer to the section being drafted. These should be used throughout the development of your document.

Action required:

- Review the sample text options for that section
- Determine which best suits your operations and amend as required to reflect your operations, facilities or procedures
- If selecting the 'not applicable' option, we recommend you retain the section/subsection headings to:
 - preserve the integrity of the document structure
 - ensure the numbering within this guide continues to match the numbering in your edited exposition

- keep the section in place so if your operation expands or changes, you can simply enter your procedures into the section at that time
- facilitate assessment of your exposition by CASA.
- Remove text that is not required for your exposition. This may include diagrams or tables
- Remove all 'sample text' reference comments
- When populating a table, delete unnecessary rows or insert NA (not applicable).

Finalising the document

When finalising your draft (or revision) document, you will need to complete administrative updates to the document.

Action required:

- Update the Table of Contents
- Revise the acronym and abbreviation table
- Revise the definitions table
- Ensure both the revision history and distribution tables are up to date
- Complete the list of effective pages (if applicable)
- Ensure all sample text and template instructions not applicable to your exposition have been deleted
- Ensure all the tables have been populated to reflect your operation/organisation
- If applicable, remove the draft watermark.

References

Amendment record/Revision history

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

Table 1. Revision history

Version No.	Date	Parts/Sections	Details
1.1	August 2024	All	Minor updates
1.0	March 2024	All	First issue

Reference material

Table 2. Reference material

Document type	Title
Regulation	Part 131 of the Civil Aviation Safety Regulations 1998
Manual of Standards	Part 131 (Balloons and Hot Air Airships) Manual of Standards 2024

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Preface

Revision history

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

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

When completing the revision history table, enter the date that the initial issue is published. Thereafter, as the document is updated, enter new version details. Typical document control conventions increase the version number by a whole number for major changes (e.g. 1.0 to 2.0) and by a decimal point number from minor changes (e.g. 1.0 to 1.1). A common order to record amendments / revisions is to have the top item in the table be the most recent amendment. However, refer to your own procedures for document update procedures.

Distribution list

CASA references:

- 131.205 Providing personnel with exposition

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

Ensure:

- The required elements of the exposition are made available and understood by all required personnel.
- All amendments are incorporated in the exposition in a timely fashion.
- All copies are updated with the latest changes.
- Obsolete copies of the exposition are removed when a new revision is issued.

Hard copies

If you choose to make your exposition available via the distribution of hard copies, this section should include a distribution list to demonstrate that all relevant employees have been given reasonable access to the exposition. This does not mean all employees must be provided with a hard copy of a complete exposition, only that a reasonable number of copies are distributed within your organisation so that employees can quickly and easily access a copy if necessary.

Hard copies printed for distribution should be marked as 'uncontrolled when printed'.

Electronic copies

If the exposition is made available electronically (for example on your organisation's intranet) then this section should detail the document name and location in which it is made available.

1 Operator compliance and administration

1.1 CEO management and safety statement

CASA references:

- 131.140(1)(a) Chief executive officer – responsibilities and accountabilities

This optional statement is intended to demonstrate your commitment as the operator to ensuring the information in the exposition meets the expected standard required to safely carry out its operations.

The CEO statement should be signed by the CEO.

The sample text provides a sample CEO statement for balloon transport operators and includes the CEO's safety statement.

CASA accepts that in a small organisation the CEO may also hold the position of the HOFO.

Sample text is provided and you should amend the content to suit your operations.

1.2 Organisation name and details

CASA references:

- 131.195(1)(a)(b)(c) Content of exposition

This section sets out the information required to be known about your organisation. This includes company details and addresses of your registered office (if an incorporated company), operational headquarters and main operating base as is applicable to the structure of your organisation or company.

You are also required to list the addresses of any additional operational facilities. Contact information (emails and phone numbers) is also recommended for ease of use by your staff but is not mandatory.

These details will need to be populated. Remove those elements that are not required from the table. The table format is also not mandatory; however, it is a simple solution.

1.3 Key personnel details

CASA references:

- 131.120 Organisation and personnel
- 131.195(1)(c) Content of exposition
- 131.195(1)(e)(iii)(iv) Content of exposition

The regulations set out the key personnel that are required and that they must be named in your exposition.

Under Part 131 some key personnel positions are reserved for future use.

If your organisation doesn't require a head of training and checking or a safety manager (for example), we recommend you enter 'Not Applicable'. They can then be easily added later if required. You can add additional rows to the table as required.

Your exposition must also list the name of each person authorised to carry out the responsibilities of the position when the position holder is absent from the position or cannot carry out the responsibilities. However, you are not required to nominate an authorised alternative key person for a role. Alternate key personnel must not be listed in the exposition unless they have been assessed by CASA.

These details will need to be populated. The table format is not mandatory; however, it is a simple solution.

The inclusion of contact details for key personnel is not mandated but is suggested good practice.

The sample text reflects a medium-sized operator, where different persons occupy the nominated key personnel positions. Smaller organisations may elect to have personnel carry out the duties and assume the responsibilities of more than one key person position, for example the CEO and HOFO roles may be held by

the same person. In this instance, where necessary and allowable by legislation, operators should combine the duties and responsibilities.

1.4 Third party service providers

Contact details for third-party service providers is not mandated but is suggested good practice.

Example third party providers are included in the sample exposition. If you do not wish to include a list of providers in your exposition, we suggest that you maintain this section and nominate it as RESERVED.

As the AOC holder, you may also hold a Certificate of Approval for balloon maintenance under regulation 30 of CAR. This is considered a third-party provider.

The table format is not mandatory; however, it is a simple solution.

1.5 Authorised operations

CASA references:

- CAA section 28BE Duty to exercise care and diligence
- CAA section 28BF Organisation, personnel etc
- 91.005 Australian aircraft in Australian territory
- 131.005 Application of Part 131
- 131.060 Balloon transport AOC required to conduct balloon transport operations
- 131.195(1)(g) Content of exposition

Your exposition must outline the operations you are authorised to conduct under your AOC, including the areas of operation. Sample text is provided.

A copy of your Air Operator Certificate (AOC) can be inserted in chapter 22 – {Sample Ballooning} AOC (copy). A copy of your AOC is not required to be part of the exposition.

1.6 Specialised balloon operations

CASA references:

- 131.020 Definition of specialised balloon operation
- 131.035 Approvals by CASA for Part 131
- 131.325 Specialised balloon operations

This section will list those specialised operations you are approved to undertake.

An operation is a specialised balloon operation if the operation:

- is conducted using a Part 131 aircraft
- is not a balloon transport operation
- involves one or more of the following:
 - specialised instruments, indicators, items of equipment or systems that affect the flight characteristics of the aircraft and that are fitted to, or carried on, the aircraft
 - carrying a load (other than a hang glider) outside the aircraft
 - operating the aircraft for advertising, or making a film or television production, solely or predominantly for hire or reward
 - a flight into or out of Australian territory
 - other activities of a similar nature.

The sample exposition assumes your operation does not undertake any specialised balloon operations. Chapter 21 Specialised balloon operations will also reflect that no special operations are conducted.

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.

1.7 CASA approvals

CASA references:

- 91.045 Approvals by CASA for Part 91
- 131.035 Approvals by CASA for Part 131

Your exposition must detail any CASA approvals issued under 131.035 or 91.045.

Sample text is provided stating that there are no current approvals.

1.8 Aircraft to be flown under the visual flight rules

CASA references:

- 91.270 Aircraft to be flown under the VFR or IFR
- 131.367 VFR flights
- 131 MOS Chapter 2 Prescriptions for certain definitions in the CASR dictionary

Sample text is provided that states all operations are flown under the visual flight rules (VFR).

Chapter 2 of the MOS contains a table of VMC criteria which you may elect to include in your exposition.

1.9 Aircraft leasing arrangements

CASA references:

- 131.195(1)(l) Content of exposition

The sample exposition assumes that no aircraft are leased and the section is reserved.

If you do lease aircraft then a sample text is provided below. Leasing includes both leasing to and from another party.

Temporary leasing of an aircraft does not require you to hold a 131.035 approval before operating the aircraft. You will need to inform CASA of the registration of the aircraft as a non-significant change.

Sample text

The use of leased aircraft plays a significant role for {Sample Ballooning}. The CEO shall ensure that all safety responsibilities are understood by all parties to the lease. These safety responsibilities must be detailed in writing and clearly met by the various parties involved prior to the completion of any lease documentation.

The CEO will verify that any aircraft lease arrangement does not compromise operational safety, for the operations covered by the AOC.

The CEO shall also ensure a system to identify, control and manage continuing airworthiness and maintenance control applicable to the leased balloon is in place. This must include the following:

- *control of scheduled and unscheduled maintenance*
- *management of different maintenance schedules and systems of maintenance*
- *systems to ensure compliance with the relevant airworthiness requirements.*

{Sample Ballooning} shall be responsible in relation to aircraft leases, the following as per the Company operations manuals:

- *crew scheduling*
- *dispatch procedural control*
- *training of crew.*

2 Key personnel

2.1 Organisational structure

CASA references:

- 131.090(e) Conditions of balloon transport AOCs
- 131.195(1)(c)(d) Content of exposition

These regulations require your exposition to have an organisational diagram which includes formal reporting lines to at least all key personnel positions relevant to the operator. You may also wish to include reporting lines of other personnel that are not defined as key personnel.

The sample diagram in the exposition shows a simple structure that includes the key personnel and other typical personnel required for your operations. You may remove and include your own diagram or amend the version provided noting that a diagram with reporting lines is required.

The organisational structure is largely dependent on its size and complexity. If your organisation is a registered company, it will have at least one director (and possibly a board of directors) that is responsible for setting and overseeing the strategic direction and policies of the company. If the operator is an individual, you must be the chief executive officer of the organisation.

Your organisation may have additional support positions such as senior base pilots.

Amend the sample text to suit your organisation.

Note: 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 Key personnel position must be filled

CASA references:

- 131.090(c) Conditions of balloon transport AOCs

Key personnel positions must be filled. If the position holder is absent or cannot carry out the responsibilities the position can be filled by an authorised alternative person in a permanent or acting capacity, or by a new permanent appointee.

This section also contains the 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. Section 2.9 contains requirements for when a key person is unable to carry out their responsibilities.

2.3 Appointment of key personnel (and alternates)

CASA references:

- 131.140(1)(a)(i) Chief executive officer – responsibilities and accountabilities

The sample text sets out the responsibilities of the CEO when appointing a person for a key personnel or alternate position. It states that all appointments should be carried out per the requirements in chapter 4 Management of change of your exposition.

It also sets out the procedure for when a person is appointed to the position of the CEO.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

2.4 Key personnel familiarisation training

CASA references:

- 131.130 Familiarisation training for key personnel

Familiarisation training is mandated for all key personnel prior to the person carrying out any responsibilities of the position.

It is a requirement to document your procedures in your exposition. Sample text is provided and you should amend the content to suit your operations. Review the form (A12 Key Personnel Familiarisation Training Record) listed in the appendices of the sample exposition for the familiarisation training. Either select the sample form provided or include your own form and reference it in this section of your exposition.

2.5 Chief executive officer (CEO)

CASA references:

- 131.035 Approvals by CASA for Part 131
- 131.135 Chief executive officer – experience
- 131.140 Chief executive officer – responsibilities and accountabilities
- 131.175 Key personnel – additional qualification and experience requirements

2.5.1 Qualifications and experience

When developing your document, review the above regulations for the minimum requirements. It is a requirement to document any qualifications or experience that differs from those already listed in your exposition. Sample text is provided and you should amend the content to suit your operations.

In addition, CASA may direct that the CEO have additional qualifications or experience to those otherwise stated and/or undertake a stated examination, or an interview with CASA or complete a stated course of training. If this is the case for your operations, you must include these in your exposition.

2.5.2 Responsibilities

The CEO has the responsibilities which are outlined in the legislation and must be documented in your exposition. The sample exposition contains a suggested list for balloon transport operations that meets those requirements. However, they should not be adopted without consideration.

The CEO may delegate some of the actual duties to meet the responsibilities provided they are subject to effective oversight by the CEO.

Expansion of the responsibilities and the application of mandated time periods for some responsibilities, cross references within the expositions etc. is not mandated but is suggested good practice. Sample text is provided and you should amend the content to suit your operations.

Sample text

The CEO is responsible for discharging the following duties:

- *reviewing the planned balloon transport operations including:*
 - *consulting with the HOFO to determine the number and qualifications of staff required to complete the anticipated activities safely and effectively*
 - *on at least a yearly basis, or prior to major changes in operations, reviewing the suitability of the management and resourcing structure*
 - *ensuring that adequate finances and resources can be provided to conduct the anticipated operations*
 - *ensuring that the HOFO:*
- *carries out appropriate corrective action on all deficiencies identified during audits*
 - *monitors standards and reports on compliance with the exposition and aviation legislation*

- ensuring all key personnel carry out the responsibilities of their positions in accordance with this exposition and the civil aviation legislation
- carrying out the continuous improvement process in conjunction with the HOFO
- reviewing the exposition and applying, as required, the management of change procedures described in chapter 4 Management of change.
- implementing and managing, in consultation with the HOFO, the organisation safety management system as detailed in chapter 19 of this exposition
- at least yearly, or more regularly as required, reviewing key personnel performance by:
 - checking that their conduct is in accordance with this exposition and civil aviation legislation and entering the outcome of this assessment on the person's file
 - taking appropriate action where unsatisfactory performance is identified
- maintaining an up-to-date register of key personnel and senior operational staff
- reviewing reports provided by the HOFO on incidents, accidents and trending information and taking appropriate action
- ensuring the training and checking of all safety-critical personnel is in accordance with this exposition
- periodically, and at least annually, chairing and minuting outcomes of a meeting with the HOFO, to review the adequacy of the management structure, infrastructure and personnel resourcing
- notifying CASA of any changes to leasing, financing or other arrangements for the supply of the organisation's aircraft that may impact the safe operation of the organisation's balloon air transport operations
- ensuring that the requirements of chapter 14 Balloon airworthiness are carried out.

2.6 Head of flying operations (HOFO)

CASA references:

- 131.145 Head of flying operations – qualifications and experience
- 131.150 Head of flying operations – responsibilities
- 131.175 Key personnel – additional qualification and experience requirements

2.6.1 Qualifications and experience

When developing your exposition, review the above regulations for the minimum requirements. It is a requirement to document any qualifications or experience that differs from those already listed in your exposition. Sample text is provided and you should amend the content to suit your operations.

Insert any additional qualifications or experience your company requires of the HOFO.

In addition, CASA may direct that the HOFO have additional qualifications or experience to those otherwise stated and/or undertake a stated examination, or an interview with CASA or complete a stated course of training. If this is the case for your operations, you must include these in your exposition.

2.6.2 Responsibilities

The HOFO has the responsibilities which are outlined in the legislation and must be documented in your exposition. The sample exposition contains a suggested list for balloon transport operations that meets those requirements. However, they should not be adopted without consideration.

The HOFO may delegate some of the actual duties to meet the responsibilities provided they are subject to effective oversight by the HOFO.

If you have a contract with a Part 142 operator for the conduct of checking and training you must add to the responsibilities of the HOFO the following:

- ensuring that each person who conducts the training and checking on behalf of the contracted Part 142 operator is authorised to conduct the activities involved in the training and checking

- *informing, in writing, the Part 142 operator of any exposition changes that relate to training and checking activities conducted by the contracted Part 142 operator.*

Expansion of the responsibilities and the application of mandated time periods for some responsibilities, cross references within the expositions etc. is not mandated but is suggested good practice. Sample alternate text is included below for consideration.

Sample text

The HOFO is responsible for discharging the following duties in accordance with the regulations and the MOS:

- *verifying that all pilots and operational crew have received the latest version of the exposition, and all other documentation, to properly carry out their responsibilities*
- *maintaining the reference library and access to publications, information and data in accordance with chapter 8 Reference library of this exposition*
- *carrying out the continuous improvement process in conjunction with the CEO*
- *actioning the management of change process in accordance with chapter 4 Management of change when changes are required*
- *reviewing compliance and facilities by:*
 - *conducting internal audits*
 - *reviewing audit findings and advising the CEO as required*
 - *taking any necessary corrective action to rectify deficiencies as soon as possible*
- *ensuring that operational ground crew are supervised as required*
- *ensuring that pilots and operational ground crew are suitably qualified and have appropriate experience and skills to enable them to satisfactorily fulfil the duties of their position*
- *ensuring all pilots are competent to fly the class and type of balloon that they are rostered to fly whether as PIC or PICUS*
- *maintaining a record of the balloon flight crew licence and medical held by each pilot*
- *reviewing scheduling and rostering of pilots and operational ground crew to ensure rostering and fatigue management in accordance with our fatigue management plan*
- *allocating balloons and pilots for balloon transport operations*
- *ensuring compliance with our balloon loading procedures and loading documentation and passenger lists*
- *supervising and participating in induction and recurrency training in accordance with this exposition*
- *managing the Drug and alcohol management plan (DAMP) as detailed in chapter 18 of this exposition*
- *ensuring up-to-date records of the qualifications of pilots and operational ground crew are maintained in accordance with chapter 7 Record keeping of this exposition*
- *maintaining their own flying qualifications*
- *ensuring scheduled aircraft maintenance is conducted in accordance with approved maintenance procedures*
- *ensuring the training and checking of operational safety critical personnel is conducted in accordance with this exposition*
- *regularly reviewing the Fatigue Management System to ensure that reports in relation to fatigue management matters are satisfactorily resolved.*

2.7 Safety manager (SM)

CASA references:

- 131.165 Safety manager – experience
- 131.170 Safety manager – responsibilities

This section is reserved for future use.

The sample exposition details that the CEO and HOFO assume the required responsibilities at this time.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

2.7.1 Qualifications and experience

This section is reserved for future use.

2.7.2 Responsibilities

This section is reserved for future use.

2.8 Head of training and checking (HOTC)

CASA references:

- 131.155 Head of training and checking – qualifications and experience
- 131.160 Head of training and checking – responsibilities

This section is reserved for future use.

The sample exposition details that the CEO and HOFO assume the required responsibilities at this time.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

2.8.1 Qualifications and experience

This section is reserved for future use.

2.8.2 Responsibilities

This section is reserved for future use.

2.9 Inability of key personnel to carry out their responsibilities

CASA references:

- 131.100(2)(3) Application for approval of significant changes
- 131.125 Key personnel cannot carry out responsibilities

The sample text outlines the procedures when you become aware of an appointed person (key personnel) being unable to carry out their key personnel responsibilities. This may be because of a temporary absence, or a permanent absence when a key position becomes vacant.

The 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.

The requirements are subdivided into the 4 sections below and details are provided for each section.

2.9.1 Temporary inability (35 days or less) – authorised alternate available

Sample text is provided in the sample exposition to meet the regulatory requirements.

2.9.2 Key personnel long term inability (more than 35 days or position vacancy) – authorised alternate available

This section applies if you do have an authorised alternate (this may or may not apply to your organisation). Sample text is provided in the sample exposition to meet the regulatory requirements.

If you do not have authorised alternates for key personnel positions this section should be RESERVED and section 2.9.3 will apply.

2.9.3 Key personnel inability – no authorised alternate available

This section applies if you do not have an authorised alternate (this may or may not apply to your organisation). Sample text is provided in the sample exposition to meet the regulatory requirements.

If you do have authorised alternates for key personnel this section should be RESERVED and section 2.9.2 will apply.

2.9.4 Appointing a new authorised alternate

Sample text is provided in the sample exposition to meet the regulatory requirements.

2.10 Remove a person as key personnel

CASA references:

- 131.115 CASA directions relating to exposition or key personnel

Sample text is provided in the sample exposition to meet the regulatory requirements.

3 Policies and procedures

3.1 Illegal activities and consequences

The sample exposition makes a statement regarding the conviction of personnel.

You may wish to adjust this for your own operations. Note that 'conviction' is the operative word.

3.2 Alcohol and drug usage by the operator's personnel

CASA references:

- 91.520 Crew members to be fit for duty

The sample exposition makes a statement regarding the consumption of alcohol and use of illegal drugs by personnel and contractors. Reference is also made to the DAMP in chapter 18 of the exposition.

Sample text is provided and you should amend the content to suit your operations.

3.3 Precedence of approved flight manual

CASA references:

- 91.095 Compliance with flight manual
- 131.255 Compliance with flight manual

Sample content to meet the legislative requirements is provided in the exposition regarding precedence of an aircraft flight manual.

Sample text is provided and you should amend the content to suit your operations.

3.4 Authority and responsibilities of the pilot in command

CASA references:

- 91.215 Authority and responsibilities of pilot in command.

The sample text outlines the pilot in command's authority and responsibilities. The pilot in command (PIC) may discharge some of these responsibilities by delegating certain tasks to others (including trained ground crew members).

You may wish to set out these delegation options in your sample exposition.

Sample text is provided and you should amend the content to suit your operations.

3.5 Actions and directions by operator or pilot in command

CASA references:

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

The PIC has the final responsibility over the operation of the aircraft and the maintenance of discipline by all persons on board. A person commits an offence if they do not comply with a direction by the PIC.

Include in your exposition an outline of what directions the PIC can give, or what actions they can take under certain circumstances.

Sample text is provided and you should amend the content to suit your operations.

3.6 Crew complement

Sample text is provided and you should amend the content to suit your operations.

You must ensure that this meets the requirements of your operations, and if not, amend as is applicable.

Reference to aircraft flight manuals or operating handbooks may be necessary.

3.7 Crew members – power of arrest

CASA references:

- 91.225 Crew members - power of arrest

This heading is for you to include specific guidance for your crew on this topic. You may wish to write your own guidance in consultation with your legal advisers or reserve this section for future use.

Sample text is provided and you should amend the content to suit your operations.

3.8 Persons permitted to operate controls

CASA references:

- 91.155 Manipulating flight controls

Sample text is provided and you should amend the content to suit your operations.

3.9 Hand-over and take-over procedures

Sample text is provided and you should amend the content for when operating your aircraft with a PIC and PICUS.

3.10 Smoking not permitted

CASA references:

- 131.390 Smoking not permitted during flight or within 15 metres of Part 131 aircraft
- 131.395 Certain Part 131 aircraft to have signage about smoking

Sample text is provided and you should amend the content to suit your operations.

3.11 Portable electronic devices (PEDs)

CASA references:

- 91.170 Operation of portable electronic devices
- 91.175 Operation of portable electronic devices by crew members

The PIC must determine if the operation of a device during flight will affect safety before permitting its use.

Crew members are to not operate a portable electronic device at a time that is likely to distract the flight crew member from their duties. Other approaches to the use of devices such as mobile phones may be available.

Other considerations in relation to PEDs

You may wish to address such issues as the use of PEDs while passengers are transiting to and from the aircraft, as well as for crew during fuelling operations. Persons can be distracted by mobile phones and other PEDs, reducing situational awareness and putting themselves and others at risk.

These considerations may be cross-referenced with sections on procedures for safe ground operations and fuelling procedures.

Sample text is provided and you should amend the content to suit your operations.

AC 131-02 provides useful guidance for your consideration including, but not limited to:

- procedures for the use of electronic devices in flight
- securing the electronic device
- charging the electronic device.

You may wish to add specific procedures here in the exposition regarding the administration and operation of electronic devices. This may also appear in alternative documents or personnel advice bulletins.

{Electronic device} – administration

Hardware type and functionality level

The {electronic device} is the hardware platform approved.

This device is using {insert software name} and the data (maps, charts or aeronautical databases e.g. Ozrunways) are approved for air navigation purposes. Flight planning functions within {insert software name} are not capable of alteration of the approved database.

Control of flight planning data within {insert software name} is held by the HOFO.

The device has GPS functionality and can be used for situational awareness and as a means of navigation.

The weight and loading software is {insert details of software}.

Electronic device hardware management

All pilots are issued with an {electronic device}, including charging cable, mounting device and protective cover. Damaged or inoperative equipment must be reported to the HOFO for replacement.

Electronic device software application management and update procedures

Pilots are required to update the software on the ground when prompted by the application or notified by email and must verify that the latest version of all applications (as listed on the portal) is available prior to flight.

Pilots must only use the {electronic device} for our operations and only approved applications are to be installed on the device.

Electronic device user training

Pilots must have successfully completed {electronic device} training and competency assessment prior to operational use.

The {electronic device} training program includes administration, normal operations and emergency procedures in accordance with the {electronic device} Training and Competency Check (Form A06).

Electronic device administrator

The HOFO is our electronic device administrator and is responsible for managing the administration of hardware and software. The administrator will ensure:

- spare devices and other hardware are available
- the current software update status is available on the portal
- devices are repaired by approved repairers and are validated prior to return into service.

Prior to a new administrator commencing in the role, they will complete training in accordance with the Electronic Device Training and Competency Check (Form A06).

Electronic device redundancy

Total and partial failures of the {electronic device}, loss of data and corrupt / erroneous outputs have been assessed as operational risks.

If a second device is carried on the aircraft, this second device may be used as a backup.

Alternatively, flight crew members are to revert to paper documentation. A paper copy of aeronautical charts and a topographic map is carried on all flights.

{Electronic device(s)} – operational use

Procedures for the use of {electronic devices} in flight

The {electronic device} provides in-flight access to relevant documents and to navigation software. The device has GPS functionality and can be used for situational awareness and be used as a means of navigation.

The principles of *aviate, navigate and communicate* need to be considered by the PIC when using an {electronic device} to ensure that the position of the aircraft is not in doubt.

If a suspected partial or total {electronic device} failure is detected the PIC must revert to a backup device or other procedures.

Non-flight related applications must not be used during flight.

Securing the {electronic device}

The {electronic device} must be secured during the following phases of flight from take-off until final landing.

The device is considered secured when fitted to the supplied mounting attachment which is securely attached to the basket, or when otherwise securely stowed.

Charging the {electronic device}

Charging of the {electronic device} is conducted on the ground. Only the issued charging cable {or equivalent} is to be used.

3.12 Availability of checklists

CASA references:

- 131.260 Availability of checklists

Checklists of normal and emergency procedures must be made available to all crew members with duties associated with the flight, and for the PIC of the aircraft to ensure that the aircraft is operated in accordance with the flight manual instructions.

Sample text is provided and you should amend the content to suit your operations.

3.13 Carriage of CASA officers

CASA references:

- 131.195(1)(h) Content of exposition

These regulations require your exposition to contain details of each plan, process, procedure, program, and system implemented to safely conduct and manage your operations in compliance with the civil aviation legislation.

Sample text is provided and you should amend the content to suit your operations.

3.14 Minimum heights

CASA references:

- 91.055 Aircraft not to be operated in a manner that creates a hazard
- 91.180 Air displays in Australian territory
- 131.305 Flights over populous areas, public gatherings and other areas
- Part 131 MOS Chapter 8 Flights over populous areas, public gatherings and other areas

These regulations provide the requirements for minimum heights. You can include other specific guidance for your flight crew on this topic.

The conduct of an air display as detailed in the sample exposition is subject to an approval for the purposes of regulation 91.180 (Air displays in Australian territory).

Sample content that addresses the requirements of chapter 8 of the MOS has been provided in the exposition you should amend the content to suit your operations.

3.15 Aircraft not to be operated in manner that creates a hazard

CASA references:

- 91.055 Aircraft not to be operated in manner that creates a hazard
- 91.420 Parked aircraft not to create a hazard

This is a broad, outcome-based requirement designed to encompass hazards created by the operation of an aircraft that are not specifically addressed elsewhere in the ruleset.

The subregulation also applies to 3.14 above in a broad sense.

Sample text is provided and you should amend the content to suit your operations.

3.16 Responsibility for serviceability and issue of survival and emergency equipment

Sample text is provided and you should amend the content to suit your operations.

3.17 Simulation of emergency or abnormal situations

CASA references:

- 131.250 Simulation of emergency or abnormal situations

These regulations are applicable to passenger transport operations.

Sample text is provided and you should amend the content to suit your operations.

3.18 Procedures for reporting and recording defects, etc

CASA references:

- 131.285(1)(d) Reporting and recording information

The sample text lists some matters requiring reporting by the regulations. The regulations also apply to operational or emergency equipment fitted to the aircraft. You may wish to require other matters to be reported.

Sample text is provided and you should amend the content to suit your operations.

3.19 Procedures for reporting and recording incidents

CASA references:

- 131.285 Reporting and recording information

The sample text requires incidents to be reported to the HOFO. Consider other reporting lines such as the operations manager if you have one. You may wish to provide guidance as to what matters should be reported.

Sample text is provided and you should amend the content to suit your operations.

3.20 Persons not to be carried in certain parts of aircraft

CASA references:

- 91.200 Persons not to be carried in certain parts of aircraft

Consider suitable text if you conduct parachute drop operations or specialised balloon operations where a person may be carried in a place other than a certified pilot or passenger position.

Sample text is provided and you should amend the content to suit your operations.

3.21 Picking up or setting down people or things during flight

CASA references:

- 91.195 Picking up or setting down of people or things during flight

The picking up or setting down of people or things during flight is not permitted.

Note: Some operators conduct an operation where they land after about 30 minutes, change passengers and then take off again for a second 30-minute flight. Some operators refer to this as one flight, however this is 2 separate flights as defined in the CASR Part 1 dictionary and should be recorded as such.

Sample text is provided and you should amend the content to suit your operations.

3.22 Dropping of things from the balloon

CASA references:

- 131.310 Dropping things from aircraft

The sample text indicates that {Sample Ballooning} does not drop items from balloons. This may vary in your operations e.g. parachutists. Dropping of parachutists must be conducted in accordance with the procedures set out in Part 105.

Sample text is provided and you should amend the content to suit your operations including all relevant procedures for any dropping operations (if applicable).

3.23 Conduct of commercial pilot training during transport operations

CASA references:

- 131.435 Training flight limitations

Sample text is provided in the exposition to meet this requirement and you should amend the content to suit your operations. Balloon flight training for the initial issue of a CP(B)L is not permitted on a balloon transport flight.

3.24 Maximum passengers that may be carried

CASA references:

- 131.455 Carriage of passengers
- Part 131 MOS Chapter 25 Carriage of passengers

Sample text is provided in the exposition to meet this requirement and you should amend the content to suit your operations.

Note: Maximum passenger number from the MOS are given below.

The maximum number of passengers that may be carried is:

24 for a balloon transport operation

24 for a recreational activity

6 for balloon flying training for the CP(B)L conducted under Part 5 of CAR

for a specialised balloon operation, the number of passengers as specified by CASA in the approval.

3.25 Conduct of recreational activities

CASA references:

- 131.580 Part 131 recreational activities must be authorised

Sample text is provided in the exposition to meet this requirement and you should amend the content to suit your operations.

4 Management of change

CASA references:

- Division 131.B.3 – Changes relating to balloon transport operators

Regulation 131.110 and Division 131.B.3 of CASR require you to include a description in your exposition of your processes for making significant and non-significant changes, as well as for notifying CASA of any changes.

Refer to AC 131-04 for guidance on how to develop management of change processes and procedures.

4.1 Change overview

CASA references:

- 131.110 Changes must be made in accordance with process in exposition

Sample text is provided and you should amend the content to suit your operations.

4.2 Approval and administration

The sample text confirms that the CEO is the change approver for all change proposals whilst the HOFO is responsible for administering the change process.

Sample text is provided and you should amend the content to suit your operations.

4.3 Identification of need for change

The sample text in the exposition identifies a number of means of identifying change and considerations.

Sample text is provided and you should amend the content to suit your operations.

4.4 Management of change process

The sample figure provided in the sample exposition is for illustrative purposes. You should include your specific flow chart of how you handle these changes.

You should also include:

- key personnel involved in approving and administering any changes
- reasons for initiating changes
- how risk is assessed for proposed changes
- the person responsible for approving any changes.

4.5 Change process

CASA references:

- 131.030 Definition of significant change
- 131.095 Changes of name etc.
- 131.100 Application for approval of significant changes
- 131.105 Approval of significant changes
- 131.110 Changes must be made in accordance with process in exposition
- 131.195(1)(m) Content of exposition

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A change to name, contact details or address may be significant or non-significant depending on the nature of the change. In all cases, such changes must be notified to CASA prior to implementation in accordance with regulation 131.095 of CASR.

Consider any risks arising from the change whether the change is considered to maintain, improve or is not likely to maintain or improve, aviation safety.

Paragraph 131.195(1)(m) of CASR require you to notify CASA and your personnel of any changes. This should be part of the change management process.

Amend the sample text to suit your change management processes and align with the flow chart or diagram you decide to use in section 4.4 above.

When CASA approves a significant change, CASA is taken to also have approved the changes to your exposition covered by the change.

5 Exposition administration

5.1 Distribution

This section cross-references back to the distribution list at the start of the exposition.

5.2 Continuous improvement of this exposition

CASA references:

- 131.140(1)(d) CEO responsibilities and accountabilities

The responsibility to meet this requirement is with your CEO.

The period of review for the exposition is not detailed in the regulations. You should describe a period of review appropriate to the nature of your operations.

The sample text sets out a sample procedure to request suggestions for continuous improvement, an amendment procedure and a procedure for issuing amendments.

Sample text is provided and you should amend the content to suit your operations.

5.3 Monitoring compliance with this exposition

CASA references:

- 131.150(2)(a) Head of flying operations – responsibilities

The responsibility to meet this requirement is with your HOFO.

The period of review for the exposition is not detailed in the regulations. You should describe a period of review appropriate to the nature of your operations.

The sample text sets out a sample procedure to request suggestions for continuous improvement, an amendment procedure and a procedure for issuing amendments.

Sample text is provided and you should amend the content to suit your operations.

5.4 Amendments

CASA references:

- 131.140(1)(d) CEO responsibilities and accountabilities
- 131.150(2)(a) Head of flying operations – responsibilities

Paragraph 131.150(2)(a) of CASR requires the HOFO to monitor, maintain and report on compliance with civil aviation legislation and the exposition to the CEO. The process detailed for the sample text is an example only.

The subsections below detail the suggested amendment process.

Sample text is provided and you should amend the content to suit your operations.

5.4.1 Request for amendment

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

5.4.2 Amendment procedure

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

5.4.3 Issuing of amendments

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

5.5 Providing personnel with this document

CASA references:

- 131.205 Providing personnel with exposition
- 131.270 Availability of parts of the exposition

All operators need to provide personnel with access to this exposition both for general reference and for specific duties.

The sample text is specific about where the exposition can be found and how it can be accessed (company online portal or in the head office). Adjust this text to specify where and how the exposition and relevant parts of it can be found and accessed within your organisation.

5.6 Compliance with this document by personnel

CASA references:

- 131.200 Compliance with exposition by operator
- 131.210 Compliance with exposition by personnel

These regulations require you, as the operator, to ensure that you and all personnel comply with your exposition. You may wish to include a signature sheet for personnel to sign after reading the exposition.

The sample text states this and then specifies what personnel should do if they need clarification, or if they cannot comply with a requirement. Consider the size of your organisation and the communication lines within it. Ensure your exposition matches the processes you have in place.

5.7 CASA may give written notice to change the exposition

CASA references:

- 131.115 CASA directions relating to exposition or key personnel

Sample text is provided and you should amend the content to suit your operations.

6 Facilities and resources

6.1 Description of building infrastructure

CASA references:

- 131.140(1)(a)(iii) Chief executive officer – responsibilities and accountabilities
- section 28BG of the Act – Operations headquarters and suitable buildings

There is no specific requirement to include details in any greater detail than that already provided as required above in your exposition. However, you may wish to include:

- the address of the headquarters as listed in section operator information
- a description of the specific activities carried out there
- a list of the specific equipment stored and used at the building
- information about security and accessibility
- any other relevant information.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

6.2 Aircraft resources and management

CASA references:

- 91.145 Requirements to be met before Australian aircraft may fly
- 131.090(1)(f) Conditions of balloon transport AOCs
- 131.150 Head of flying operations – responsibilities
- 131.195(1)(i) Content of exposition

You must include the class, model and registration mark for each of your registered aircraft.

The sample table includes examples of aircraft that could be included and the text provides an example of how to identify responsibility.

Sample text is provided and you should amend the content to suit your operations.

If you wish to put this table in an appendix, insert text here 'A list of aircraft we operate can be found in appendix X.' Update the list of appendices as applicable.

6.3 Care and maintenance of facilities

CASA references:

- 131.195 Content of exposition

These regulations require your exposition to contain procedures to safely conduct your operations.

Develop text to suit your operations. This should inform personnel on what they are required to do and who they should report any related findings to.

Sample text is provided and you should amend the content to suit your operations.

6.4 Review of facilities

CASA references:

- 131.195 Content of exposition

There is no specific requirement to include details in this section. Develop text to suit your operations. You may include details on the regularity of audits on facilities and resources, who is responsible for conducting them and the related procedures. You may also include information on how requests for additional resources and funding are handled.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

6.5 Temporary locations

If your organisation uses temporary locations, even if only occasionally, insert processes for assessing the suitability of a temporary location for the required purpose and the procedures for its use.

If you do not utilise temporary bases you should mark this section as RESERVED.

Sample text is provided and you should amend the content to suit your operations.

7 Record keeping

7.1 Control of records

Aviation organisations make and keep many different types of records. The sample text includes some, but not all, kinds of records. You should include all records relevant to your organisation. Retention time periods expressed in the sample exposition are those required under civil aviation legislation only; other legislation may apply.

7.2 Personnel training and checking records

CASA references:

- 131.215 Personnel training and checking records – making records
- 131.220 Personnel training and checking records – availability of records
- 131.230 Retention periods for personnel records

The retention periods for training and checking records provided in the table in the sample exposition are regulatory requirements.

Delete lines in the table that are not applicable to your operations.

You are encouraged to keep records in both electronic and paper formats.

If you wish to include other training and checking records, add rows to the table and include all relevant information.

The requirements of the listed subregulations are contained in the subsections below.

Sample text is provided and you should amend the content to suit your operations.

7.2.1 Making records

The period for making records of the training and checking activities provided in the sample text are regulatory requirements. The type of information that is required is also included in the sample text.

Training records should be designed to easily show that an employee has achieved the qualification, certificate or experience relevant to the activity they are conducting. For example, if you require a pilot to have 100 hours as PIC prior to conducting a certain activity, training records should be able to show that the pilot has attained this experience if they are conducting that activity.

If you use a different procedure to that provided in the sample Personnel Training and Checking Records (Form A14), adjust or substitute the text to suit your operations.

7.2.2 Availability of records

You are required to make training records available to personnel and to other operators. In the latter case, regulations require that the employee in question provides written authorisation and that then, within 7 days of the operator's request, provision of the records occur.

If you use a specific procedure to provide copies of training records that is different to that in the sample text, amend the sample text to suit your operations.

7.3 Copies of flight crew licences and medical certificates

CASA references:

- 131.225 Copies of flight crew licences and medical certificates
- 131.230 Retention periods for personnel records

All operators are required by regulation to have copies of pilots' flight crew licence and medical certificates. The sample text provides instructions to pilots regarding their flight crew licences and medical certificates. Amend the sample text to suit your organisation.

7.4 Other records

CASA references:

- 99.105 DAMP record-keeping
- 131.285 Reporting and recording information
- Chapter 6 of the Part 131 MOS Reporting and recording information
- CAO 100.5 (General requirements in respect of Australian aircraft) 2011 (as amended).

The tables provided in the sample text detail a typical list of other records that an operator might retain. You should detail any administrative records you make and keep, stipulating their retention times.

You are encouraged to keep records in both electronic and paper formats.

You may be subject to other legislation with specific requirements; the table provided in the sample text considers civil aviation legislation only.

You may also find useful:

- CAO 48.1 Subsection 14 – AOC holder obligations.

Crew rosters and flight and duty records

Section 6.03 of Chapter 6 of the Part 131 MOS requires retention of flight-related documents for at least 3 months after the flight was conducted.

Flight and duty records must be retained for 5 years.

In certain circumstances, you may rely on information retention by service providers e.g. weather data sourced via NAIPS.

Retention of rosters is not a regulatory requirement.

Maintenance and airworthiness records

CAO 100.5 requires that aircraft maintenance records recorded in an aircraft logbook be retained for a period of 1 year after the aircraft's operating life has ended or the aircraft has been permanently removed from the Registrar of Australian aircraft.

DAMP and Fatigue records

CAO 48.1 requires a minimum retention of 5 years for certain records.

Regulation 99.105 of CASR requires a minimum retention of 5 years of DAMP related records used to provide information to CASA for 5 years from the date the information was provided to CASA.

The requirements of the listed subregulations are contained in the subsections below.

7.4.1 Administrative records

These details will need to be populated. Retention periods stipulated in the exposition are those of the regulations and MOS (as applicable).

The table format is not mandatory; however, it is a simple solution.

7.4.2 Flight-related documents

These details will need to be populated. Retention periods stipulated in the exposition are those of the regulations and MOS (as applicable).

The table format is not mandatory; however, it is a simple solution.

7.4.3 Crew rosters and flight and duty records

Sample text is provided and you should amend the content to suit your operations.

7.4.4 Operational Flight Plan and Flight note and trip records

Sample text is provided and you should amend the content to suit your operations.

7.4.5 Fuel consumption

Sample text is provided and you should amend the content to suit your operations.

7.4.6 Maintenance and airworthiness records

Sample text is provided and you should amend the content to suit your operations.

7.4.7 Drug and Alcohol Management Plan (DAMP) and fatigue records

Sample text has been provided in the exposition which includes mandatory retention periods for documents.

7.5 Disposal of records

CASA references:

- 99.105 DAMP record-keeping.

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

Sample text is provided and you should amend the content to suit your operations.

7.6 Requests for records made by CASA

You should include the person responsible for handling request for records made by CASA and the procedures your organisation follows.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

8 Reference library

8.1 Composition of reference library

CASA references:

- 131.050 Required material – reference library
- 131.150 Head of flying operations – responsibilities

Regulation 131.050 of CASR establishes the minimum list of documents that should comprise your reference library. This may be made available electronically if preferred.

Paragraph 131.150(2)(d) of CASR requires the HOFO to take responsibility for ensuring the reference library complies with Section 28BH of the *Act*.

The sample text in the exposition includes several documents. Amend the tables to suit your operations and indicate whether the document is in electronic or paper format (or both). You may consider the following consumable documents:

- operational flight plan and flight notes
- passenger list forms
- aircraft load sheets
- aircraft technical logs.

These details will need to be populated. The table format is not mandatory; however, it is a simple solution.

8.2 Access to reference library

You should include your policy on printing or saving consumable documents.

Sample text is provided and you should amend the content to suit your operations.

8.3 Amendment and maintenance of reference library

CASA references:

- 131.050 Required material – reference library

The HOFO is responsible under the regulation for maintaining the reference library.

Sample text is provided and you should amend the content to suit your operations.

9 Operational personnel

9.1 Types of operational personnel

The sample text presents some possible additional operational positions. Others might include:

- senior base pilots
- pilot instructors
- ground crew.

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

9.2 Personnel to be fit for duty

CASA references:

- 91.520 Crew members to be fit for duty.

You should direct personnel to documents related to drug and alcohol management, as well as fatigue management.

Sample text is provided and you should amend the content to suit your operations.

9.3 Flight crew

9.3.1 Flight crew members to be fit for duty

CASA references:

- 91.520 Crew members to be fit for duty.

You should direct personnel to documents related to your DAMP manual, as well as your fatigue management procedures. Your manuals should include your process for assessing and subsequent actions if a crew member is suspected of being unfit for duty.

Sample text is provided and you should amend the content to suit your operations.

9.3.2 Composition and number of flight crew

The sample text is for aircraft that only require single pilot operations. If your aircraft types (or your exposition) have further requirements, amend the sample text to suit your operations.

9.3.3 Assignment of pilot in command

Sample text is provided and you should amend the content to suit your operations.

Include details on assignments of flight crew in regular or in training and checking flights.

9.3.4 Flight crew qualifications and experience

CASA references:

- CAR 5.140 Commercial pilot (balloon) licence—authorisation: balloon classes
- CAR 5.141 Commercial pilot (balloon) licence—authorisation: balloon types
- CAO 40.7 Aircraft endorsements (balloons) and flight instructor (balloons) ratings as amended
- 131.565 Qualifications and training for pilots
- 131 MOS Chapter 27 Flight crew – qualifications and training

The sample text provides the minimum requirements according to subregulation 131.565.

Sample text is provided and you should amend the content to suit any other requirements of your operation.

9.3.5 Flight crew responsibilities – pilot in command

CASA references:

- 91.215 Authority and responsibilities of pilot in command
- 91.220 Actions and directions by operator or pilot in command
- 131.255 Compliance with flight manual

The sample text outlines some responsibilities of the PIC.

Sample text is provided and you should amend the content to suit your operations.

9.3.6 Flight crew training and competence

CASA references:

- 131.565 Qualifications and training for pilots
- 131 MOS Chapter 27 Flight crew – qualifications and training

The sample text outlines some flight crew training and competency requirements.

Sample text is provided and you should amend the content to suit your operations.

9.3.7 Flight crew recent experience requirements

CASA references:

- 5.144 Commercial pilot (balloon) licence – recent experience requirements

The sample text provides the minimum requirements of recency. Amend the sample text to suit any other requirements you may have for your operations.

9.3.8 Flight crew medical certificates

CASA references:

- 131.225 Copies of flight crew licences and medical certificates

These regulations require the operator to hold a copy of flight crew medical certificates and licences. You must ensure you are able to obtain such a copy. The sample text provides the type of medical certificates flight crew are required to hold.

Sample text is provided and you should amend the content to suit your operations.

9.4 Other flight crew designations

CASA references:

- 131.195(1)(h) Content of exposition.

The sample text indicates that this section is not applicable. If applicable, insert the responsibilities of any designated flight crew as required for your organisation. For example, a senior base pilot.

9.5 Operational safety-critical personnel – ground support personnel

CASA references:

- 131.300 Competence of ground support personnel

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- 131.570 Qualifications and training for ground support personnel
- 131 MOS Chapter 28 Ground support personnel

Operational safety-critical personnel means trained ground support personnel or ground crew.

Training and checking requirements may be cross-referenced to the ground crew training and checking in chapter 16.

Amend the sample text to include a detailed list of other operational safety-critical personnel employed for your operations, for example, foreign language interpreters.

10 Standard operating procedures

10.1 Balloon operations

10.1.1 Balloon technical data

Reference here is to the Manufacturer's Aircraft Flight Manual for individual balloons as the source of technical data.

10.1.2 Normal procedures

Reference here is to the Manufacturer's Aircraft Flight Manual for individual balloons and form A04 General checklist which you can use to set out your checklists.

10.1.3 Emergency procedures

Reference here is to the Manufacturer's Aircraft Flight Manual for individual balloons. You can add a section for emergency procedures to form A04.

10.2 Flight planning and preparation

10.2.1 Flying areas

CASA references:

- 131.030 (a)(vii)
- 131.195(1)(g) Content of exposition

You must describe in broad terms the geographical areas you operate in. Include a description of each separate area within Australia if you operate in more than one area.

Sample text is provided and you should amend the content to suit your operations.

10.2.2 Operational flight plan and flight note

CASA references:

- 131.195(1)(h) Content of exposition
- 131.280 Keeping documents with a person on the ground during flight
- 131.290 Information about search and rescue services
- 131.295 Information about emergency and survival equipment
- 131.340 Flight preparation requirements
- 131.345 Balloon flight notification requirements
- 131.350 Matters to be checked before take-off
- 131 MOS Chapter 12 Flight preparation (weather assessment)
- 131 MOS Chapter 13 Flight notification requirements
- 131 MOS Chapter 14 Matters to be checked before take-off
- Part 131 AMC/GM

You need to detail organisation-specific procedures in relation in this section. There are several options for how to set up an operational flight plan and flight note.

Sample text is provided and you should amend the content to suit your operations.

10.2.3 Balloon take-off sites, landing sites and SZs

Ensure you keep a register and map of sites and have procedures for notifying all pilots asap of amendments.

Sample text is provided and you should amend the content to suit your operations.

10.2.4 Flight preparation

Insert the sources of information and the software (e.g. OzRunways) to be used by your pilots for weather assessment and flight planning.

10.2.5 Weather assessments

CASA references:

- 131.340(2)(3) Flight preparation requirements
- 131 MOS Chapter 12 Flight preparation

Sample text is provided with specific information still required to be inserted for your operations.

You need to amend the sample text to suit your operations by inserting procedures, sources and the times when information should be accessed from several hours before flight to immediately before take-off.

10.2.6 Pilot briefing

CASA references:

- 131.195(h) Content of exposition
- 131.340 Flight preparation requirements
- 131.345 Balloon flight notification requirements
- 131.350 Matters to be checked before take-off
- 131 MOS Chapter 12 Flight preparation
- 131 MOS Chapter 13 Flight notification requirements
- 131 MOS Chapter 14 Matters to be checked before take-off

You need to describe the procedures that a PIC must follow to obtain the weather and NOTAM briefings. List the documents that must be checked and those that must be carried on the flight or on the ground with the retrieve crew.

Sample text is provided and you should amend the content to suit your operations.

10.2.7 Pilot documents and equipment

CASA references:

- 131.195(h) Content of exposition
- 131.275 Carriage of documents
- 131.340 Flight preparation requirements
- 131.345 Balloon flight notification requirements
- 131.350 Matters to be checked before take-off
- 131.385 Fuel and ballast requirements
- 131.460 Requirements relating to equipment
- 131 MOS Chapter 5 Flight related documents
- 131 MOS Chapter 12 Flight preparation

- 131 MOS Chapter 13 Flight notification requirements
- 131 MOS Chapter 14 Matters to be checked before take-off
- 131 MOS Chapter 21 Fuel and ballast requirements
- 131 MOS Chapter 26 Equipment

List the equipment that each pilot must carry on a flight.

Sample text is provided with specific information still required to be inserted for your operations. You need to amend the sample text to suit your operations.

10.2.8 Retrieve vehicle equipment

CASA references:

- 131.195(h) Content of exposition

The sample exposition is marked RESERVED.

You may wish to list the equipment to be carried in the retrieve vehicle. This content is not mandated but is suggested good practice.

Sample text

All retrieve vehicles will carry:

- *a balloon gas cylinder with a filler nozzle*
- *pibals*
- *UHF radio(s)*
- *fire extinguisher*
- *mobile phone*
- *emergency phone numbers*
- *emergency response checklists*
- *driver's licence*
- *maps*
- *copy of operational flight plan and flight note form (Form A07) and the passenger list (Form A08)*
- *tools and spade.*

10.2.9 Flight notification

If you conduct flights in controlled airspace, describe your flight notification procedures for gaining clearance from ATC in this section.

For flights outside controlled airspace you may nominate the SARTIME on the operational flight plan and flight note (form A07).

Sample text is provided and you should amend the content and form A07 to suit your operations.

10.3 Operations over remote areas

Operators who conduct operations in remote areas defined in Division 26.15 of the Part 91 MOS and illustrated in the AIP can insert their process for ensuring passenger safety here. The carriage of water and a backup communication means may be sufficient. Carriage of an EPIRB may be an additional requirement of the operator.

Sample text is provided with specific information still required to be inserted for your operations. You need to amend the sample text to suit your operations.

If you do not operate within a remote area, then you may use the alternate text:

{Sample Ballooning} does not conduct operations over remote areas.

10.4 Flights over water

CASA references:

- 131.365 Flights over water
- Part 131 MOS Chapter 18 Flights over water

The sample text states that flights over water are not permitted.

If you regularly operate flights over water, where in the event of an emergency, a landing or ditching in water could occur, you must assess the risks to the operation in accordance with the risk considerations set out in Chapter 18 of the Part 131 MOS. This will determine what risk mitigation measures you need to consider.

Sample text is provided and you should amend the content to suit your operations.

10.5 Fuel procedures

CASA references:

- 131.195(1)(h) Content of exposition
- 131.380 Fuel and ballast procedures
- 131.385 Fuel and ballast requirements
- Part 131 MOS Chapter 21 Fuel and ballast requirements
- Part 131 MOS Chapter 26 Equipment

The requirements of the listed subregulations are contained in the subsections below.

10.5.1 Overview

This sample text summarises the policy for the rest of this section. As you amend your text for this section, you may need to adjust this overview.

10.5.2 Pre-flight fuel quantity check

The sample text covers a fuel quantity check of all fuel tanks available for a flight. Develop suitable text for your operation.

10.5.3 Fuel considerations and calculations

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

You will need to detail your organisation's specific procedures in relation in this section. Sample text is provided and you should amend the content to suit your operations.

10.5.3.1 Required fuel

Sample text is provided and you should amend the content to suit your operations.

10.5.3.2 Inflation fuel

Inflation fuel is the fuel required to hot inflate a balloon from cold inflation and the fuel required to achieve neutral buoyancy when fully loaded with the passenger load for the flight.

Sample text is provided and you should amend the content to suit your operations.

10.5.3.3 Trip fuel

Trip fuel is the amount of fuel required to enable the aircraft to fly from first take-off until final landing.

These details will need to be populated. The table format is not mandatory; however, it is a simple solution.

10.5.3.4 Discretionary fuel

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

10.5.3.5 Final reserve fuel

Final reserve fuel is the amount of fuel required to fly the aircraft for 20 minutes and must normally be usable fuel remaining on completion of final landing.

Sample text is provided and you should amend the content to suit your operations.

10.5.4 Monitoring fuel during flight

In determining a fuel monitoring policy, you should take into consideration the accuracy of fuel quantity sources, for example reading analogue fuel gauges in balloon fuel tanks.

The sample text covers several topics and includes multiple subsections.

You need to detail organisation-specific procedures in relation in the subsections below. Sample text is provided and you should amend the sample text to suit your operations.

10.5.4.1 Procedure if fuel reaches specified amounts

Sample text is provided and you should amend the content to suit your operations.

10.5.4.2 Minimum fuel state

Sample text is provided and you should amend the content to suit your operations.

10.5.5 Emergency fuel situation

Sample text is provided and you should amend the content to suit your operations.

10.5.6 Fuel – post flight

It is not a requirement to record the fuel used on each flight. However, if you use a metred supply, keeping a record facilitates required fuel calculations and may provide information about the porosity of the balloon envelope as it ages.

Develop your own text for your organisation's requirements for recording fuel use.

Sample text is provided and you should amend the content to suit your operations.

10.5.7 Fuel types

Sample text is provided and you should amend the content to suit your operations.

10.5.8 Fuelling procedures

CASA references:

- 91.465 Contaminated, degraded or inappropriate fuels
- 91.470 Fire hazards
- 91.475 Fuelling aircraft - firefighting equipment
- 91.480 Fuelling aircraft - electrical bonding
- 91.485 Equipment or electronic devices operating near aircraft
- 131.195(1)(h) Content of exposition

The sample text covers a range of topics and includes multiple subsections.

See regulation 91.475 of CASR for the required number of extinguishers and their locations.

10.5.8.1 Fuelling sources

You may have your own bulk LPG tank or you may use another facility. Note that state or other legislation may apply to refuelling at service stations.

Sample text is provided and you should amend the content to suit your operations.

10.5.8.2 Conducting fuelling

The sample text describes one possible method of conducting fuelling operations. Amend the text to suit your operations.

10.5.8.3 Action in the event of a malfunction or fire hazard

Insert your company procedures for a malfunction or fire hazard.

More than one hazard may be described, and procedures may vary with the fuelling source being used.

It is a requirement to put your procedures in your exposition, but the content of the sample text can be changed. For example, completing the form and the associated time frame is not mandated but is suggested good practice.

10.5.9 Changing fuel tank with passengers on board

The sample text in the exposition assumes that your operation does not change fuel tanks with passengers on board.

Operators that conduct back-to-back flights, intermediate landings or 'hops' and change fuel tanks on the intermediate landing should detail their procedures here.

10.5.10 Purging fuel tanks

Purging of fuel tanks may be required for maintenance or transport of empty cylinders.

Sample text is provided and you should amend the content to suit your operations.

10.6 Loading weights

CASA references:

- 131.195(1)(h) Content of exposition
- 131.255 Compliance with flight manual
- 131.445 Loading weights
- 131.450 Loading procedures
- Part 131 MOS Chapter 24 Loading weights

Operators may use actual weights, standard weights as published in chapter 24 of the MOS or exposition weights derived from actual weight sampling. As well as a maximum all up weight, most large balloons must be operated with at least a minimum weight in accordance with the AFM.

Amend the sample text with your procedures for determining total weight before take-off. Include procedures for last minute addition or off-loading of passengers.

10.7 Collision avoidance

CASA references:

- 91.325 Basic rule

- 91.330 Right of way rules
- 91.340 Right of way rules for take-off and landing
- 91.350 Giving way to vessels
- 91.360 Meaning of in the vicinity of an aerodrome
- 131.355 Additional right of way rules
- 131.360 Operations at non-controlled aerodromes
- 131 MOS Chapter 17 Operations at non-controlled aerodromes

The sample text covers a range of topics and includes multiple subsections.

10.7.1 Avoidance of collision with other balloons when operating in company of other balloons

Sample text is provided and you should amend the content to suit your operations.

10.7.2 Avoidance of collision with other aircraft when operating in the vicinity of an aerodrome

Sample text is provided and you should amend the content to suit your operations.

10.7.3 Avoidance of collision with other aircraft when operating in any area

Sample text is provided and you should amend the content to suit your operations.

10.8 SRR (transponder) or other surveillance device procedures

CASA references:

- 131.460 Requirements relating to equipment
- Part 131 MOS Chapter 26 Equipment

The sample text in the exposition assumes that your operation does not operate where a transponder or any other surveillance equipment is required.

If you operate flights in controlled airspace, enter your SRR (transponder) or other surveillance device procedures for operating alone or in company (formation) with other balloons. You should amend the content to suit your operations.

10.9 Low flying

CASA references:

- 91.055 Aircraft not to be operated in manner that creates a hazard

Sample text is provided and you should amend the content to suit your operations. Not all of this content is mandated but is suggested good practice. The only mandated requirement is the wearing of the pilot harness when below 500 ft AGL.

10.10 Night flying operations

CASA references:

- 131.315 Flights at night

The sample text in the exposition assumes that your operation does not operate at night.

Flight during night needs HOFO approval and the PIC must have a night rating and meet all night currency requirements. If you operate flights at night, you will need to include your operating procedures and requirements.

10.11 Navigation

Insert your organisation's methods, equipment such as handheld GPS trackers and/or iPad, and software requirements here. Include information if you use software that displays moving maps overlaid with SZs and/or powerline information.

Sample text is provided and you should amend the content to suit your operations.

10.12 Flying in formation

CASA references:

- 91.205 Flying in formation

The sample text in the exposition assumes that your operation does not conduct flights in formation.

If your operation does conduct formation flying, you will need to add the procedures here as are applicable. This will need to include:

- pre-arrangement by the pic with the other aircraft in the formation
- requirements for endorsements and approvals
- special procedures to be followed.

10.13 Communications

CASA references:

- 91.625 Use of radio – qualifications
- 131.353 Air traffic services – prescribed requirements
- 131.354 Use of radio – broadcasts and reports
- Part 131 MOS Chapter 15 Air traffic services – prescribed requirements
- Part 131 MOS Chapter 16 Use of radio – broadcasts and reports

The sample text includes subsections as detailed below.

10.13.1 Qualifications

Sample text is provided and you should amend the content to suit your operations.

10.13.2 Use of radios

Sample text is provided and you should amend the content to suit your operations.

10.13.3 Communication monitoring in controlled airspace

CASA references:

- 91.635 Communication monitoring in controlled airspace

The sample text meets the requirements of the subregulation.

10.13.4 Communication monitoring outside airspace

CASA references:

- 91.640 Use of radio outside controlled airspace – listening watch of radio transmissions

The sample text meets the requirements of the subregulation.

10.14 Use of aerodromes

CASA references:

- 91.410 Use of aerodromes

This regulation includes a place that is suitable for the landing and taking-off of the aircraft. If you regularly use an aerodrome for operations insert any operational procedures in your exposition.

10.15 Unauthorised entry into prohibited or restricted areas

CASA references:

- 91.260 Unauthorised entry into prohibited or restricted areas

The sample text meets the requirements of the subregulation.

10.16 Air Defence Identification Zones (ADIZ)

CASA references:

- 91.263 Air defence identification flights

The sample text meets the requirements of the subregulation.

11 Carriage of passengers and cargo

11.1 Compliance with safety directions

CASA references:

- 131.420 Passengers – compliance with safety directions

Sample text is provided and you should amend the content to suit your operations.

11.2 Carriage of cargo

CASA references:

- 91.600 Carriage of cargo – general
- 131.425 Restraint of cargo

Sample text is provided and you should amend the content to suit your operations.

11.3 Psychoactive substances

CASA references:

- 91.780 Passengers – alcohol
- 91.785 Crew – provision of alcohol
- 91.790 Prohibiting person affected by psychoactive substances from boarding

Sample text is provided and you should amend the content to suit your operations.

11.4 Refusal to carry passengers or cargo

CASA references:

- 91.060 Refusal to carry passengers and cargo
- 91.160 Possessing firearm on aircraft
- 91.525 Offensive and disorderly behaviour on aircraft
- 91.790 Prohibiting person affected by psychoactive substances from boarding
- 131.195(1)(h) Content of exposition
- 131.400 Carriage of infants

Sample text is provided and you should amend the content to suit your operations.

11.5 Policy for off-loading passengers and cargo

Sample text is provided and you should amend the content to suit your operations.

11.6 Passenger list

CASA references:

- 131.280 Keeping documents with a person on the ground during flight
- 131.285 Reporting and recording information

Sample text is provided and you should amend the content to suit your operations.

11.7 Briefing of passengers

CASA references:

- 131.395 Certain Part 131 aircraft to have signage about smoking
- 131.390 Smoking not permitted during flight or within 15 metres of Part 131 aircraft
- 131.400 Carriage of infants
- 131.405 Carriage of persons requiring assistance
- 131.410 Passengers – safety briefings and instructions
- 131.415 Safety briefing in the event of an emergency
- Part 131 MOS Chapter 23 Passengers – safety briefings and instructions
- AC 131 – 02 manned free balloons – operations
- Part 131 AMC/GM

The sample text provides a sample list of matters to be conveyed to the passengers by the PIC or their designate. Amend the sample text to suit your operations and if necessary the model of the balloon.

Ensure safety briefing cards are both identified in the forms table and inserted into the volume Forms and Compliance Matrices of your exposition. Ensure you have suitable briefing material for non-English speaking passengers.

For pre-landing briefing see 13.8

If you carry persons with reduced mobility you will need to provide a personal briefing the content of which will depend on the nature of the altered ability.

11.8 Passenger weights

11.8.1 Standard passenger weights

Sample text and weights are provided and you should amend the content to suit your operations.

11.8.2 Actual passenger weights

Sample text is provided and you should amend the content to suit your operations.

11.9 Carriage of minors

CASA references:

- 131.400 Carriage of infants

Sample text is provided and you should amend the content to suit your operations. You can apply for an approval under 131.035 to carry an infant.

11.10 Movement and surveillance of passengers on the ground

CASA references:

- 131.195(1)(h) Content of exposition
- 131.370 Procedures for safety during ground operations
- AC 131 – 02 manned free balloons – operations
- Part 131 AMC/GM

The following headings may be useful but have not been used in the exposition but can be added with your own content:

Ground crew organisation and responsibilities

You should detail how you organise ground crew and what their duties are.

Ground operating procedures including passenger management on the ground

You should detail how you manage your passengers from arrival at the launch site up to boarding the balloon. Include your procedures for ensuring passenger safety while a balloon is being inflated and any passenger briefings that are given before boarding.

You also need to document how you deal with your passengers after landing including disembarkation, packing the balloon and transport out of the landing area.

The sample text provides some procedures for ground operations related to the aircraft and managing passengers. Amend the sample text to suit your operations.

11.11 Intoxicated and offensive passengers

CASA references:

- 91.780 Passengers – alcohol
- 91.785 Crew - provision of alcohol
- 91.790 Prohibiting person affected by psychoactive substances from boarding.

Sample text is provided and you should amend the content to suit your operations.

11.12 Scuba diving

Sample text is provided and you should amend the content to suit your operations.

11.13 Carriage of firearms

CASA references:

- 91.160 Possessing firearms on aircraft

Sample text is provided and you should amend the content to suit your operations.

11.14 Persons requiring assistance

Sample text is provided and you should amend the content to suit your operations.

11.15 Pregnant passengers

The sample text states that pregnant passengers shall not be carried. Although there are no rules that prevent you from carrying a pregnant person you may wish to consider stages of pregnancy.

12 Ground operations and movement of persons

12.1 Operating aircraft

Sample text is provided and you should amend the content to suit your operations.

12.2 Standard visual signals

CASA references:

- 91.670 Standard visual signals

Sample text is provided and you should amend the content to suit your operations.

12.3 Managing passengers

CASA references:

- 131.195(1)(h) Content of exposition
- 131.370 Procedures for safety during ground operations
- AC 131 – 02 manned free balloons – operations

Sample text is provided and you should amend the content to suit your operations.

You should detail what your ground crew duties are for managing passenger movement on the ground and boarding the balloon.

You should detail how you manage your passengers from arrival at the launch site up to boarding the balloon. Include your procedures for ensuring passenger safety while a balloon is being inflated and any passenger briefings that are given before boarding.

You also need to document how you deal with your passengers after landing including disembarkation, packing the balloon and transport out of the landing area.

13 Flight conduct

13.1 Flight authorisation

CASA references:

- 131.245 Pilots must be authorised

Sample text is provided and you should amend the content to suit your operations.

13.2 Operational control

CASA references:

- 91.215 authority and responsibilities of pilot in command
- Division 131.D.1 – Operational control – This division is reserved for future use

Sample text is provided and you should amend the content to suit your operations.

13.3 Documents to be carried on flights or on the ground

CASA references:

- 131.260 Availability of checklists
- 131.265 Electronic documents
- 131.275 Carriage of documents
- 131.280 Keeping documents with a person on the ground
- Part 131 MOS Chapter 5 Flight related documents

Flight-related documents may be carried in either hard copy or electronic copy within Australia.

Amend the sample text and the table to suit your operations:

- The method of carriage of documents stated in this table is not required by legislation but is a statement of operator practice - other options may be available.
- If you have, or plan to have as part of your exposition, an electronic document policy, indicate when a document is part of that policy.
- Section 5.01 of the Part 131 MOS requires each flight crew member to carry certain photographic identification. The sample text requires each flight crew member to carry an ASIC or AVID.
- Other documents may be applicable.

These details will need to be populated. The table format is not mandatory; however, it is a simple solution.

13.4 Details of launch and landing areas used in regular operations

Sample text is provided and you should amend the content to suit your operations.

13.5 Pre-departure procedures

CASA references:

- 131.350 Matters to be checked before take-off
- Part 131 MOS Chapter 14 Matters to be checked before take-off

The sample text includes subsections as detailed below.

13.5.1 Pre-departure inspection of balloon

CASA references:

- 131.350 Matters to be checked before take-off
- Part 131 MOS Chapter 14 Matters to be checked before take-off
- Part 131 AMC/GM

Sample text is provided and you should amend the content to suit your operations including reference to the checklist (if used) at form A22.

13.5.2 Setting QNH - altitude check

Sample text is provided and you should amend the content to suit your operations.

13.5.3 Quick release launch rope

Sample text is provided and you should amend the content to suit your operations.

13.6 Departure (take-off and climb out) procedures

Sample text is provided and you should amend the content to suit your operations.

The following headings may be useful:

- take-off and climb out in calm wind conditions
- take-off and climb out in other than calm conditions
- operating in company with other balloons.

13.7 Enroute and descent procedures

Sample text is provided and you should amend the content to suit your operations.

13.7.1 Air traffic control clearance and instructions

CASA references:

- 91.257 Air traffic control clearances and instructions

Sample text is provided that meets the legislative requirements. You should amend the content to suit your operations if additional procedures are required.

13.8 Pre-landing brief and checks

CASA references:

- 131.195(1)(h) Content of exposition
- 131.405 Carriage of persons requiring assistance
- 131.410 Passengers – safety briefings and instructions
- 131.415 Safety briefing in event of an emergency
- 131.420 Passengers – compliance with safety directions
- 131 MOS Chapter 22 Carriage of persons requiring assistance
- 131 MOS Chapter 23 Passengers – safety briefings and instructions

The following headings may be useful:

- pre-landing passenger briefing
- pre-landing checks
- hard landing possible
- drag landing possible

Sample text is provided and you should amend the content to suit your operations.

13.8.1 Pre-landing passenger briefing

Sample text is provided and you should amend the content to suit your operations.

13.8.2 Pre-landing checks

Sample text is provided and you should amend the content to suit your operations.

13.8.3 Hard landing possible

Sample text is provided and you should amend the content to suit your operations.

13.8.4 Drag landing possible

Sample text is provided and you should amend the content to suit your operations.

13.9 Approach and landing precautions

CASA references:

- 131.195(1)(h) Content of exposition
- 131.405 Carriage of persons requiring assistance
- 131.410 Passengers – safety briefings and instructions
- 131.415 Safety briefing in event of an emergency
- 131.420 Passengers – compliance with safety directions
- 131 MOS Chapter 22 Carriage of persons requiring assistance
- 131 MOS Chapter 23 Passengers – safety briefings and instructions

Sample text is provided and you should amend the content to suit your operations.

The following headings may be useful:

- landing in calm or light wind conditions
- landing in other than calm or light wind conditions
- hard landing possible
- drag landing possible.

13.9.1 Landing in calm or light wind conditions

Sample text is provided and you should amend the content to suit your operations.

13.9.2 Landing in other than calm or light wind conditions

Sample text is provided and you should amend the content to suit your operations.

13.9.3 Hard landing possible

Sample text is provided and you should amend the content to suit your operations.

13.9.4 Use of handling line

Sample text is provided and you should amend the content to suit your operations.

13.9.5 Missed and baulked approaches

Sample text is provided and you should amend the content to suit your operations.

13.10 After landing procedures

13.10.1 After landing procedures

13.10.1.1 Balloon deflation

Insert {Sample Ballooning} procedures for deflating balloon using vehicle and by hand. Include safety precautions to ensure safety of passengers.

Guidance on deflating a balloon using a vehicle is included in AC 131-02 Manned free balloons - Operations.

13.10.1.2 Disembarking passengers

Sample text is provided and you should amend the content to suit your operations.

13.10.1.3 Balloon pack up

Insert {Sample Ballooning} procedures for balloon pack up.

13.10.1.4 Transporting passengers from landing area

Insert {Sample Ballooning} procedures for transporting passengers from the landing area.

13.10.1.5 Ground crew duties and responsibilities

Insert {Sample Ballooning} procedures for ground crew duties or reference to your ground manual (if applicable).

13.10.2 Post-flight procedures

Sample text is provided and you should amend the content to suit your operations.

13.11 Adverse weather operations

Sample text is provided and you should amend the content to suit your operations.

13.12 Emergency procedures

13.12.1 Balloon emergency management

CASA references:

- 131.255 Compliance with flight manual
- 131.260 Availability of checklists
- 131.415 Safety briefing in the event of an emergency

Amend the sample text to suit your operations and insert any procedures that are in addition to those set out in the AFM.

13.12.2 Pilot in command to report emergencies

CASA references:

- 91.680 Pilot in command to report emergencies
- 91.700 Aviation distress signals

Sample text is provided and you should amend the content to suit your operations.

13.12.3 Pilot in command to report contraventions relating to emergencies

CASA references:

- 91.690 Pilot in command to report contraventions relating to emergencies

Sample text is provided and you should amend the content to suit your operations.

13.12.4 Communication failure

CASA references:

- 131.353 Air traffic services – prescribed requirements
- 131 MOS Chapter 15 Air traffic services – prescribed requirements

Sample text is provided and you should amend the content to suit your operations.

13.12.5 Aviation distress signals

CASA references:

- 91.700 Aviation distress signals

Sample text is provided and you should amend the content to suit your operations. This content is not mandated but is suggested good practice.

13.13 Reporting hazards to navigation

CASA references:

- 91.675 Aviation distress signals

Sample text is provided and you should amend the content to suit your operations.

13.14 Interception of aircraft

CASA references:

- 91.695 Interception of aircraft

Sample text is provided and you should amend the content to suit your operations.

14 Airworthiness

CASA references:

- 131.080 Conditions for issue of balloon transport AOC
- Part 4 of CAR Airworthiness requirements

The sample text covers the following headings:

- CEO responsibilities
- Head of aircraft airworthiness and maintenance control (HAAMC)
- HAAMC duties
- Release to service procedures
- Flight crew procedures
- Pilot maintenance

Sample text is provided and you should amend the content to suit your operations.

14.1 CEO responsibilities

CASA references:

- 131.080 Conditions for issue of balloon transport AOC

The sample text covers the following headings:

- CEO responsibilities
- Head of aircraft airworthiness and maintenance control (HAAMC)
- HAAMC duties
- Release to service procedures
- Flight crew procedures
- Pilot maintenance

Sample text is provided and you should amend the content to suit your operations.

Alternative sample tests are included below depending on your operations.

Sample text 1

{Sample Ballooning} holds a Certificate of Approval issued under regulation 30 of CAR to conduct maintenance on hot air balloons and balloon components. This is considered a separate entity maintenance provider that is contracted to {Sample Ballooning's} balloon transport operation.

{Sample Ballooning} contracts other maintenance service providers to carry out maintenance that is beyond the scope of the CAR 30 Certificate of Approval such as aircraft welding and avionics.

Sample text 2

For other than CAR Schedule 8 Part 2 maintenance on balloons {Sample Ballooning} contracts other maintenance service providers to provide maintenance and inspection facilities.

14.2 Head of aircraft airworthiness and maintenance control (HAAMC)

Sample text is provided and you should amend the content to suit your operations.

14.2.1 HAAMC duties

Sample text is provided and you should amend the content to suit your operations.

14.3 Logbook / technical log procedures

Sample text is provided and you should amend the content to suit your operations.

14.3.1 Pilot procedures

Sample text is provided and you should amend the content to suit your operations.

14.4 Scheduled maintenance

Sample text is provided and you should amend the content to suit your operations.

14.5 Pilot maintenance

Sample text is provided and you should amend the content to suit your operations.

14.6 Inoperative equipment

CASA references:

- 91.150 Operating aircraft with inoperative equipment--placarding

Sample text is provided to meet the requirements of the subregulation.

14.7 Conduct of testing during transport operations

CASA references:

- 131.440 Test flights

Sample text is provided to meet the requirements of the subregulation.

15 Equipment

CASA references:

- 131.460 Requirements relating to equipment
- Part 131 MOS Chapter 26 Equipment
- Part 131 AMC/GM

15.1 Approval of aircraft equipment

The sample text indicates that the operator is responsible for ensuring that all equipment fitted meets the requirements of Chapter 26 of the Part 131 MOS or is approved under Part 21 of CASR and meets the visibility and accessibility requirements of the Part 131 MOS.

If equipment not required by regulation is carried on the aircraft it must be approved by the HOFO and not interfere with communications or navigation nor affect the airworthiness of the aircraft.

Sample text is provided and you should amend the content to suit your operations.

15.2 Equipment serviceability

All equipment carried or fitted to the aircraft must be approved, operating and accessible to the PIC. Develop text to suit your operations.

Sample text is provided and you should amend the content to suit your operations.

15.3 Survival equipment

CASA references:

- 131.195(1)(h) Content of exposition
- 131.295 Information about emergency and survival equipment
- 131 MOS Chapter 7 Emergency and survival equipment information
- 131 MOS Chapter 18 Flights over water
- 131 MOS Chapter 26 Equipment
- 131 AMC/GM

This is a place holder for any survival equipment required by the operator. The sample exposition assumes you do not carry survival equipment.

Sample text is provided and you should amend the content to suit your operations.

If you do carry emergency equipment amend the sample text to suit your operations or insert procedures.

{Sample Ballooning} carries survival equipment which the pilot in command will ensure is carried on board the aircraft on all flights.

The pilot in command must ensure the equipment on board the aircraft is easily accessible for immediate use and is stowed in a manner that will not affect the safety of the aircraft.

All survival equipment carried on board must be listed on the operational flight plan and flight note form (Form A07) so that the information is available for immediate communication to a rescue coordination centre.

15.4 Oxygen equipment and supplies

CASA references:

- 131.195(1)(h) Content of exposition
- 131.320 Use of supplemental oxygen

The sample text is provided for operators who do not have or need oxygen equipment and oxygen supplies. If your aircraft or operations require you to have oxygen equipment and oxygen supplies, include your procedures in your exposition.

15.5 Portable emergency equipment

CASA references:

- 131.195(1)(h) Content of exposition
- Part 131 MOS Chapter 26 Equipment
- AD/BAL

Portable emergency equipment should be listed here. The sample text sets out requirements for fire extinguishers and first-aid kits. The Part 131 MOS sets out the requirements for fire extinguishers and first-aid kits. Amend the sample text to suit your operations and consider any other portable emergency equipment carried. Emergency equipment must be easily accessible for immediate use in the event of an emergency.

15.6 Equipment for flights over water

CASA references:

- 131.195(1)(h) Content of exposition
- Part 131 MOS Chapter 18 Flights over water
- Part 131 MOS Chapter 26 Equipment Division 26.9 Equipment for flights over water

Sample text is provided and you should amend the content to suit your operations.

If flights over water are required, alternative text is provided below.

Sample text

When flight is conducted over water and a risk assessment has determined that life jackets or other emergency equipment is to be carried the PIC must ensure:

- *an approved life jacket equipped with a whistle is carried for each person on board the aircraft*
- *the life jacket is readily accessible from the person's position in the basket in the event of an emergency evacuation.*

15.7 Transponder and surveillance equipment serviceability

CASA references:

- Part 131 MOS Chapter 26 Equipment Division 26.10 Surveillance equipment

Amend the sample text to suit your operations, for example:

The transponder must be operative for all flights in Class C or D airspace if required by ATC. If the transponder is found to be inoperative during flight ATC must be informed immediately.

Also insert procedures if a second balloon in the formation is carrying an operable transponder that is not transmitting until required.

15.8 Pilot restraint harness

CASA references:

- Part 131 MOS Chapter 26 Equipment Division 26.4 Operational equipment

Sample text is provided and you should amend the content to suit your operations.

16 Training and checking

You should describe your operation's processes for induction training and on-going training and checking of competency for pilots and ground crew, including emergency procedures.

16.1 Crew and staff training in the use of emergency equipment

Sample text is provided and you should amend the content to suit your operations.

16.2 Causing or simulating failure of the altimeter

CASA references:

- 91.715 Causing or simulating failure of flight instruments

Although the subregulation refers to a number of flight instruments, only the altimeter applies to Part 131 operators.

Sample text is provided and you should amend the content to suit your operations.

16.3 Flight crew – qualifications and training

CASA references:

- CAR 5.140 Commercial pilot (balloon) licence—authorisation: balloon classes
- CAR 5.141 Commercial pilot (balloon) licence—authorisation: balloon types
- CAR 5.143 Commercial pilot (balloon) licence--regular balloon flight reviews required
- CAO 40.7 Aircraft endorsements (balloons) and flight instructor (balloons) ratings as amended
- 131.565 Qualification and training for pilots
- 131 MOS Chapter 27 Flight crew – qualifications and training

16.3.1 Qualifications

Insert the qualifications your pilots are required to hold under Part 5 of CAR and CAO 40.7. Describe what periodic checks are conducted on flight crew.

16.3.2 Induction and on-going training

Describe your process for inducting a new pilot in your flying area or any of your pilots flying in a new area. Describe your process for endorsing a pilot on a new class or type of balloon.

Sample text is provided and you should amend the content to suit your operations.

16.3.3 Emergency procedures training

List the topics and activities you discuss or carry out when conducting emergency procedures.

Sample text is provided and you should amend the content to suit your operations.

16.4 Ground crew – qualifications and training

CASA references:

- 131.570 Qualifications and training for ground support personnel
- Part 131 MOS Chapter 28 Ground support personnel

Sample text is provided and you should amend the content to suit your operations.

16.4.1 Qualifications

Sample text is provided and you should amend the content to suit your operations.

16.4.2 Induction training

Describe your process for inducting and training ground crew including a reference to a ground crew manual if you have one.

Sample text is provided and you should amend the content to suit your operations.

16.4.3 Emergency procedures training

List the topics and activities you discuss or carry out when conducting emergency procedures and who may conduct the assessment.

Sample text is provided and you should amend the content to suit your operations.

17 Fatigue management

17.1 Fatigue management manual

CASA references:

- 91.520 Crew members to be fit for duty
- 131.190 Fatigue management system
- 131 MOS Chapter 4 Personnel fatigue management

Balloon transport operators are to manage fatigue either by a Fatigue Risk Management System (FRMS), or a Fatigue Management Plan in accordance with CAO 48.1 Appendix 4A.

CAO 48.1 Appendix 7 Fatigue Risk Management System (FRMS) outlines the requirements for obtaining CASA approval of a trial or full Fatigue Risk Management System. There is also a Plain English Guide for fatigue management rules.

17.2 Pilot obligations

CASA references:

- 91.520 Crew members to be fit for duty

Pilots have an obligation to declare if they are or likely to be unfit to perform a duty. Amend the sample text to suit your operation.

18 Drug and alcohol management plan (DAMP)

CASA references:

- 91.520 Crew members to be fit for duty.

The sample text directs users to the Drug and Alcohol Management Plan volume of the exposition, which includes the CASA Micro-business DAMP (Drug and Alcohol Management Plan). If your organisation does not use the CASA Micro-business DAMP, amend the text to refer the user to your own DAMP inserted into the Drug and Alcohol Management Plan volume of your exposition.

Refer to the DAMP page on the CASA website for information on:

- Drug and Alcohol Management Plans (DAMP)
- testing programs
- education programs
- testing providers
- response programs
- DAMP exemptions
- implementing a testing program.

CASA references:

- 99.030 Who must develop and maintain a DAMP
- 99.045 Content of DAMP.

Refer to the drug and alcohol management plan (DAMP) page on CASA's website where there is information about:

- drug and alcohol management plans
- the role of your DAMP supervisor
- education programs
- testing programs
- finding a drug testing provider
- response programs
- DAMP exemptions
- the Micro-business DAMP
- implementing a testing program.

Not all organisations need a full DAMP. If your organisation has fewer than ten employees who are SSAAs you may be able to adopt CASA's Micro-business DAMP.

Sample text 1: if your organisation has adopted CASA's Micro-business Damp, amend the text to suit your organisation has been inserted into the exposition.

Alternative content is below:

- Sample text 2: is for your organisation to cross reference to your DAMP in a different document.
- Sample text 3: is for your organisation to insert your DAMP in your exposition.

Sample text 2

{Sample Ballooning} has adopted the CASA Micro-business DAMP (the DAMP), which is included in this exposition Volume 6 Drug and alcohol management plan. All personnel must comply with the DAMP.

OFFICIAL

By adopting the CASA Micro-business DAMP exemption, {Sample Ballooning} has committed to adhering to all the requirements outlined therein, including mandatory completion of the CASA AOD eLearning by all staff who perform SSAA.

Sample text 3

{Sample Ballooning's} drug and alcohol management plan (DAMP) is the responsibility of the HOFO and is in accordance with regulation 99.045 of CASR.

19 Safety management and accident and incident procedures

19.1 Safety management system

CASA references:

- 131.180 Safety management system requirements – reserved for future use

The sample exposition is RESERVED.

Add text as applicable for your organisation.

19.2 Accident and incident reporting

The AIP clearly identifies immediately reportable and routine reportable matters.

Sample text is provided and you should amend the content to suit your operations.

20 Dangerous goods and live animals

20.1 Carriage of dangerous goods

CASA references:

- 92 Consignment and carriage of dangerous goods by air

Sample text is provided and you should amend the content to suit your operations.

20.2 Carriage of live animals

CASA references:

- 91.620 Carriage of animals
- 131.430 Procedures relating to carriage of animals

Sample text is provided and you should amend the content to suit your operations.

21 Commercial specialised balloon operations

CASA references:

- 131.020 Definition of specialised balloon operation
- 131.325 Specialised balloon operations
- 131.330 Additional requirements for specialised balloon operations
- 131.195 (1)(h) Content of exposition
- Part 131 MOS Chapter 11 Additional requirements for specialised balloon operations

In this section, insert detailed instructions, procedures and requirements for conducting your specialised operations.

You may also wish to specifically note that your organisation does not conduct certain operations.

Operations conducted solely or predominantly for hire or reward could include, but are not limited to:

- an operation that involves specialised instruments, indicators, items of equipment or systems that affect the flight characteristics of the aircraft and that are fitted to, or carried on, the aircraft
- carrying a load outside the aircraft
- operating the aircraft for advertising or making a film or television production.

22 {Sample Ballooning} AOC (copy)

Insert copy of current AOC.

This content is not mandated but is suggested good practice.

23 Appendices

23.1 Forms

A series of forms has been developed for your use. They are referred to in the sample text provided in the Sample Exposition.

If you wish to use these sample forms, verify that they represent the requirements of your organisation and operations and amend them as required.

You may wish to insert your own forms or develop a complete suite of forms.

If you change the name or number of any form, update the list of forms at the beginning of this section and also check through your exposition and amend any references to the form.

23.2 Part 91 compliance matrix

A compliance matrix has been included for the Part 91 regulations applicable to balloon transport operators.

You may use the compliance matrices to check/confirm compliance with the regulations. The Section No. column references relate to the Sample Exposition. If you choose to use your own structure, you may like to insert the relevant references from your exposition into this checklist in the 'comments column'. This may help to more readily confirm that your exposition contains procedures for all the matters required by the relevant legislation.

23.3 Part 131 compliance matrix

A compliance matrix has been included for Part 131 regulations applicable to balloon transport operators. A compliance matrix has not been specifically included for Part 131 MOS provisions as each MOS provision sits under a specific Part 131 regulation.

You may use the compliance matrices to check/confirm compliance with the regulations. The section No. column references relate to the sample exposition. If you choose to use your own structure, you may like to insert the relevant references from your exposition into this checklist in the 'comments column'. This may help to more readily confirm that your exposition contains procedures for all the matters required by the relevant legislation.

23.4 References

23.4.1 Acronyms

This section should set out the meaning of any abbreviations or acronyms used in your exposition.

Each time you insert or delete text in your exposition, it is recommended that you consider if the content in these tables requires updating.

23.4.2 Definitions

Certain words and phrases are defined in the regulations and MOS and used throughout this sample exposition.

This section of the sample exposition reproduces the definitions of these words and phrases.

Any other terms used in your exposition should also be defined in this section.

Each time you insert or delete text in your exposition, it is recommended that you consider if the content in these tables requires updating.

23.5 Balloon inflation diagrams

These diagrams have been developed for your use.