< Industry manual/exposition cover page>

CASR Part 131 Balloon Transport Operation Exposition (Sample)

Company Name

DRAFT

August 2024

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Version V X.X

Date MM/YYYY

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Preface

This CASR Part 131 Sample Exposition has been developed by CASA to assist operators to develop an exposition that meets the legislative requirements and describes the policies and procedures of the operator. It must be used in conjunction with the Guide to CASR Part 131 Sample Exposition that can be found on the CASA website. The guide provides instructions and the limitations of this document.

Sample text

This exposition contains the procedures, instructions and guidance for use by operations personnel in the execution of their duties. It also contains any necessary information to ensure the safe conduct of aviation operations. It is an integral part of the organisation’s means of controlling and supervising flight operations.

Amendment record/Revision history

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

1. Revision history

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Date | Parts/Sections | Details |
|  |  |  |  |
|  |  |  |  |
| 2.0 | insert date change is made to each section or page | e.g. Section 1.6.3 | summary of changes made |
| 1.0 | insert date | all | Initial issue |

Distribution table

1. Distribution table

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# Operator compliance and administration

## CEO management and safety statement

I, {insert CEO’s full name}, the Chief Executive Officer, have the authority to ensure that all activities required by the operation are financed and provided to the standard required, and that all necessary resources are available to enable compliance with this exposition.

In support of the ongoing commitment to safety, I will establish and promote procedures for the safety management of {Sample Ballooning} and its personnel in accordance with this exposition.

This exposition is accepted by CASA and must be complied with to ensure all authorised activities are conducted safely and to the standards required by the civil aviation legislation.

The procedures in this exposition do not override the necessity of complying with any new or amended regulations as published from time to time. Where these new or amended regulations conflict with these procedures our procedures will be adjusted using our management of change process.

The directors, the CEO, and management are committed to developing a safety culture in all our activities to aim for an accident-free workplace. We regularly review our safety goals, performance and this safety statement.

We seek to develop a culture of open reporting of all safety hazards, and to support effective communication throughout the organisation. To help us continuously improve our safety performance, personnel are encouraged to report each event or factor they think could affect safety directly to the CEO or HOFO.

We apply just-culture principles to any report which identifies a safety issue and will deal with the issue in a timely manner.

If reasonably directed by CASA to include or revise information, procedures or instructions in this exposition, or require changes to key personnel, I will ensure changes are made in accordance with any such direction.

Signed:

Name:

Position: Chief Executive Officer, {Sample Ballooning}

Date:

## Organisation name and details

|  |  |
| --- | --- |
| **Names, addresses and contact details** |  |
| Name of organisation |  |
| Trading name(s) |  |
| Registered office address (per ACN) |  |
| ARN |  |
| ABN |  |

|  |  |
| --- | --- |
| Headquarters, bases and facilities |  |
| Operational headquarters address |  |
| Operational headquarters phone |  |
| Operational headquarters fax |  |
| Operational headquarters email |  |
| Main operating base address |  |
| Main operating base phone |  |
| Additional operational facilities address |  |

## Key personnel details

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Phone** | **Email** |
| Chief executive officer (CEO) |  |  |  |
| Head of flying operations (HOFO) |  |  |  |
| Head of training and checking (HOTC) | Not Applicable |  |  |
| Safety manager (SM) | Not Applicable |  |  |

Alternate key personnel (if any)

|  |  |  |
| --- | --- | --- |
| Position | Name of authorised alternate | Phone |
| Chief executive officer (CEO) |  |  |
| Head of flying operations (HOFO) |  |  |
| Head of training and checking (HOTC) | Not Applicable |  |
| Safety manager (SM) | Not Applicable |  |

## Third party service providers

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Contact name** | **Phone** | **Email** |
| Balloon maintenance |  |  |  |
| LPG supplier(s) |  |  |  |

## Authorised operations

{Sample Ballooning} conducts balloon transport operations within Australia and operations are undertaken in accordance with the procedures in this exposition.

Areas of operations are {to be inserted}.

A copy of the current Air Operator Certificate (AOC) is contained in chapter 22 of this exposition.

The Civil Aviation Act 1988, Section 28BE requires the holder of an Air Operators Certificate to take all reasonable steps to ensure that each activity covered by the AOC, and that everything done in connection with such an activity, is undertaken with a reasonable degree of care and diligence.

This exposition provides the policies and procedures to ensure the safety of all ballooning operations and compliance is mandatory by all personnel. Notwithstanding, the procedures included or referred to in the exposition do not override the necessity of complying with any new or amended regulations published by CASA from time to time.

If a question arises regarding a particular policy or procedure, the matter should immediately be brought to the attention of the HOFO.

Furthermore, Section 28BF requires the holder of an AOC to maintain an appropriate organisation, with a sufficient number of appropriately qualified personnel, and a sound and effective management structure. The organisational structure is detailed in section 2.1 of this exposition.

## Specialised balloon operations

We do not conduct specialised balloon operations.

## CASA approvals

We do not currently hold any extra CASA approvals.

## Aircraft to be flown under the visual flight rules

All our operations are to be flown under the visual flight rules (VFR).

## Aircraft leasing arrangements

RESERVED

# Key personnel

## Organisational structure

{Sample Ballooning} is governed by the Directors and they are responsible for setting and overseeing the strategic direction and policies of the organisation.

To manage the air transport balloon operations, we have the following key personnel:

* Chief Executive Officer (CEO)
* Head of Flying Operations (HOFO).

1. Organisational structure

## Key personnel position must be filled

We will not conduct operations unless each key personnel position is filled by the substantive person or the authorised alternate.

A key person can continue to carry out their responsibilities if they are not physically present provided:

* their duties are being carried out by suitably trained personnel or adequately managed systems
* they can effectively supervise and oversight the performance of these assigned duties
* they can continue to have knowledge of pertinent operational matters as necessary for their role
* the CEO (or other key person) notifies personnel of the temporary arrangement and monitors the effectiveness of the organisational structure and performance of assigned duties.

## Appointment of key personnel (and alternates)

The {board of directors / senior management / owners} appoint the CEO. All other key personnel and alternate appointments are made by the CEO.

Before any key personnel or alternate appointment, the CEO (or a person nominated by them) will review the nominee’s application to ensure the minimum experience and qualification criteria are met. All appointments will follow the procedures set out in chapter 4 Management of change of this exposition.

Where the person is to be appointed to the position of CEO, the directors of {Sample Ballooning} or a person nominated by them must perform the review.

Authorised alternate persons will be included in ongoing management communications to ensure they remain familiar with current matters.

## Key personnel familiarisation training

Our key personnel, and authorised alternates, must be familiar with the responsibilities of their position prior to carrying out their duties.

Another key person, or a person nominated by the CEO with suitable knowledge and experience, will conduct familiarisation training in accordance with Key Personnel Familiarisation Training Record (Form A12), which will be retained in the person’s training file.

## Chief executive officer (CEO)

### Qualifications and experience

{Sample Ballooning} requires the CEO to have:

* the minimum regulatory qualifications and experience requirements
* any other experience mentioned in an approval under 131.035 that the organisation holds.

### Responsibilities

The CEO is responsible for discharging the following duties:

* ensuring the safe conduct of operations in accordance with this exposition and the AOC which includes:
  + ensuring sufficient suitably experienced, qualified and competent personnel are available
  + a suitable management structure is in place
  + the organisation being adequately financed and resourced
* ensuring operations comply with the civil aviation legislation
* implementing and managing a safety management system (if any)
* ensuring procedures are in place for all personnel to understand the safety management procedures and practices
* setting and maintaining standards for flight and ground operations
* informing CASA of any changes to leasing, financing or other arrangements for the supply of aircraft that may impact the safe operation of balloon air transport operations
* ensuring all aircraft operated in balloon transport operations are maintained in accordance with the laws of the country of registration of the aircraft
* establishing and reviewing safety performance indicators and targets (if any)
* ensuring this exposition is monitored and managed for continuous improvement
* ensuring that training and checking of operational safety-critical personnel (other than flight crew) is conducted according to this exposition
* ensuring key personnel satisfactorily carry out their responsibilities in accordance with this exposition and the civil aviation legislation.

## Head of flying operations (HOFO)

### Qualifications and experience

The HOFO will have the following minimum regulatory qualifications and experience requirements:

* a valid commercial pilot (balloon) licence endorsed for the classes of all our Part 131 aircraft
* relevant operational experience in the conduct and management of balloon transport operations
* relevant and sufficient safety and regulatory knowledge for the safe conduct of our balloon transport operations
* the experience required of any approval under 131.035 {if applicable}
* at least 250 hours flight time as the pilot in command of a part 131 aircraft and at least 2 years’ experience in Part 131 aircraft operations {unless the requirements of approvals issued under 131.035 are different}.

### Responsibilities

The HOFO is responsible for safely managing all flying operations.

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

* monitoring and maintaining, and reporting to the CEO on {Sample Ballooning’s} compliance with the civil aviation legislation and the exposition content that related to flying operations
* ensuring all flight crew members are provided with all information and documentation to properly carry out their responsibilities
* ensuring the proper allocation and deployment of aircraft and personnel
* ensuring that the required reference library is available to flight crew members
* ensuring all flight crew training and checking is conducted as per the requirements of this exposition.

## Safety manager (SM)

We are not required to have a Safety Manager (SM) at this time.

The CEO and HOFO will act as the persons responsible for safety management by acting in accordance with the processes mentioned in this exposition.

### Qualifications and experience

RESERVED

### Responsibilities

RESERVED

## Head of training and checking (HOTC)

We are not required to have a head of training and checking (HOTC) at this time.

The CEO and HOFO will act as the persons responsible for training and checking by acting in accordance with the processes mentioned in this exposition.

### Qualifications and experience

RESERVED

### Responsibilities

RESERVED

## Inability of key personnel to carry out their responsibilities

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

During any planned or unplanned inability of a key person to carry out their responsibilities for 35 days or less, the authorised alternate will be appointed to assume the responsibilities of the position.

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

During any planned or unplanned inability of a key person to carry out their responsibilities that continues for longer than 35 days, the authorised alternate will be appointed to assume the responsibilities of the position.

The CEO (or other key person) will notify CASA of the appointment of an authorised alternate to a key person position and apply for an approval of a significant change in accordance with the procedures detailed in section 2.9.4 of this exposition.

### Key personnel inability – no authorised alternate available

During any planned or unplanned inability of a key person to carry out their responsibilities where there is no authorised alternate for that person, the CEO (or other key person) will appoint an appropriate person and arrange for them to be authorised by CASA. Operations will need to cease if a key personnel position is not filled by an authorised person.

The CEO (or other key person) will notify CASA of the inability of a person in a key person position to carry out their responsibilities if no alternate is available:

* prior to commencement if the inability if planned
* within 24 hours of becoming aware of the matter.

### Appointing new key personnel or alternate

The CEO (or other key person) will:

* action the significant change process outlined in chapter 4 Management of change
* notify CASA of the appointment of a person in a key personnel position and apply for their approval within 7 days of the change being made
* when approval is granted update the key personnel register and this exposition and notify all personnel.

## Remove a person as key personnel

CASA may, by written notice, direct {Sample Ballooning} to remove any of the key personnel if satisfied that the person is not:

* carrying out the safety responsibilities of their position
* if the person is the CEO – properly managing safety matters for which the person is accountable.

CASA must state the time within which the direction is to be complied with.

# Policies and procedures

## Illegal activities and consequences

Conviction of an employee of any illegal activity is a sufficient reason for immediate dismissal.

## Alcohol and drug usage by the operator’s personnel

Alcohol and illegal drug usage by personnel on duty are prohibited. In addition, all personnel, contractors or subcontractors who perform or are available to perform safety sensitive aviation activities (SSAA) for us must comply with our drug and alcohol management plan (DAMP).

See chapter 18 of this exposition.

## Precedence of approved flight manual

The pilot in command must operate the aircraft in accordance with all the requirements and limitations set out in the aircraft flight manual instructions, which include the flight manual, checklists, and any markings or placards relating to the aircraft.

The Approved Flight Manual (AFM) takes precedence over any other manual for a particular balloon. The AFM is the Manufacturer’s Flight Manual.

Sample Ballooning and the PIC are both responsible for ensuring that all operations are conducted in accordance with the AFM.

## Authority and responsibilities of the pilot in command

The pilot in command will be designated in the crew roster.

Commencing from the earlier of the time the flight begins to the later of the time the flight ends, the PIC has authority over the aircraft and the maintenance of discipline of all persons on the aircraft.

The PIC must ensure the safety of persons and cargo on the aircraft and the safe operation of the aircraft during flight.

The primary responsibility of the pilot in command is to ensure the safety of the:

* passengers
* flight and ground crew
* aircraft.

The PIC has ultimate authority over any flight and is the only person who can give the final approval to take off.

## Actions and directions by the operator or pilot in command

The pilot in command (PIC) may limit or prohibit a person on the aircraft from doing any activity which they consider to be unsafe.

In the first instance, the PIC should direct the person to stop the unsafe activity and if the person accepts the direction, normal operations may be continued. A report should be given to the HOFO as soon as practical about the matter via phone, email or verbally.

If the person does not accept the direction and the safety of the flight remains in jeopardy, the PIC may, using reasonable means:

* remove a person or a thing from the aircraft before the flight begins
* restrain a person for the duration of the flight or part of the flight
* seize a thing on the aircraft for the flight or part of the flight
* detain a person or a thing, until the person or thing can be released into the control of an appropriate authority.

Where it is difficult, or impossible, for the PIC to restrain a person, the PIC may enlist the assistance of other crew members or passengers to try to calm or restrain the person causing the safety issue.

If it becomes necessary when operating in controlled airspace or an area where other traffic may be affected, the PIC must declare a PAN or MAYDAY call and land as soon as possible at the nearest available suitable site to ensure the safety of the aircraft.

A full incident report and IRM report must be made after completion of the flight.

## Crew complement

All balloons must have a minimum flight crew of one qualified pilot who acts as the pilot in command of the balloon for a flight.

Each balloon for a flight shall also have at least one qualified ground crew who will be the retrieve vehicle driver. Balloons for a flight carrying 16 or more passengers must have at least 2 qualified ground crew/retrieve drivers.

## Crew members – power of arrest

A flight or ground crew member may, without warrant, arrest a person on the aircraft if:

* the crew member believes, on reasonable grounds, that the person is committing, is attempting to commit, is about to commit, has committed or has attempted to commit, an offence against the Act or CASA regulations in relation to the aircraft
* the purpose of the arrest is to ensure the safety of the aircraft or of its passengers, crew, or cargo
* if the crew member is not the PIC of the aircraft, the PIC has authorised the crew member to arrest the person without warrant.

The PIC of the aircraft must ensure that, as soon as practicable after the end of the flight, a person arrested as per this section is delivered into the custody of the Australian police.

## Persons permitted to operate controls

No person other than the PIC may operate the controls of the balloons except when the status of the person operating the controls is Pilot In Command Under Supervision (PICUS).

## Hand-over and take-over procedures

To hand over control during operations where one pilot is acting as PICUS, the PIC will say “handing over” but retain control. The other pilot will place their hands on the controls and say “taking over” at which time they will assume control of the balloon.

To take over, the PIC will place his hands on the controls and says, “taking over”. The pilot who was flying releases control to the PIC.

## Smoking not permitted

Smoking of any substance, including tobacco and electronic cigarettes, is not permitted on or within 15 metres of a balloon being prepared for flight, in flight, being deflated after a flight or being fuelled.

‘No Smoking’ placards in words or graphics are fitted to each aircraft in full view of all passengers.

## Portable electronic devices (PEDs)

The PIC may permit the use of portable electronic devices (PEDs) by flight crew or passengers only when they have determined that the operation of the device will not affect the safety of the aircraft.

In determining if the use of PEDs is permitted, the PIC must consider:

* potential interference with aircraft electronic equipment
* physical risk from an unsecured device during take-off and landing
* distraction risk
* nature of device and risk of battery fire.

Prior to use of a PED by a passenger, the passenger must have been briefed in accordance with the section Passengers – safety briefings and instructions.

If, after permitting the use of a PED, the PIC considers the use of the device has or may have an impact on the safety of the flight and, the PIC must immediately direct the person using the device to cease using it.

Note -More sample text and guidance on the use by the PIC of electronic devices for navigation and carriage of maps and charts is provided in section 3.11 in the Guide to the Sample Exposition

## Availability of checklists

All aircraft have checklists for normal and emergency operations. Checklists for each aircraft type are detailed in the Aircraft Checklists (Form A04) and a copy is on board each aircraft.

The HOFO is responsible for ensuring checklist content is up-to-date and in accordance with AFM instructions. Updates will occur as part of exposition continuous improvement procedures and anytime the AFM is updated.

The PIC will ensure checklists are available for their aircraft.

The PIC must operate the aircraft in accordance with all the requirements and limitations set out in the aircraft flight manual instructions, which include the flight manual, checklists, and any markings or placards relating to the aircraft.

## Carriage of CASA officers

A PIC is obliged to carry a CASA officer for a flight check when requested by the CASA officer and authorised by the HOFO. This does not override the authority given in section 3.4 Authority and responsibility of the pilot in command.

Authorised CASA officers may be carried in an aircraft for the purposes of checking flight crew members or observation of flight tasks. When carried, the authorised CASA officer is a crew member and is part of the crew of the aircraft. All such flights require the authorisation of the HOFO.

It is policy that a {Sample Ballooning} pilot must always be the nominated PIC unless the CASA authorised officer is conducting a proficiency check or rating issue on our personnel.

## Minimum heights

Our aircraft must not be flown over a populous area or public gathering below 1,000 ft above the highest feature or obstacle within a horizontal radius of 100 m of the point on the ground or water immediately below the aircraft unless:

* the aircraft is taking off, landing or is conducting manoeuvres necessary to achieve a safe landing
* the aircraft is participating in an approved air display
* the aircraft is engaged in a procedure to determine the suitability of a landing area for a landing
* the aircraft is conducting flight in order to navigate to a planned landing area.

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

Operations will be conducted in accordance with our procedures. If during an operation the PIC believes there is the potential to create a hazard, the PIC will reassess the on-ground or in-flight risk to determine whether the operation can be safely continued following modification, or if it should be terminated.

## Responsibility for serviceability and issue of survival and emergency equipment

The PIC is responsible for ensuring that any required emergency equipment is serviceable and carried in the balloons and retrieve vehicles as appropriate.

## Simulation of emergency or abnormal situations

The simulation of emergency or abnormal situations during balloon transport operations is prohibited.

Training in emergency and abnormal procedures must only be conducted on training flights or on the ground during training.

## Procedures for reporting and recording defects, etc

The pilot will record on the aircraft technical log, and inform the HOFO as soon as possible, any abnormal instrument indication, flight conditions, aircraft behaviour, operating limit exceedance, damage or defect that occurs on a flight, during set up or pack up.

## Procedures for reporting and recording incidents

The pilot will inform the HOFO as soon as possible of any incident that did or could have endangered the safe operation of the aircraft.

In addition to reporting to the HOFO, the pilot will report details of any incident through our reporting system using form A15 Hazard and Incident Report. Refer to the AIP for further guidance on reporting, including determination of reporting requirements to the ATSB under the Transport Safety Investigation Act of routine reportable matters, and immediately reportable matters.

## Persons not to be carried in certain parts of aircraft

Persons must not be carried in places other than in certified pilot and passenger positions within the aircraft.

## Picking up or setting down people or things during flight

The picking up or setting down of people or things during flight is not permitted. If after take-off with passengers, an intermediate landing is conducted to change passengers for a second flight, this is considered two flights.

## Dropping of things from the balloon

The dropping of people (including parachutists) or things during flight is not permitted.

## Conduct of commercial pilot training during transport operations

The PIC shall not permit commercial balloon pilot flying training for the initial issue of a CP(B)L under Part 5 of CAR to be conducted during balloon transport operations.

## Maximum passengers that may be carried

The maximum number of passengers carried must not exceed the lower of 24 or the number specified in the AFM and the maximum all up weight (MAUW) must not be exceeded.

The number of passengers located in a single passenger compartment must not exceed the number specified in the AFM.

## Conduct of recreational activities

The PIC of a balloon conducting a recreational operation must hold a CP(B)L or a CASA private pilot permit that authorises the activity.

Use of {Sample Ballooning} balloons for recreational activity must be approved by the HOFO.

# Management of change

## Change overview

All changes to operations, policies or procedures are made under the direction of the CEO in accordance with this chapter.

When actioning a proposed change, the management of change process flow in the figure below is followed.

## Approval and administration

The CEO is the change approver for all change proposals. This approval must be given prior to the implementation of any change proposal.

The HOFO is responsible for administering the change process.

## Identification of need for change

Change can be initiated for many reasons, including:

* new regulatory requirements
* audit report findings
* safety report findings
* continuous improvement process
* new business opportunities, or new or different kinds of aircraft
* change of key personnel.

Where a change is suggested, the CEO and HOFO verify if this is a change that {Sample Ballooning} wishes to action or is required by legislation to undertake.

As part of considering the change, it is necessary to assess the risks of the proposed change considering, at least but not limited to:

* resource requirements
* compliance considerations
* urgency of change
* implementation implications and strategy
* impact on safety.

## Management of change process

## Change process

Proposed change considerations

Below are the steps that {Sample Ballooning} will follow when considering a proposed change:

* Request for change raised; refer to Suggestion for Continuous Improvement (Form A02).
* CEO and HOFO will discuss any proposed changes. A decision will be made on whether there is a need identified to implement the change.
* HOFO will record a short summary of the change proposal in the operational records.

Evaluation of the change proposal

Proposal enters the evaluation phase: the CEO and HOFO will decide whether or not the item is an editorial matter, such as spelling, format, incorrect word or number, where it is determined that there is no safety impact that would affect the current organisation risk treatments (i.e. does not require a formal assessment of risk).

a. If YES – subject to the approval of the CEO / change approver, the change may proceed without consideration of risks. Proceed to Step 6.

b. If NO – associated risks need to be considered. The HOFO is responsible for facilitating and recording outcomes and actions from the review of risks.

Evaluation of the change may include internal and external stakeholders if considered appropriate. The evaluation should consider all the respective factors, including (but not limited to):

* number of affected stakeholders
* complexity of the proposal
* training requirements
* documentation changes required to support the change.

Consider the risk

The CEO is to review the risk level as part of their decision on whether to proceed with the change proposal.

After considering all treatments and mitigations, the consideration of risk process provides the CEO with a recommendation as to whether the change is considered to maintain, improve or is not likely to maintain or improve, aviation safety.

Determine if the change is significant or non-significant

1. Determine whether the change is significant or non-significant:

a. The CEO and HOFO will consider the change proposal against the regulatory requirements of significant change:

i. for the definition of significant change, refer to regulation 131.030 of CASR and section 23.4.2 of this exposition (definitions).

ii. a change in key personnel is always a significant change. In addition to Step 8 Significant change, Step 9 Significant change involving key personnel must be considered.

b. The determination includes a review of whether the change proposal has a positive or negative affect on aviation safety.

c. The change proposal is classified as either:

i. non-significant

ii. significant.

2. Non-significant change:

A non-significant change does not require CASA approval prior to implementation.

Note: A non-significant change that involves a change of company name, contact details or address must be notified to CASA prior to implementation.

On authority of the CEO, the change may be implemented.

A revised distribution of the exposition accompanied by an explanation of the changes will be provided to all staff members and to CASA as per the distribution process in subsection Exposition amendments.

3. Significant change:

A significant change requires CASA approval prior to implementation.

Prior to submitting an application to CASA, the following is to be conducted:

a. preparation of a draft copy of the amended exposition, including a summary of changes.

b. a review of all draft documentation to confirm that all risk actions / treatments have been actioned in preparation for the change.

The CEO is to prepare and dispatch a written application to CASA for approval of the change, including details of the change and a draft copy of the amended exposition. The CEO or nominee will liaise with CASA in relation to the approval process for the amended exposition.

Once approval for the change has been received from CASA, the CEO may authorise implementation of the change. A revised distribution of the exposition accompanied by an explanation of the changes must be provided to all staff members and CASA as per the distribution process in subsection Exposition amendments.

4. Significant change involving key personnel:

a. A change of key personnel is always defined as a significant change.

b. In certain circumstances, the immediate implementation of a change in key personnel will be required to continue operations. Where this is required, a review of regulations 131.100 of CASR is required to confirm that the circumstances meet the requirements of the regulations. If confirmed that the change proposal is permitted under those regulations, the CEO / change approver may proceed with implementation of the change prior to receiving CASA approval. Any change implemented under this paragraph is to be promulgated with an annotation that clearly identifies it as a significant change implemented prior to CASA approval. Provided the regulatory requirements are met, the revised / new key person may continue in the role until notification is received from CASA regarding the outcome of the application for approval of significant change.

Note: In implementing any change, all other requirements of {Sample Ballooning’s} exposition must be complied with. This includes induction and training requirements for key personnel, which must be completed prior to the key person commencing duties of the position.

c. If proceeding with an immediate change in key personnel prior to receiving CASA approval, the application to CASA for approval is to be made within 7 days of the new appointment if the new appointee is named in the exposition as an alternate person previously approved by CASA.

d. Where the change of key personnel appoints someone who is not an alternate to the position of CEO, if applicable, the directors of the company or a person nominated by them will make the application to CASA on behalf of {Sample Ballooning}.

Evaluation of the change / continuous improvement process

a. All changes are monitored both during implementation and upon completion of the change to ensure that any issues are not outside the scope of those identified in the evaluation of change and consideration of risk process. The monitoring process is also to ensure that any identified risk treatment plans have been actioned along with the change implementation.

b. Where issues are identified that require correction, the HOFO or any other member of staff must bring this to the attention of the CEO or applicable responsible manager.

Recording changes

A record is to be kept of the details of each change, including the date that the change was implemented in the exposition, using Continuous Improvement Register (Form A03). These records are to be kept in accordance with the policy on retention of documents.

# Exposition administration

## Distribution

This exposition is distributed to the personnel and entities in accordance with the distribution list at the beginning of this document.

## Continuous improvement of this exposition

The CEO and HOFO will meet at least annually to review the accuracy of operational information and data, and the effectiveness of the processes and procedures described in the exposition.

Each review considers the adequacy of policies, processes and procedures in terms of compliance with applicable civil aviation legislation and our objectives through the analysis of available data, including:

* the continuous improvement register
* information from hazard and incident report forms
* internal audit results.

More frequent reviews may be required to keep pace with changes in the scope of operations, amendments to the civil aviation legislation, or CASA directions relating to the exposition.

Outcomes are recorded in the Continuous Improvement Register (Form A03) and retained in accordance with Chapter 7 Record keeping.

## Monitoring compliance with this exposition

Within 3 months of completing the exposition continuous improvement review, the HOFO conducts a systematic comparison of documented procedures against observations of the procedures in practice.

Verification activities are to include:

* operational surveillance
* cross-checking of records
* interviews with personnel.

Full coverage of all documented procedures is required over a 5 year period.

Any identified discrepancies are to be investigated further and remedial action taken.

For each review cycle, the HOFO makes records indicating:

* the procedures sampled
* observations of sampled procedures in practice
* findings of non-compliance and root causes
* remedial action to secure immediate compliance
* proposed amendments to the exposition to rectify deficiencies.

The HOFO provides a final report to the CEO detailing the state of compliance with the exposition within 60 days of commencing this periodic review using Audit of Compliance and Facilities (Form A01).

## Amendments

### Request for amendment

Personnel are to inform the CEO or HOFO of any error, misinformation or superseded data noted in this exposition.

Personnel are also encouraged to submit suggestions for changes to procedures and content of this exposition to the CEO or HOFO for assessment and inclusion in the Continuous Improvement Register (Form A03) via email using the Suggestion for Continuous Improvement (Form A02).

### Amendment procedure

Amendments to the exposition are made by the CEO and HOFO using the management of change process.

{Sample Ballooning} uses the List of Effective Pages (LEP) and document change bars to identify new text or amended sections of the exposition.

### Issuing of amendments

When the exposition is amended, it is to be uploaded by the CEO or HOFO to the online portal and a notification will be emailed to all personnel, summarising changes including background, the reasons for change, and the implications for personnel.

The CEO or HOFO is to update the physical reference library.

On receipt of the amended version, all document holders must reply by email to confirm they have read and understood the amendments.

## Providing personnel with this document

This exposition is available to all personnel through the company online portal. New staff will be provided with access to the portal prior to commencing duties.

A hard copy version of the exposition is also available at the head office.

## Compliance with this document by personnel

We require all personnel to understand and comply with the requirements of the exposition.

All flight crew must read this exposition on induction and whenever amendments are made.

If a requirement is not understood, or it is not possible to comply with the requirement, clarification from the HOFO or CEO must be sought prior to undertaking a duty or responsibility.

Any ongoing issues or concerns that prevent personnel meeting the requirements should be addressed to the CEO in writing.

## CASA may give written notice to change the exposition

The CASA may, in the interests of safety, by written notice direct the company to change the company’s exposition. The CASA must state the time within which the direction is to be complied with.

# Facilities and resources

## Description of building infrastructure

Our operations are conducted at various locations {and aerodromes} as required. A main base of operations (head office) is located at:

{insert address details}

This building is used for administration and the management of operations. The building contains:

* CEO’s office
* HOFO’s office or space
* operations room for flight planning {and where flight plans are submitted}, with the following briefing equipment:
  + computer with internet access to NAIPS and BOM
  + storage for aircraft logbooks/technical logs
  + notice board
  + topographical map of the operating area,
* bookcase for the reference library or is maintained as an electronic copy
* kitchen and toilet.

## Aircraft resources and management

{Sample Ballooning} operates the following aircraft:

|  |  |  |  |
| --- | --- | --- | --- |
| **Balloon** | **Class** | **Model** | **Registration** |
| {Kavanagh} | 2 | G450 | VH- |
| {Cameron} | 1 | A120 | VH- |

All our aircraft are registered in Australia, hold a certificate of airworthiness, and are certified in the manned free balloon category.

{Sample Ballooning} is the registered operator for all aircraft operated.

## Care and maintenance of facilities

All our facilities must be kept clean, tidy and in good repair. Any personnel using the facilities are responsible for ensuring that it is left clean and tidy.

Defects or faults in equipment that may impact the quality of operations should be reported to the HOFO as soon as possible.

## Review of facilities

A regular audit of the facilities and resources is conducted by the HOFO to ensure the facilities are adequate.

Any issues identified must be recorded on form A02 Suggestion for continuous improvement.

## Temporary locations

Where operations are required to be conducted at a location other than home base, the following matters must be considered by the HOFO:

* personnel familiarity with the location and procedures
* location suitability for the task including a check of applicable NOTAMs and weather
* suitable facilities are available
* electronic access is available for briefing material
* communication with the operational headquarters is available.

# Record keeping

## Control of records

The majority of our records are electronic and stored on our server. Paper records are stored securely at our headquarters and archived electronically. Records fall into 3 broad categories:

* personnel records
* flight-related records
* administrative records.

The CEO is responsible for managing administrative records and the HOFO is responsible for managing personnel and flight-related records.

## Personnel training and checking records

Records are kept in accordance with the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of record** | **Electronic** | **Paper** | **Retention period** |
| Training and checking – flight crew |  |  | 5 years |
| Training and checking – ground support personnel |  |  | 1 year |
| Flight crew licence and medical (copy) |  |  | Period during which flight crew member is exercising privileges for {Sample Ballooning} |

Note: The retention time is the period after the person ceases to be a member of {Sample Ballooning} personnel that the record is kept.

### Making records

The Personnel Training and Checking Record (Form A14) is to be completed within 21 days after an employee carries out any training, checking or qualification activity (refer also to chapter 16 Training and Checking).

Records include specific information related to the activity undertaken, as well as the qualification/certificate or flying experience achieved.

Records are created and retained for the following:

* any training event
* any check, flight test, flight review or assessment of competency
* attainment of any qualification or certificate as mentioned in this exposition
* attainment of any flying experience that is required for the conduct of activities
* human factors principles or non-technical skills training.

### Availability of records

All current and archived records are available for review at our headquarters.

Personnel may review their own training and checking records at any time using secure access to the server.

Requests from other operators for a copy of training and checking records may be made to {Sample Ballooning}. In this case, the HOFO will arrange for the requested documents to be supplied within 7 days, provided that the employee has provided written approval for their release.

## Copies of flight crew licences and medical certificates

Pilots must give a copy of their flight crew licence and medical certificate to the HOFO upon initial employment and whenever an updated copy is obtained.

The HOFO will ensure a copy of the flight crew licence and medical certificate of each pilot is retained while the pilot is exercising the privileges of their licence for {Sample Ballooning}.

## Other records

### Administrative records

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of record** | **Electronic** | **Paper** | **Retention period** |
| DAMP (refer to Note below) |  |  | 5 years |
| Personnel (admin) |  |  | {X} years |
| Accident and incident reports |  |  | {X} years |
| Continuous improvement |  |  | {X} years |
| Internal audit |  |  | {X} years |
| General administrative correspondence |  |  | {X} years |

Copies of forms can be found in chapter 23 of this exposition.

### Flight-related documents

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of record** | **Electronic** | **Paper** | **Retention period** |
| Operational flight plan and flight notes, passenger lists and other trip records (refer to paragraph below) |  |  | 3 months after relevant flight |
| Pilot flight and duty rosters (refer to sub-section on rosters below) |  |  | 5 years from date record was made |
| Aircraft fuel consumption records |  |  | 3 months from date record was made |
| Aircraft logbook or technical log - Maintenance and airworthiness records |  |  | for one year after the aircraft operating life has ended or it has been permanently removed from the Register |
| DAMP and Fatigue records |  |  | 5 years from date record was made |
| Flight incidents |  |  | 3 months after the relevant flight |

At the conclusion of each balloon transport flight duty, pilots are required to email a copy of the operational flight note that includes the following information to {records@sampleballooning.com}:

* route flown
* take-off time and flight time
* weather observations
* weight and loading document(s)
* passenger list
* any notice of action, taken in an emergency by the pilot flying the aircraft that involves a contravention of the civil aviation legislation.

These documents are retained for at least 3 months after the relevant flight.

### Crew rosters and flight and duty records

Crew rosters are published by the HOFO fortnightly. Actual flight and duty times are recorded weekly by crew using an electronic copy of CAO 48.1 Appendix 4A Flight Crew Member Flight and Duty Record (Form A18) on the company portal and are automatically stored. Crew rosters and actual flight and duty times for each crew member are retained for 5 years from the date made.

### Flight note and trip records

Pilots are to complete the flight note, passenger list and any other trip records such as GPS track after the completion of the flight.

### Fuel consumption

Flight fuel consumption is data collected in accordance with our recording fuel quantity procedures in section 10.5.6 Fuel - post flight and is retained by the HOFO for ongoing monitoring.

### Maintenance and airworthiness records

The following records relating to maintenance and airworthiness are retained for at least one year after the aircraft’s operating life has ended:

* maintenance records or equivalent
* certificate of release to service or equivalent
* record of information made in a flight technical log for an aircraft
* a copy of the design of a modification or repair that is unique to the aircraft.

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

All DAMP records produced by {Sample Ballooning}, will be retained for 5 years after the date at which they would have been required to be notified to CASA (1 March and 1 September) and must be destroyed by the HOFO within 6 months of the expiry of this 5 year period.

## Disposal of records

Records are retained until the minimum retention period, specified in the tables in the Other records section of this document, has passed. All records may be archived when not in active use.

Disposal of archived records is only permitted following the expiration of the minimum retention period. Disposal of records means shredding paper records and permanently deleting electronic records.

Unlike other records which may be disposed of after the relevant period, DAMP records relating to AOD testing, or related sections, are destroyed within the 6 months following the required retention period.

## Requests for records made by CASA

A request from CASA to surrender documents is handled by our CEO. The CEO is responsible for:

* filing the request in the administration file titled {insert the file name and location}
* actioning the request within the timeframe specified in the request
* making a copy of the response and CASA receipt and attaching it to the same file
* liaising with the HOFO for provision of any operational or safety-related documentation.

# Reference library

## Composition of reference library

The reference library consists of:

* electronic access via company or private devices to the following documents:
  + Civil Aviation Legislation via internet <https://www.casa.gov.au/rules-and-regulations>
  + Federal Register of Legislation - <https://www.legislation.gov.au/Home>
  + Aeronautical Information Publications (AIP) via internet <https://www.airservicesaustralia.com/aip/aip.asp>
* electronic access via {company or private} devices to the following systems and documents:
  + flight and duty roster
  + booking and scheduling
  + all operational forms
  + exposition
* paper manuals / secure electronic copies (stored on our server) of:
  + {insert aircraft type e.g. Kavanagh 450} AFM and supplements
  + operating manuals of surveillance systems (e.g. transponder, if any).

Except for the exposition, the library is for reference purposes only. Relevant sections may be copied or printed as required.. Once printed documents are no longer ‘controlled’ and users should check online for the latest version.

The reference library includes the following consumable documents:

|  |  |  |
| --- | --- | --- |
| **Document name** | **Electronic** | **Paper** |
| Operational flight plan and flight note (A07) |  |  |
| Passenger list forms (A08) |  |  |
| Balloon loading sheets |  |  |
| Aircraft technical logs |  |  |

## Access to reference library

Printing or saving consumable documents and relevant sections of the exposition / manuals including AFM, flight notes, load sheets and regulations for operational purposes is permitted. However, they are to be considered uncontrolled when printed or saved. It remains the responsibility of each personnel member to ensure only authorised versions of operational documents are used and that the latest document version is used.

## Amendment and maintenance of reference library

The HOFO must review the operator-specific items in the reference library in accordance with that document’s amendment cycle and ensure it is updated it as required.

# Operational personnel

## Types of operational personnel

To manage our activities safely and efficiently, in addition to the key personnel positions, the following operational roles and designations exist:

* flight crew – pilots
* operational ground support personnel.

## Personnel to be fit for duty

All our personnel are prohibited from performing any safety-sensitive aviation activities (SSAAs) when unfit to perform that activity. Without limiting the definition, a person is taken to be, or is taken to be likely to be, unfit to perform a duty if:

* they are fatigued to the extent that their ability to safely perform the duty is reduced or likely to be reduced
* their ability to safely perform the duty is impaired, or likely to be impaired, because they have consumed, used or absorbed a psychoactive substance (including alcohol), or they have an illness or injury.

Any concerns regarding unfitness for duty due to drugs or alcohol will be managed in accordance with chapter 18 DAMP, while fatigue is managed in accordance with our Fatigue Management Plan detailed in chapter 17.

## Flight crew

### Flight crew members to be fit for duty

A pilot assigned for duty must not perform a safety-related duty for a flight if they are, or believe they will be, unfit to perform the duty or they have:

* consumed alcohol within 8 hours of commencing the duty
* produced, or would be likely to produce, an alcohol test result exceeding the permitted level of alcohol.

{Sample Ballooning} has a ‘no blame’ policy for reporting of inability to accept assignment to a duty. Pilots should feel no deterrent to refusing an assigned duty if unwell or for any safety related reason.

Any pilot who believes they cannot accept assignment for a duty must advise the HOFO as soon as possible, so a new crew member can be assigned to the flight as necessary.

The HOFO must ensure that a pilot is not assigned to a safety related duty on board an aircraft if the pilot is believed to be unfit for duty.

### Composition and number of flight crew

All aircraft are certificated for single pilot operations and all operations are conducted as single pilot operations except for operations conducted with a PIC under supervision (PICUS) with a supervising PIC.

### Assignment of pilot in command

Upon commencement of employment, pilots will complete their sections of the Pilot Personal Details and Training Record (Form A10) which is to be stored in the employee’s file.

All flight crew are assigned to duty by the HOFO. The flight crew roster assigns one PIC for the aircraft.

During training or checking flights the flight instructor is assigned as PIC.

### Flight crew qualifications and experience

All pilots must hold one of the following:

* a commercial pilot (balloon) licence issued by CASA
* a CAR certificate of validation.

In addition, all pilots must:

* be qualified and endorsed for the class and type of balloon to be flown
* have any other qualification or experience required and as required by this exposition.

### Flight crew responsibilities – pilot in command

The pilot in command is responsible for the safe operation of the aircraft and has final authority over the aircraft and the discipline of the persons on board. The pilot in command must:

* ensure:
  + the safety of persons on the aircraft
  + the safe operation of the aircraft during the flight
* conduct operations in accordance with the aircraft flight manual instructions and any conditions specified in the aircraft’s certificate of airworthiness
* conduct operations in accordance with this exposition
* ensure that aircraft flight times are correctly entered into maintenance documents at the completion of each day’s flying
* ensure accurate completion of their flight and duty time records
* maintain their pilot qualifications under Part 5 of CAR and advise the HOFO if they cease to be authorised to conduct operations.

### Flight crew training and competence

A flight crew member must only be assigned to, and undertake, a duty if the flight crew member is authorised to perform the activity under Part 5 of CAR, including completion of a required balloon flight review.

### Flight crew recent experience requirements

A flight crew member must only undertake a duty if they meet the Part 5 of CAR recent experience requirements for that operation.

Prior to acting as the pilot in command, the pilot must have completed at least 1 flight as pilot in command or pilot in command under supervision of a balloon in the immediately preceding 90 days. The flight must have included at least:

* 1 inflation of the balloon envelope
* 30 minutes of free flight time
* 1 deflation of the balloon envelope.

### Flight crew medical certificates

Flight crew must hold at least a current class 2 medical certificate for the exercise of the privileges of their licence before commencing any duty and provide a copy to {Sample Ballooning}. We will retain a copy of a pilot's medical certificate on the pilot's file.

## Other flight crew designations

This is not applicable; we do not designate flight crew to other duties.

## Operational safety-critical personnel – ground support personnel

We use the following ground support personnel to support flight operations:

* operational ground support personnel known as ground crew
* passenger transport drivers and translators.

Operational ground support personnel must successfully complete induction training and be assessed as competent prior to being assigned to, and carrying out, any duty. Training for operational ground support personnel is outlined in chapter 16 Training and Checking.

Duty statements for ground support personnel are provided to staff upon commencing the role and are available on the online portal.

Every balloon flight must be assigned at least one competent operational ground support person. Balloon flights carrying 16 or more passengers must be assigned at least 2 competent operational ground support personnel.

# Standard operating procedures

## Balloon operations

### Balloon technical data

See Manufacturers Aircraft Flight Manual for each balloon to access technical data.

### Normal procedures

See Manufacturers Aircraft Flight Manual for individual balloons; in addition to this, use the general checklist (Form A04).

### Emergency procedures

See Manufacturers Flight Manual for individual balloons.

## Flight planning and preparation

### Flying areas

{Sample Ballooning} operates in the {insert area} and {insert area}. We maintain a printed register and map of take-off and landing sites and SZs at {insert place}. An electronic version is stored at {insert link}.

### Operational flight plan and note

The pilot in command shall produce the operational flight plan and note for all flights using the Operational Flight Plan and Flight Note Form (Form A07).

An electronic or paper copy of the operational flight plan and flight note will be left with the retrieve ground crew prior to departure.

The PIC must ensure that after the flight the following information is recorded in the operational flight plan and flight note:

* the actual time of take-off
* place and time of any landing for the flight
* a flight with an intermediate landing, change of passengers and take-off for a second flight must be recorded as 2 separate flights
* the relevant weather observations.

A copy of the completed operational flight plan and flight note and any other trip records must be returned by the PIC to the office via email and filed.

The PIC must carry a readily available copy of the contact information for the relevant search and rescue services including the Joint Rescue Coordination Centre (JRCC) Australia SAR Hotline 1800 815 257

### Balloon take-off sites, landing sites and SZs

Pilots should use the Take-off, Landing Site / SZ Report form (Form A09) if they wish to add a take-off site, landing area or SZ to the register (Form A23). All amendments to the register must be copied to the HOFO by email who will ensure the printed and digital copies of the register are updated as soon as possible. Urgent amendments that may affect the next scheduled flight will be emailed to all pilots by the reporting pilot or HOFO on submission of the form A09 report.

### Flight preparation

Pilots will use appropriately updated company authorised flight planning software {insert} to prepare flight plans where possible. Weather information may be accessed via the software from NAIPS or other sources and applied to the flight plan. Loading data embedded in the planning software are compliant with company requirements and will be used.

Flight planning details produced by the software may be used to complete the relevant sections of the Operational Flight Plan and Flight Note Form (Form A07).

### Weather assessments

We use the following sources of informationfor weather assessment**:**

{insert}

### Pilot briefing

Before a flight the PIC will:

* obtain a briefing including local weather forecast and NOTAMS from an Airservices briefing facility (NAIPS). <https://www.airservicesaustralia.com/naips/Account/Logon> using {Sample Ballooning} logon details {insert link and details} from the base computer or their own device
* study the weather forecast in the two hours before planned take-off time and it must include any expected changes to surface conditions and forecast winds from planned take-off time to 2 hours after planned landing time
* for a flight in controlled airspace study the weather forecast for any relevant aerodrome within 10 NM of the planned flying area
* study any other relevant weather sources
* print a hard copy, or carry an electronic copy, of the operational flight plan and flight note (Form A07) and passenger list (Form A08) that contains the flight allocations, weight loadings and passenger list with local phone contact numbers
* carry the maps and charts (hard copy or electronic) of the planned flight area including airspace and SZ information
* check the balloon logbook/technical log to ensure the balloon is airworthy and released to service in accordance with chapter 14 of this exposition.

### Pilot documents and equipment

The PIC will ensure the following documents in hard or electronic copy, are carried on the flight:

* maps and charts
* emergency phone numbers
* licence and medical certificate
* AFM
* checklists

The PIC will ensure the following flight instruments and equipment is carried on the flight

* at least 2 spare sources of ignition for the burners
* approved portable fire extinguisher in basket
* manufacturer approved handling line(s) attached to basket
* hand-held or electronic compass to display drift direction
* navigation equipment – electronic or paper maps and charts
* VHF and UHF radios
* first aid kit suitable for the number of persons carried
* mobile phone
* Instruments to measure and display pressure altitude and vertical speed
* instrument to measure and display free air temperature
* spare batteries
* timepiece (maybe an analogue watch or electronic device displaying time)
* pilot restraint harness (if fitted)

gloves and ear protection.

### Retrieve vehicle equipment

RESERVED

### Flight notification

For all flights conducted in controlled airspace the pilot in command will submit a flight notification to ATS in accordance with {insert procedures}. ATS must be notified of significant changes to the flight plan or SARTIME.

For all flights the SARTIME will be noted on the operational flight plan and flight note form A07.

## Operations over remote areas

There are 3 designated remote areas within Australian territory.

Before commencing a flight in a designated remote area, the PIC is to ensure the aircraft is equipped with the our remote area survival kit.

Each kit contains a contents list and the PIC is to confirm the presence of all items in the bag. A kit contains sufficient equipment to cover a full crew and passenger compliment for the aircraft.

If additional survival equipment is carried, details of the equipment must be provided to the HOFO prior to departure.

The survival kit is to be stowed in an area where it is easily accessible but will not affect the operation of the aircraft.

## Flights over water

We do not conduct operations over water such as the sea, lake, bay or an estuary.

## Fuel procedures

### Overview

The primary goal of effective fuel management is to ensure protection of fuel reserves to allow safe completion of flight. All flights must carry sufficient useable fuel to complete the planned flight safely.

### Pre-flight fuel quantity check

Before a flight the PIC must carry out a fuel quantity check on each fuel tank in the basket and on the trailer by opening the liquid level valve and checking that liquid LPG escapes. The fuel quantity check must confirm that each tank is full.

The pilot will determine fuel quantity available before leaving the base by counting the number, and recognising the size, of the tanks in the basket and any available on the trailer or vehicle.

### Fuel considerations and calculations

#### Required fuel

Before departure, the pilot in command must ensure that sufficient fuel is on board the aircraft and trailer to complete the planned flight. The fuel required is:

* inflation fuel
* trip fuel
* discretionary fuel
* final reserve fuel.

#### Inflation fuel

See table under inflation fuel below.

#### Trip fuel

The following fuel use rate will be planned:

Table Fuel use rate

|  |  |  |
| --- | --- | --- |
| **Aircraft type** | **Inflation fuel allowance** | **Trip fuel use rate (e.g. litres / hour)** |
| Balloon A | {to be inserted} | X litres / hour |
| Balloon B | {to be inserted} | X litres / hour |
| Balloon C | {to be inserted} | X litres / hour |

#### Discretionary fuel

Discretionary fuel is the fuel to be carried in addition to the required inflation, trip and final reserve fuel for a planned flight to allow for variations from the planned flight time that may be caused by weather or limited landing opportunities.

{Insert process for determining discretionary fuel if specified by your operations}

#### Final reserve fuel

In calculating required fuel for a flight, a final reserve of 20 minutes of average flight time in accordance with the table under Trip fuel above must be included. Note that final reserve fuel may be used for ground handling of a balloon after the passengers have disembarked. Any use of final reserve fuel for whatever reason must be noted on the fuel record and reported to the HOFO.

### Monitoring fuel during flight

During all flights the PIC will conduct regular fuel checks by monitoring the fuel quantity remaining as indicated on the fuel tank gauges and maintaining awareness of fuel use over time.

#### Procedure if fuel reaches specified amounts

If, at any time during the flight, the amount of usable fuel planned to be remaining in the aircraft on planned final landing will be, or is likely to be, less than the fuel required in subsection 10.5.3 Fuel considerations and calculations, the PIC will evaluate the likely operational conditions and consider whether a precautionary landing can be conducted safely.

#### Minimum fuel state

When flying in controlled airspace the PIC will declare ‘Minimum Fuel’ when any change to the existing ATC clearance will result in landing with less than final reserve fuel.

### Emergency fuel situation

The aircraft is in an emergency fuel situation when the amount of usable fuel remaining in the aircraft on landing at the nearest place where a safe landing can be made will be, or is likely to be, less than final reserve fuel.

In this situation, the PIC must declare a fuel emergency by broadcasting ‘MAYDAY, MAYDAY, MAYDAY FUEL’ to ATC if flying under ATC clearance. The declaration of an emergency may make courses of action available that were not previously and allows ATC to apply extra flexibility in handling the aircraft. The PIC must also inform the ground crew retrieving the balloon of the situation and request assistance for a landing as soon as possible.

### Fuel – post flight

The authorised fueller or the PIC will enter the fuel used into the fuel record after the flight. (Form A21). Any significant unusual fuel quantity use must be reported to the HOFO.

### Fuel types

LPG propane is supplied in bulk by {supplier} to the company’s fuelling facility. Autogas LPG from a service station is an acceptable fuel.

### Fuelling procedures

#### Fuelling sources

Aircraft are fuelled from the company’s bulk tank or an autogas bowser at a service station.

Fuel tanks may be filled either in the basket or removed and filled outside the basket except at a service station when all tanks must be installed in a basket or on a trailer.

#### Conducting fuelling

Only authorised staff may fuel balloon fuel tanks. During the fuelling process the person responsible for fuelling will:

* operate the gas supply equipment in accordance with the manufacturer’s instructions
* ensure there are no persons in the balloon basket
* ensure no persons are smoking or using a naked flame within the fuelling area
* ensure no person operates an internal combustion engine, electrical switch, generator, motor or other electrical apparatus within the fuelling area
* ensure no equipment or electronic devices are operated within the fuelling area while fuelling is underway. This includes personal electronic devices such as mobile phones and tablets
* ensure at least one fire extinguisher suitable for extinguishing fuel and electrical fires is readily available for use by the person conducting fuelling. These extinguishers must be located on the fuelling equipment or positioned no closer than 6 m, and no further than 15 m, from the fuelling point
* ensure that the fire extinguishers approved for use are present
* complete the fuel documentation including the fuel added for each balloon section of form A21.

The ‘fuelling area’ is an area within 15 m of the basket or ground fuelling equipment if fuel tanks are fuelled away from the aircraft.

#### Action in the event of a malfunction or fire hazard

In the event of a malfunction or other fire hazard during fuelling:

* operate the emergency shut off switch or button {location}
* close all open valves if possible
* stop the fuelling operation and notify the appropriate fire service or other relevant authority (if any) of the nature of the fire hazard – consider evacuating the area.

Only resume fuelling when the fire hazard has been removed.

Within 24hrs, complete the Hazard and Incident Report Form (Form A15).

### Changing fuel tank with passengers on board

We do not change fuel tanks with passengers on board.

### Purging fuel tanks

When required for maintenance or transport of empty cylinders, fuel tanks may be purged to ensure there is no fire hazard.

Purging of fuel tanks may only be conducted by authorised staff. The following process for purging is to be followed: {insert process}.

Purged fuel tanks must be labelled {insert details}.

## Loading weights

The PIC must directly supervise the loading of the aircraft including passengers, equipment and fuel. Distribution of the load must be in accordance with the AFM or approved loading system. The PIC should ensure that an approximately equal weight of passengers is loaded into each passenger compartment and all passengers can assume the landing position.

The PIC must ensure the total maximum weight of the aircraft remains within AFM limits and will not fall below the minimum weight (if any).

Weight calculations, including last minute changes are conducted as per our procedures {insert} and recorded on the loading form (Form A 20).

## Collision avoidance

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

When flying in close proximity to or taking off from a group of multiple balloons:

* collision with another balloon especially basket to envelope contact should be avoided at all times
* if operating in close proximity the uppermost balloon must give way to a lower balloon
* pilots, whether lower or higher, must maintain radio contact with the other balloon regarding intentions
* no climbs greater than 200 ft/min unless the upper balloon is visible or is confirmed clear by radio
* no descents greater than 200 ft/min near any lower balloons unless radio contact has been made and intentions confirmed
* before take-off, the PIC must be able to see, or use their ground crew to look for, the location of all other balloons in the vicinity. If there is any doubt, radio contact should be made with the airborne balloons
* use the designated radio and channel on UHF to contact balloons from other companies.

### Avoidance of collision with other aircraft when operating in the vicinity of a non-controlled aerodrome

When operating in the vicinity of a non-controlled aerodrome:

* the PIC must maintain vigilance to see and avoid other aircraft
* a balloon must give way to aircraft taking-off and landing
* the PIC must not operate a balloon in a manner that creates a hazard to another aircraft, a person or property
* the PIC must maintain a listening watch on the appropriate VHF radio frequency and make required broadcasts.

Note: An aircraft is in the vicinity of a non-controlled aerodrome if it is all of the following:

* in uncontrolled airspace
* within 10 nautical miles of the aerodrome
* at a height above the aerodrome that could result in conflict with operations at the aerodrome.

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

When operating in any area:

* the PIC must maintain vigilance to see and avoid other aircraft
* the PIC must not operate a balloon in a manner that creates a hazard to another aircraft, a person or property
* the PIC must maintain a listening watch on the appropriate VHF radio frequency and make required broadcasts.

## SRR (transponder) or other surveillance device procedures

This is not applicable to our operations.

## Low flying

When operating at low level pilots will minimise disturbance to any stock or people and observe the requirements of any documented sensitive zones (SZs) or no landing areas.

The PIC will maintain situational awareness for hazards or obstacles in the flight path and maintain the basket in the orientation for landing in case of unintentional ground contact or emergency landing. If the surface wind is 10 knots or greater the PIC must maintain adequate obstacle clearance in case of low-level turbulence that may cause an unplanned descent.

If a pilot restraint harness is fitted, the PIC must wear the harness when operating at or below 500 feet AGL.

## Night flying operations

We do not operate flights at night.

## Navigation

Pilots are supplied with {insert equipment} for navigation and situational awareness. Updates to the software {insert software} will be advised by the HOFO and pilots will be responsible for ensuring they are using the latest software version.

## Flying in formation

We do not conduct formation flights.

## Communications

### Qualifications

Only personnel who are qualified under Part 5 of CAR, or who hold a radio operator authorisation issued under Part 61, Part 64 or CAO 95.54 may use the VHF aircraft radio.

### Use of radios

Unless instructed otherwise by ATS, VHF radios must be set to the relevant ATC, CTAF or area frequency.

UHF radios must be set to channel {insert channel number} for communications with the ground crew. {Other operator’s balloons can be contacted on channel x}.

### Communication monitoring in controlled airspace

For all flights in controlled airspace, the PIC shall continuously monitor the primary frequency, unless instructed otherwise by ATC.

### Communication monitoring outside airspace

Outside controlled airspace relevant radio transmissions will be continuously monitored by the PIC.

The PIC must carry a VHF radio on all flights.

## Use of aerodromes

The PIC will plan to take-off from and land at a location that is a place suitable for their balloon landing or take-off. See also section 13.4 Details of launch and landing areas used in regular operations.

The balloon must be able to safely land at or take-off from the location, considering all circumstances of the planned landing or take-off, including the current weather conditions.

## Unauthorised entry into prohibited or restricted areas

The PIC will not plan to fly into a restricted or prohibited zone. If an unintended incursion occurs the PIC will inform the controlling authority and follow their directions, otherwise attempt to fly out of the zone or if this is impossible land if safe to do so and inform the controlling authority.

If unauthorised entry into a restricted or prohibited area has occurred, the PIC must, within 24 hours of the incident occurring, submit a Hazard and Incident Report Form (A15).

## Air Defence Identification Zones (ADIZ)

The PIC for a flight shall comply with all procedures published in the authorised aeronautical information for a flight in an Air Defence Identification Zone (ADIZ).

The PIC will not plan to fly into a restricted or prohibited zone. If an unintended incursion occurs the PIC will inform the controlling authority and follow their directions, otherwise attempt to fly out of the zone or if this is impossible land if safe to do so and inform the controlling authority.

# Carriage of passengers and cargo

## Compliance with safety directions

All passengers must always comply with the written or verbal safety directions of the PIC or ground crew. If a passenger is not complying with a safety direction during flight the PIC will address the person directly on the requirement to comply. The PIC may if necessary request another passenger to assist. If on the ground the PIC may request the assistance of ground operational personnel.

## Carriage of cargo

Cargo means things other than persons carried in an aircraft.

The PIC must ensure that:

* cargo is not carried in a place where the cargo may damage, obstruct, or cause the failure of:
  + a control, of the aircraft
  + any other equipment that is essential to the safe operation of the aircraft
* cargo is not carried if the weight of the cargo exceeds the load limitations for the floor structure or any other load bearing components of the aircraft
* cargo must not obstruct, or restrict access to, an exit.

The PIC shall ensure that all cargo is secure at all times in flight.

## Psychoactive substances

Alcohol must not be provided, or consumed, by any person on board a balloon {except in the following operations e.g. marriage proposal or wedding ceremony exclusive flight – insert procedures}.

The PIC must ensure that no person is permitted to board the aircraft if the person's behaviour (for example lack of coordination, slurred speech, or aggression) indicates that they are affected by psychoactive substances and may pose a threat to safety. When a person is denied boarding for this reason, the PIC may contact the CEO or HOFO for further advice.

## Refusal to carry passengers or cargo

{Sample Ballooning} and its personnel shall not permit a person to travel, and a person shall not travel on a balloon, if at the time of travel, that person does not have the consent of the company or the PIC of the aircraft for that flight.

No person shall place upon a balloon any cargo if they do not have the consent of the company, or the PIC of the aircraft for that flight.

A person shall not behave in an offensive or disorderly manner and because of that behaviour, impact or potentially impact the safety of the aircraft or persons on the aircraft.

The PIC may refuse to allow a person to board the aircraft if there are reasonable grounds to believe that the person is likely to behave in an offensive or disorderly manner that is likely to endanger the safety of the aircraft or persons on the aircraft. This behaviour includes, but is not limited to:

1. a person assaults, intimidates or threatens another person (whether the assault, intimidation or threat is verbal or physical, and whether a weapon or object is used)
2. a person intentionally damages or destroys property.

It is the PIC's responsibility to ensure the safety of the aircraft and its occupants is not compromised by the carriage of unsuitable passengers or cargo. If the PIC decides to refuse to carry persons or cargo, their decision is final.

## Policy for off-loading passengers and cargo

If passengers or cargo is offloaded, for reasons associated with unplanned or unforeseen circumstances, the PIC must ensure that this will be communicated to the HOFO. All efforts will be made to ensure that the inconvenience to passengers have been minimised.

In all instances the PIC has the final responsibility for ensuring the aircraft is operated within load limitations and this must take priority.

All changes to the load shall be inserted by the PIC into the aircraft load documentation before departure.

## Passenger list

The PIC of each passenger-carrying flight must complete a passenger manifest or list using the Passenger list Form (Form A08) on paper or electronically and leave it with the operation’s ground crew retrieve vehicle driver.

## Briefing of passengers

Before boarding passengers will be briefed on the following topics by {insert method - such as verbal or written}

* safety in relation to ground equipment, including any envelope inflation fans
* safety in relation to any restricted access areas in the launch area
* the role and authority of ground support personnel and the pilot in preserving safety, including through giving instructions
* the wearing of suitable clothing (with an indication of what is unsuitable e.g. high heels)
* smoking prohibitions within 15 metres of the balloon during inflation and deflation, and on board, the aircraft, including in relation to the use of e-cigarettes
* procedures for boarding the aircraft.

Once boarded but before take-off passengers will be briefed by the PIC or their delegate on:

* the in-flight use and stowage of personal belongings and baggage
* instructions that the aircraft controls and equipment must not be interfered with
* the timing and posture for the landing position to be adopted for landing, as appropriate to the aircraft type design
* the landing position for a fast or hard landing
* a practice session for each passenger in adopting the correct landing position and the brace position
* the importance of remaining on board the aircraft after landing until instructed otherwise
* instructions on the location and use of any emergency equipment (e.g. life jackets) that is provided for individual passenger use
* instructions on the unlikely event of emergency situations, briefing, and how to respond
* the location of the Safety Briefing Card (Form A19).

Passengers with reduced mobility, and any accompanying person, will be given a specific briefing on what to do during an emergency evacuation.

## Passenger weights

### Standard passenger weights

The PIC is responsible for ensuring that the balloon is not overloaded at any time. We use the standard weight set out in Table 24.03 of the Part 131 MOS.

Standard weights will only be used for balloons with a passenger capacity of 7 or more.

### Actual passenger weights

For balloons with a passenger capacity of 6 or less, actual weights must be used.

Actual weights can also be used for balloons with a passenger capacity of 7 or more if the actual weights are available.

We cannot use both standard weights and actual weights on the same flight. The PIC must either have the actual weights for all the passengers on that flight or use the standard weights as detailed in section 11.8.1 of this exposition.

## Carriage of minors

Children under the age of 13 years may only be carried when accompanied by an adult, and children under the age of 3 years are not to be carried in free flight.

## Movement and surveillance of passengers on the ground

Passengers are to be kept clear of the inflation fan and basket during inflation. Passengers are to remain behind the hazard cones while the balloon is being inflated.

All persons, other than authorised persons, must be accompanied by a crew member or authorised person when embarking or disembarking or in the vicinity of the balloon. For this purpose, an authorised person is a trained ground crew member or driver.

## Intoxicated and offensive passengers

Intoxicated passengers are not permitted in or within 15 m of the balloon. Offensive passengers may be refused flight or be asked to leave at the discretion of the PIC.

## Scuba diving

Persons who have undertaken scuba diving in the 12 hours preceding launch time are not permitted to fly.

## Carriage of firearms

No person, including the PIC, is allowed to have a firearm in their possession during a flight.

## Persons requiring assistance

The PIC must not carry persons who require assistance due to sickness, injury or disability except {insert if any exceptions and therefore procedures}.

## Pregnant passengers

We have a policy not to fly a person who has informed the company that they are pregnant.

# Ground operations and movement of persons

## Operating aircraft

All flight and ground crew members are to remain vigilant when operating aircraft on the ground to ensure the safety of passengers or other people who may also be in the vicinity of aircraft. Only essential personnel, such as the pilot in command, other pilots and ground crew members may be within 15m of the inflation fan when the fan is operating.

## Standard visual signals

The PIC must comply with any standard visual signal received at an aerodrome, unless they reasonably believe that if they do so it is likely to endanger the safety of the aircraft, any person or property.

## Managing passengers

Passengers embarking the aircraft will follow the directions of the ground operational staff assigned to the task.

Before allowing the passengers to disembark the PIC will shut down the fuel system, ensure the balloon will not lift off as passengers disembark, and ensure the area is safe. Whenever possible the ground crew will assist with disembarkation.

The management of passengers in an emergency situation will depend on the type of emergency.

# Flight conduct

## Flight authorisation

Each flight must have the approval of the HOFO. The roster approved by the HOFO is deemed to be approval for a flight.

## Operational control

Operational control of a flight is exercised solely by the PIC.

## Documents to be carried on flights

The following documents and manuals must be carried in the aircraft, or on the ground, as noted during all flights.

If the document is marked as electronic, but an electronic device is not available, a physical copy must be carried. Where electronic documents are stored on a ‘cloud’ or remote storage device, ensure that a copy of the current electronic document is stored on the applicable device so that it is accessible in flight.

|  |  |  |
| --- | --- | --- |
| **Document** | **Carriage method** | **Notes** |
| Flight crew licence | Electronic or physical in the aircraft | Pilot preference |
| Flight crew medical certificate | Electronic or physical in the aircraft | Pilot preference |
| ASIC or AVID | Physical only in the aircraft |  |
| Aircraft flight manual instructions | Electronic or physical in the aircraft |  |
| Aircraft checklists (Form A04) | Electronic or physical in the aircraft |  |
| Aeronautical charts | Electronic or physical in the aircraft |  |
| Operational flight note | Electronic or physical on the ground | Lodged with operational ground crew assigned to the flight |
| Weight and loading documents | Electronic or physical on the ground | At the base or with operational ground crew assigned to the flight |

## Details of launch and landing areas used in regular operations

The HOFO or their delegate will maintain a master map (physical or electronic) covering the area flown for each base location and located on Google Earth on {insert location of information}. This map will have all known launch sites, landing areas and Sensitive Zones (SZ) marked.

The register will, where possible, include:

* height above sea level (for launch sites)
* type of SZ e.g. seasonal, type of hazard, minimum overfly height
* contact name and number of the landowner for all sites where known.

Pilots are responsible for ensuring that their flying maps (paper or electronic) contain all the information from the master map before operating in any area.

## Pre-flight procedures

### Pre-departure inspection of balloon

The PIC will complete the following checks of the equipment before the balloon leaves the base. {Insert your checklist}

The PIC will check the balloon logbook/technical log to ensure the balloon has a valid release to service and all components will remain within inspection date for the duration of the flight.

### Setting QNH - altitude check

Before take-off, the altimeter must be set to the QNH for the location obtained from ATC, other appropriate ATS source, BoM source or known elevation.

### Quick release launch rope

The quick release tie down/launch rope must be attached before cold inflation and not released until take-off.

## Departure (take-off and climb out) procedures

When taking-off and climbing out, the PIC must maintain situational awareness of other aircraft or obstacles in the vicinity.

## Enroute and descent procedures

Enroute and on descent, the PIC must maintain situational awareness of the position of other aircraft, weather developments, fuel use, balloon performance and passenger comfort.

### Air traffic control clearance and instructions

The PIC shall comply with any air traffic control (ATC) clearance and instructions unless non-compliance with the ATC authorisation is necessary for the safety of the aircraft or persons on board. The PIC must inform ATC about the non-compliance as soon as possible after they are unable to comply with a clearance or instructions.

## Pre-landing brief and checks

### Pre-landing passenger briefing

About five minutes before landing the PIC will give a safety briefing that reminds passengers:

* to stow personal belongings
* of the landing position and the cue for when to take the landing position
* that they must remain on board until instructed to disembark.

Two minutes before landing the PIC will instruct passengers to "take the landing position" and check all passengers have complied.

### Pre-landing checks

On approach to landing, the PIC will ensure loose articles are stowed, the burner is connected to fuel tanks with sufficient fuel, the pilot restraint harness if fitted is worn and the landing area checked for obstacles or hazards.

### Hard landing possible

If a hard landing is possible, passengers must be briefed to be prepared for a hard bump on landing, bend their knees to absorb the shock, hold tight to the rope handles and ensure all cameras and loose bags are securely stowed.

### Drag landing possible

If a drag landing is possible, passengers must be briefed on what may happen including that the basket may tip over onto the side and drag along, be reassured that it is normal and that they must hold on to the rope handles and wait for instructions to exit the basket after the basket has stopped moving whether it is upright or on its side.

## Approach and landing precautions

During final approach and landing, the PIC will check for hazards including powerlines on the approach and at the planned landing area as well as the undershoot and overshoot area.

Pilots may ask the ground crew to release a pibal at the planned landing area to determine the surface wind drift direction and communicate the information by UHF radio.

### Landing in calm or light wind conditions

When landing in calm or light wind conditions the normal passenger landing position is to be adopted. In dead calm conditions, the PIC must maintain situational awareness for obstacles and be prepared to deploy the handling line.

### Landing in other than calm or light wind conditions

If a moderate or fast wind landing is expected, the PIC will brief the passengers for a possible drag and tip-over landing and get them into the landing position in good time. The PIC will maintain a good lookout for hazards on approach. Once landed and the basket has stopped moving, the PIC will shut down the fuel system and ensure the balloon is sufficiently deflated before allowing the passengers to exit.

### Hard landing possible

A hard landing should be avoided but is possible in any wind conditions. If a landing is expected the PIC will brief the passengers for a hard landing, emphasising the need to bend their knees and get them into the landing position in good time. Once landed, the PIC will ensure that no passenger has been injured. The PIC will shut down the fuel system and ensure the balloon is sufficiently deflated before allowing the passengers to exit.

### Use of handling line

In becalmed or very light and variable wind conditions, where obstacles may create a hazard for landing, the PIC may deploy the handling line. The ground crew must be in position, wearing gloves and informed by the PIC of what is required. Communications may be direct or by using the UHF.

### Missed and baulked approaches

We encourage the PIC to exercise sound judgement and if for any reason they believe it is not safe to continue the approach and landing at a landing area to initiate another attempt or abort and navigate to an alternative landing site.

## After landing procedures

### After landing procedures

#### Balloon deflation

{Insert}

#### Disembarking passengers

Passengers may only disembark when directed by the PIC or ground crew assigned to disembarkation at the basket. Once on the ground passengers will be directed by the ground support personnel.

#### Balloon pack up

{Insert}

#### Transporting passengers from landing area

{Insert}

#### Ground crew duties and responsibilities

{Insert}

### Post-flight administration procedures

After each flight the PIC will complete their personal logbook, and the balloon logbook/technical log with the flight details and note any defects. If any defects are noted, the PIC must rectify the defect if authorised, otherwise inform the HAAMC or a maintenance authority holder. If the balloon will not be airworthy in time for the next scheduled flight the PIC or HAAMC must notify the HOFO, the administration and booking system.

The PIC or a trained person authorised by the company will ensure the balloon is fully refuelled after each flight.

## Adverse weather operations

We will not conduct flights in adverse weather conditions. The PIC may cancel a flight at any time up to immediately before take-off if weather conditions change and are considered unsuitable. If weather conditions change during flight such that the PIC considers it unwise to continue the flight, the PIC will inform the ground crew and land as soon as safe to do so.

## Emergency procedures

### Balloon emergency management

When responding to a balloon emergency, the PIC is to apply emergency procedures described in the aircraft checklists (Form A04).

The PIC will brief the passengers depending on the circumstances and type of emergency including fire on the ground or in the air and powerline contact. {insert}

### Pilot in command to report emergencies

When practicable and safe to do so, the pilot must advise Air Traffic Services of the occurrence of an emergency condition threatening the safety of the aircraft or persons on board.

The pilot must ensure phraseology for declaration of distress or urgency is in accordance with the AIP.

When a distress or urgency condition no longer exists, the PIC will ensure ATS is advised of the change and the declaration is cancelled.

After landing, the PIC is ultimately responsible for ensuring any immediately or routinely reportable matters are notified to the ATSB through the HOFO.

### Pilot in command to report contraventions relating to emergencies

If an emergency occurrence requires the PIC to take action in contravention of the civil aviation legislation, the PIC must report this immediately to the HOFO on completion of the flight. The HOFO will provide a written report where applicable to the ATSB, and to CASA within 2 business days of the occurrence and provide a copy to the PIC. Where the PIC is unable to contact the HOFO, then the PIC must make this report directly to the ATSB and CASA where applicable and provide a copy to the HOFO.

### Communication failure

If during flight VHF radio communication is lost, the PIC should refer to the EMERG section of the ERSA and follow the published procedures.

If UHF radio communication is lost, the PIC must contact the ground retrieve crew by mobile phone.

### Aviation distress messages

For information on distress messages and MAYDAY calls refer to the AIP.

## Reporting hazards to navigation

Whenever there are significant changes to the observed weather compared to the weather conditions present on the flight forecast, TAF or METAR, or the existence of hazardous or adverse conditions, the PIC shall advise air traffic services as soon as practicable or the operator of the aerodrome if aerodrome related.

However, if the PIC believes that the hazard has been previously reported then no report is necessary.

## Interception of aircraft

All flight crew should be aware of the procedures for interception by another aircraft set out in AIP ENR 1.12 Interception of civil aircraft.

# Airworthiness

## CEO responsibilities

The CEO has responsibility for ensuring aircraft maintenance and continuing airworthiness management is carried out correctly. The CEO will either carry out a duty or will assign duties to the HAAMC and/or maintenance organisations as follows:

* to ensure the documented maintenance schedule includes all the required aircraft and component maintenance and inspections (hours in service or inspection dates) from the current manufacturer's approved maintenance data
* to ensure contracted maintenance providers hold the appropriate approval
* to ensure any contracted maintenance provider holds the current approved maintenance data
* to forward airworthiness directives (ADs) to the maintenance personnel for applicability checks and compliance
* to ensure the ADs are included in the maintenance schedule.

At least annually, or when required, the CEO will review the performance of the HAAMC in conducting their duties.

## Head of aircraft airworthiness and maintenance control (HAAMC)

An individual will be appointed by to the position of HAAMC. The HAAMC will:

* have suitable qualifications or experience regarding the nature of our operations
* have knowledge, understanding and practical application of our airworthiness and maintenance control systems
* understand the regulatory requirements in relation to continuing airworthiness
* understand the HAAMC role and responsibilities within the organisation
* be unlikely to be affected by any conflict-of-interest associations or other employment.

### HAAMC duties

The HAAMC will:

* ensure all aircraft have a Certificate of Airworthiness as required for the operation
* ensure a current AFM is available in each aircraft including all current supplements
* ensure a current logbook / technical log exists for each aircraft
* use the continuing airworthiness recording system to:
  + ensure aircraft hours, technical log / logbook entries (including defects or deferred maintenance actions) for each aircraft flown that day are recorded
  + schedule any scheduled maintenance
  + update the data on completion of each maintenance task or inspection
  + manage the serviceability and fitment of any equipment.
* liaise with the maintenance provider to carry out scheduled or unscheduled maintenance, and after maintenance, carry out a review of the logbook / technical log for correct certification before assigning an aircraft to flying operations
* ensure the availability of aircraft for intended flights with respect to serviceability times-to-run, equipment serviceability and maintenance scheduling
* arrange for pilot maintenance training and competency assessment
* ensure the maintenance provider investigates and reports any major defects to CASA
* ensure the maintenance provider keeps the aircraft, logbooks / technical logs (and if applicable the component history cards) up to date.

## Logbook / technical log procedures

We use a balloon logbook / technical log to:

* notify if maintenance is required to be performed
* record defects or damage to the balloon that cause the aircraft to be unairworthy
* record all inspections, repairs and maintenance performed
* record the release to service when the aircraft is airworthy
* record cosmetic damage or unserviceabilities that do not cause the aircraft to be unairworthy. Refer to the AFM for permissible damage or unserviceabilities.
* record flight time
* certify for the conduct of the daily inspection and notify nil defects at the end of the flight.

### Pilot procedures

Before a flight, the PIC must check the logbook / technical log to ensure the following:

* the balloon components will not require inspection by inspection date or total time in service (TTIS) during the intended flight
* any defect or damage listed in the logbook / technical log is rectified prior to the intended flight if it may affect the aircraft’s airworthiness
* any equipment listed as unserviceable in the logbook / technical log will not be required for the intended flight or is not specified as mandatory equipment in the flight manual
* the previous post-flight entry has been certified correctly showing the date, signature and ARN of the person who performed the inspection.

Note: The logbook / technical log must not be carried on a flight.

The maintenance schedule is the manufacturer’s maintenance schedule. The pre-flight daily inspection is to be carried out in accordance with this schedule.

Pilots must record any defect on the technical log.

If an endorsement in the logbook / technical log is a major defect or major damage, the aircraft becomes unairworthy until the major defect or damage is rectified, the maintenance has been certified by an appropriately authorised or licenced person and the aircraft has been released to service.

Defects that are not major defects or damage may not render the aircraft unairworthy. The PIC will assess whether any such defect is in an item of equipment that is required for the flight. Some defects may render the aircraft unserviceable as the component or equipment is required by type certification. Other defects may be cosmetic or a permissible unserviceability and not render the aircraft unairworthy. Where the pilot is unsure, maintenance matters will be referred to the HAAMC for consultation with the maintenance provider or qualified maintenance engineer. Operational matters relating to the suitability of the aircraft for the intended flight will be referred to the HOFO.

## Scheduled maintenance

An electronic calendar {insert method} and /or whiteboard is used to track the scheduled balloon and component maintenance:

* The balloon maintenance calendar / whiteboard provides a notification of when maintenance is due with a x day alert.
* The Maintenance Authority holder who conducts or organises the maintenance is responsible for updating the electronic balloon maintenance calendar / whiteboard.
* The HAAMC uses the electronic balloon maintenance calendar/ whiteboard to monitor when maintenance is due.

## Pilot maintenance

Pilots may carry out maintenance provided all of the following have been met:

* they have been approved by the HAAMC or HOFO to carry out specific tasks listed in Schedule 8 Part 2 of CAR, or possess a CASA issued maintenance authority for tasks in addition to Schedule 8 tasks
* there is approved data and tooling available to the pilot
* any parts fitted have been stored, tracked and their installation recorded in the spare parts database recording system
* they are trained in the tasks required, including those where the pilot is authorised for an Airworthiness Directive inspection. Maintenance must be certified for in the logbook / technical log.

## Inoperative equipment

The PIC shall ensure that all required equipment of the balloon that is inoperative and is accessible or likely to be used in flight is placarded as inoperative prior to the commencement of a flight.

## Conduct of testing during transport operations

The PIC shall not permit a test of the aircraft or any of its components or equipment to be conducted during balloon transport operations.

This does not apply to a test of the aircraft during the course of checks associated with the normal operation of the aircraft.

# Equipment

## Approval of aircraft equipment

We will not conduct balloon transport operations unless all prescribed items of required equipment are approved and fitted to or carried in the aircraft and the aircraft is airworthy.

## Equipment serviceability

The PIC of a flight must check that flight instruments, navigation devices and surveillance equipment are operating correctly, and that batteries are charged before leaving the hangar. During the pre-take-off inspection and/or after hot inflation the PIC must check all other aircraft equipment and controls are operating correctly and are accessible to the PIC. Flight is only permitted with an inoperative item of prescribed equipment if it is approved by a permissible unserviceability in the AFM, or the alternative requirements are met.

As soon as practicable after completing a flight during which any equipment becomes inoperative, the PIC must enter the defect in the aircraft logbook / technical log and inform the HAAMC and HOFO. See 14.3.1 above.

## Survival equipment

We do not operate flights in remote areas or over water where survival equipment needs to be carried.

## Oxygen equipment and supplies

This is not applicable to our operations. Flights above 10 000 ft AMSL are not permitted and balloons are not equipped with oxygen.

## Portable emergency equipment

All balloon baskets are fitted with a portable fire extinguisher that complies with AD/BAL/ 13 Amdt 1 or as amended. Each balloon trailer carries a {insert type} extinguisher and each retrieve vehicle is equipped with a {insert type} extinguisher. Before leaving the hangar for a flight, the PIC must ensure that the fire extinguisher in the basket is fully charged (needle in the green). The ground crew will check the trailer and vehicle extinguishers.

All balloon baskets are fitted with a first-aid kit suitable for the maximum number of passengers carried. This will be inspected periodically {insert time period} to ensure that contents are complete and in good condition.

Emergency equipment must be easily accessible for immediate use in the event of an emergency.

## Equipment for flights over water

This is not applicable to our operations.

## Transponder and surveillance equipment serviceability

We do not conduct flights where a transponder or surveillance equipment is required.

## Pilot restraint harness

Where a pilot restraint harness is fitted to a balloon basket, the pilot operating the controls for a flight must wear the harness at least during the take-off and the landing phase and when operating below 500 ft AGL until the aircraft is finally secured to the ground. We recommend/require that the pilot restraint harness is worn throughout the flight.

# Training and checking

We are not required to have a CASA approved training and checking system but do conduct training and checking of pilots and ground crew.

## Crew and staff training in the use of emergency equipment

The HOFO is to ensure that all operational staff are familiar with the use of emergency equipment and receive a competency check at a minimum of 24-month intervals. The HOFO is responsible for introducing new equipment and training staff in its use.

Initial training and 24-month competency checks for pilots will be in accordance with our procedures listed at {insert document} and recorded on form A10 Pilot Personal Details and Training Record.

A pilot may complete a use of emergency equipment competency check when they complete their Balloon Flight Review (BFR) with the person who conducts the BFR. Ground crew and drivers', initial training and 24-month competency check is conducted in accordance with our procedures listed at {insert document} and recorded on the person's file. Ground crew and driver initial training and periodic competency checks may be conducted by the {operations manager / ground crew chief}.

## Causing or simulating failure of the altimeter

Simulated failure of flight instruments is not permitted unless no paying passengers are carried and the flight is being conducted for the purposes of flight training, checking or testing.

The only flight instrument that may be failed in the above circumstances is the aircraft altimeter.

## Flight crew – qualifications and training

### Qualifications

The commercial balloon licence requirements are detailed in Part 5 of CAR. All pilots will comply with these requirements. All pilots will hold a valid CP(B)L licence and be endorsed for the class and type of balloon they are rostered to fly.

A pilot must not act as PIC in commercial operations unless they have completed at least 1 of the following in the previous 2 years:

* a balloon flight review
* a flight instructor (balloon) rating initial issue or renewal flight test.

In the previous 90 days before a flight the pilot must also have had at least 1 flight that consists of 1 inflation, 1 deflation, and at least 30 minutes free-flight time as PIC or PIC under supervision.

### Induction and on-going training

All new pilots will be inducted into our operating procedures and the details recorded on form A11 Pilot Induction Training Course. The personal details of all pilots are recorded on form A10 Pilot Personal Details and Training Record.

New pilots are required to undertake area familiarisation flights by flying as PICUS until authorised by the HOFO to fly as PIC.

New pilots will satisfactorily complete the emergency training course and a competency check before being rostered as PIC. The details will be recorded on form A13 General Emergency Training Course and Competency Check Report.

The HOFO will authorise the endorsement of a pilot on a new class or type of balloon. {insert procedures}

### Emergency procedures training

All pilots will satisfactorily complete the emergency training course and a competency check at least once every 24 months. The topics for discussion and activities to be completed are detailed in {insert document}. The check will be conducted by the HOFO or a delegated flight instructor or senior pilot. The details will be recorded on form A13 General Emergency Training Course and Competency Check Report.

A pilot may complete an emergency procedures and use of emergency equipment competency check when they complete their BFR with the person who conducts the BFR.

## Ground crew – qualifications and training

### Qualifications

All ground support personnel who are required to operate vehicles will hold a current driver’s licence for the class of vehicle they are required to operate.

### Induction training

All new ground crew will be inducted into our operating procedures and the details recorded on form A25 Ground Crew Induction Training Course. The personal details of all ground support personnel will be recorded in form A24 Ground Support Personnel Personal Details Record.

New ground crew are required to act as second crew with a qualified ground crew until authorised to act as first crew by {insert person}.

New ground crew will satisfactorily complete the emergency training course and a competency check before being rostered as first crew. The details will be recorded on form A13 General Emergency Training Course and Competency Check Report.

### Emergency procedures training

All ground crew will satisfactorily complete the emergency training course and a competency check at least once every 24 months. The topics for discussion and activities to be completed are detailed in {insert document}. The check will be conducted by {insert person}. The details will be recorded on form A13 General Emergency Training Course and Competency Check Report.

# Fatigue management

## Fatigue management manual

{Sample Ballooning's} fatigue management plan is to operate in accordance with CAO 48.1 Appendix 4A and can be found here: {insert link}.

The HOFO will ensure that all rosters are designed in accordance with the flight and duty limitations of CAO 48.1 Appendix 4A.

## Pilot obligations

A pilot must not operate a balloon if they believe they are suffering, or will suffer, from fatigue which may impair their performance and affect the safety of the flight.

The HOFO must be contacted by phone, message or verbally as soon as possible by a pilot who is experiencing fatigue or who believes they will not be fit for duty for any reason.

This is critical for planning flight operations. {Sample Ballooning} will ensure a fatigued pilot does not operate a balloon when not fit for duty. If a replacement pilot for a scheduled flight is not available, the flight will be cancelled.

Insert procedures for fatigue awareness training (on-line source) and other company procedures for recurrent training.

# Drug and alcohol management plan (DAMP)

No member of {Sample Ballooning’s} personnel is permitted to perform a safety-sensitive aviation activity (SSAA) when under the influence of alcohol or other drugs (AOD), including prescription and over-the-counter medication, that may affect their safe performance of the SSAA.

No flight or ground crew member may consume alcohol or any psychoactive drug in the 8 hours before commencing duty.

# Safety management and accident and incident procedures

## Safety management system

RESERVED.

## Accident and Incident and hazard reporting

The details of what are immediately reportable and routine reportable matters, and when they must be reported are set out in the AIP. Any event that must be reported to the ATSB or CASA must be consulted with the HOFO or CEO before sending.

All hazards, incidents and accidents must be reported to the HOFO and form A15 completed as soon as practical after the event.

# Dangerous goods and live animals

## Carriage of dangerous goods

Dangerous goods may not be carried on a balloon transport flight.

All passengers will receive a notification that dangerous goods may not be carried before boarding.

## Carriage of live animals

Our company may, on request, consider an application from a passenger to carry an assistance dog for a visually impaired person. We are not required to grant the request.

If an assistance dog is to be carried, it must be placed on an absorbent mat and restrained so that it cannot move from the mat. The dog owner must receive a personal safety briefing.

No live animal may be carried on a balloon transport flight without the approval of the PIC, even if {Sample Ballooning} has granted a request.

The PIC may refuse to carry a live animal if they believe it may have an adverse effect on aviation safety. The PIC should consider the weather conditions and likely landing conditions as well as the animal's reaction to the noise of the burner its position in the basket.

# Commercial specialised balloon operations

Commercial specialised balloon operations already endorsed on {Sample Ballooning's} AOC are deemed to hold a Part 131.035 approval.

Commercial specialised balloon operations are conducted by {Sample Ballooning} under the conditions of their AOC and in accordance with the procedures for balloon transport flights in this exposition.

# {Sample Ballooning} AOC (copy)

{Insert of copy of your current AOC here}

# Appendices

## Forms

|  |  |
| --- | --- |
| Form no. | Title |
| A01 | Audit of Compliance and Facilities |
| A02 | Suggestion for Continuous Improvement |
| A03 | Continuous Improvement Register |
| A04 | Aircraft Checklists |
| A05 | Aircraft Technical Log |
| A06 | Electronic device Training and Competency Check |
| A07 | Operational Flight Plan and Flight Note |
| A08 | Passenger list |
| A09 | Take-off and landing sites report |
| A10 | Pilot Personal Details and Training Record |
| A11 | Pilot Induction Training Course |
| A12 | Key Personnel Familiarisation Training Record |
| A13 | General Emergency Training Course and Competency Check Report |
| A14 | Personnel Training and Checking Record |
| A15 | Hazard and Incident Report |
| A16 | Risk Assessment |
| A17 | Risk Register |
| A18 | CAO 48.1 - Flight Crew Member Flight and Duty Record |
| A19 | Safety Briefing Cards |
| A20 | Balloon loading weights |
| A21 | Fuel usage |
| A22 | Pre-departure Checklists |
| A23 | Take-off, Landing Sites and SZ Register |
| A24 | Ground Support Personnel Personal Details Record |
| A25 | Ground Crew Induction Training Course |

### Form A01 Audit of Compliance and Facilities

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date of Audit |  | | Audit period |  |  | |
| Conducted by |  | | | | | |
|  | | | | | | |
| Compliance | | Comments | | | | Compliant? Yes / No |
| Exposition compliance | |  | | | |  |
| Legislative compliance | |  | | | |  |
| Risk assessment processes | |  | | | |  |
| Flight & duty records | |  | | | |  |
| DAMP recurrency | |  | | | |  |
| Aircraft documentation | |  | | | |  |
| Pilot training and assessment records | |  | | | |  |
| Pilot performance monitoring | |  | | | |  |
| Facilities & Resources | |  | | | | Adequate? Yes / No |
| Exposition currency | |  | | | |  |
| Remote base facilities | |  | | | |  |
| Fly-away equipment | |  | | | |  |
| Aircraft | |  | | | |  |
| Any identified deficiencies? | | Yes / No | | | | |
| What, if any, improvements can be made? | |  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| CEO Acknowledgement | | | |
| Action | No Further Action ☐ Discuss with HOFO ☐ | | |
| CEO Signature |  | Date | Click here to enter a date. |

### Form A02 Suggestion for Continuous Improvement

Our continuous improvement process aims to improve the management, conduct and effectiveness of all activities conducted by the organisation.

Complete this form and send to the HOFO by e-mail. Additional recipients can be added in accordance with the distribution list in row 2 below.

>> TO BE COMPLETED BY THE PERSON MAKING THE SUGGESTION <<

|  |  |  |  |
| --- | --- | --- | --- |
| Submitted by |  | Date |  |
| Distribution list | CEO  HOFO  Other  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

|  |  |  |
| --- | --- | --- |
| Identify area of deficiency or ambiguity (tick) | ✔ | References and / or details |
| Exposition (all parts) |  |  |
| Flight Ops Management |  |  |
| Fatigue Management System |  |  |
| Facilities (buildings, computers & other equipment etc.) |  |  |
| Aircraft (equipment levels, suitability and serviceability etc.) |  |  |
| Aircraft Operating Procedures |  |  |
| Other (describe) |  |  |
| Suggested improvement & benefits: | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| HOFO acknowledgement | | | | | |
| Feedback given to originator | YES  NO | Discussed with | | CEO  HOFO | |
| Responsibility for action? |  | | | | |
| Resources required? |  | | | | |
| HOFO signature |  | | Date | |  |

### Form A03 Continuous Improvement Register

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Suggested by | Area of deficiency or ambiguity | Suggested improvement | Responsible person | Outcome |
|  |  |  |  |  |  |
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### Form A04 Aircraft Checklists

Insert your aircraft check lists for normal operations pre-flight checks, in-flight checks, pre-landing checks, after flight checks and emergency procedures.

{Sample Ballooning uses the CASA Aircraft Maintenance Certification Log Form 924 for its major balloon components}

### Form A05 Aircraft Technical Log

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date | Pilot | Route | Take-off time | Landing time | Total Flight time | Defects and maintenance |
|  |  |  |  |  |  |  |
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### Form A06 Electronic Device Training and Competency Check

|  |  |  |  |
| --- | --- | --- | --- |
| Pilot |  | ARN |  |
| Trainer |  | Date of training |  |

|  |  |
| --- | --- |
| Subjects / Discussion points | Complete  Yes / No |
| Company electronic device policy |  |
| Electronic device procedures |  |
| Electronic device components – iPad, GPS, mount, battery, charger, cables |  |
| Software update procedure |  |
| Human factors considerations for electronic device use |  |
| Electronic device operational use |  |
| Electronic device emergency procedures including battery overheat, fire and smoke |  |
| Electronic device isolation procedures after serious malfunction |  |
| Electronic device daily serviceability check |  |
| Management of electronic device serviceability and defect reporting |  |
| Practical demonstration with practice using the electronic device IAW company procedures |  |
| Electronic device Administrator Only |  |
| Management of hardware and accessories |  |
| Management of software application (including updates) |  |
| Data management process |  |
| Electronic device training and checking – induction & competency |  |
| Comments: | |
|  | |
| Trainer Acknowledgement | |

|  |  |  |  |
| --- | --- | --- | --- |
| Completed | YES  NO | | |
| Trainer Signature |  | Date |  |

### Form A07 Operational Flight Plan and Flight Note

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Balloon registration |  | Balloon type |  | Flight date |  |
| Pilot in command |  | PICUS |  | Total POB | 1. |
| 2. |
| Ground crew |  | Ground crew |  | Vehicle registration |  |
| Take-off site |  | Time |  |  |  |
| First flight landing site |  | Time |  | Second flight take-off time |  |
| Second flight landing site |  | Time |  |  |  |
| Flight time logged | 1. |  |  |  |  |
| 2. |
| Fuel used |  |  |  |  |  |
| Defects noted  PIC signature |  | | | | |

**Weather information** (Insert weather station)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Surface wind | Temp | Cloud base | Visibility | QNH |
| Station 1 |  |  |  |  |  |
| Station 2 |  |  |  |  |  |
| Weather trend |  |  |  |  |  |
| Observed or expected winds | 1000 | 2000 | 3000 | 5000 | 7000 |
| {insert station} |  |  |  |  |  |
| Notes |  | | | | |

**Safety equipment carried onboard**

|  |  |  |
| --- | --- | --- |
| Item | Number of items | Location onboard |
| Emergency first aid kit sufficient for the number of persons on board | 1 |  |
|  |  |  |
|  |  |  |

**Emergency and search and rescue services numbers**

|  |  |
| --- | --- |
| Service provider | Contact details |
|  |  |
|  |  |
|  |  |

**SARTIME**

If no contact or sighting of the balloon for 30 minutes after the planned landing time contact the HOFO, general manager or CEO.

### Form A08 Passenger list

|  |  |  |
| --- | --- | --- |
| Date | **Balloon reg** |  |
| Take-off location | Time |  |
| **Passenger name** | **Hotel**, contact **or local address** if not recorded elsewhere | |
| 1 |  | |
| 2 |  | |
| 3 |  | |
| 4 |  | |
| 5 |  | |
| 6 |  | |
| 7 |  | |
| 8 |  | |
| 9 |  | |
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| 18 |  | |
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| 20 |  | |
| 21 |  | |
| 22 |  | |
| 23 |  | |
| 24 |  | |

### Form A09 Launch and Landing Areas Report

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of site |  | | | | | |
| Location | Grid | | | Lat / Long (opt) | | |
| Owner  information |  | | | | Phone | |
| E-mail | |
| Notes | Mobile Phone Reception | Shelter |  | |  |  |
| Nearest town or village |  | | | | | |
| Site Diagram |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Elevation |  | Identifying features |  |
| Surface |  |  |  |
| Obstructions |  | Power lines |  |
| Comments |  | | |
| Reported by (Pilot) |  | Date of report |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Approved for company OPS | Signature | Date |  |
| Added to register of sites | Signature | Date |  |

### Form A10 Pilot Personal Details and Training Record – page 1

|  |  |  |  |
| --- | --- | --- | --- |
| Contact details | | | |
| Pilot name |  | | |
| Address |  | | |
| Phone | Business | After hours | Mobile |
| Email |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Next of kin | | | | |
| Name |  | | Relationship |  |
| Address |  | | | |
| Phone | Business | After hours | | Mobile |
| Email |  | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Credential & experience | | | | | |
| ARN |  | Medical | Class | | Validity |
| Last medical | Place Date Doctor's name | | | | |
| Hours - last 90 days |  | Last flight (if applicable) | | Date | |
| Aircraft types flown |  | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Previous flying summary | | | | | | | | |
|  | | | | | | | | |
| All flying (exc. tether) | | | | |  | \_\_\_\_\_\_\_\_\_\_ (hrs) | |  |
| PIC | PICUS | Tether | Student | TOTAL |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Training & assessment | | | | | | |
|  | | | | | | |
| Ground | | |  | Flight | | |
| Subject | Date | Certified by |  | Event | Date | Certified |
| Induction |  |  |  | Flight review |  |  |
| General emergency competency |  |  |  |  |  |  |

Form A10 Pilot Personal Details and Training Record – page 2

|  |
| --- |
| Notes |

|  |  |  |  |
| --- | --- | --- | --- |
| CEO signature |  | Date |  |
|  | | | |
| page 2 of 2 | | | |

### Form A11 Pilot Induction Training Course

|  |  |  |  |
| --- | --- | --- | --- |
| Pilot name |  | ARN |  |
| Trainer name |  | Date of training |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subjects / Discussion points | | | | Complete  Yes / No |
| Company training and assessment program | | | |  |
| Outline of company structure and governance | | | |  |
| Authorised Part 131 activities conducted by the company | | | |  |
| Company exposition content, structure and amendment processes | | | |  |
| Company safety management principles | | | |  |
| Balloon type training and questionnaire | | | |  |
| Balloon refuelling procedures | | | |  |
| Balloon daily inspection | | | |  |
| Management of aircraft serviceability and defect reporting | | | |  |
| Pilot maintenance training and certification | | | |  |
| Hazard and risk assessment and mitigation procedures for operations | | | |  |
| Rostering and fatigue management | | | |  |
| Completion of fatigue management learning module | | | |  |
| Remote base operational procedures | | | |  |
| Company DAMP induction | | | |  |
| Completion of CASA ‘Alcohol and other Drugs’ eLearning module | | | |  |
| Comments | | | | |
| Trainer acknowledgement | | | | |
| Completed | Yes ☐ No ☐ | | | |
| Trainer signature |  | Date |  | |

### Form A12 Key Personnel Familiarisation Training Record

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | ARN |  |
| Position |  | Date of training |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subjects / Discussion points | | | | Complete  Yes / No |
| Overview of company operation and scope of operations conducted | | | |  |
| Company exposition content, structure and amendment processes | | | |  |
| Regulatory authorisation and compliance procedures | | | |  |
| Outline of company structure and governance | | | |  |
| Internal reporting and communication procedures | | | |  |
| Outline of company administration systems | | | |  |
| Change management processes | | | |  |
| Company DAMP | | | |  |
| Company safety management principles | | | |  |
| Responsibilities & duties of position, supporting processes and procedures | | | |  |
| Summary of relevant requirements under Parts 91 and 131 of CASR | | | |  |
| Introduction to risk management procedures | | | |  |
| Rostering and fatigue management | | | |  |
| The following items are not required for the CEO position | | | | |
| Operations management | | | |  |
| Pilot training and assessment | | | |  |
| Operations procedure manual | | | |  |
|  | | | |  |
|  | | | |  |
| Comments | | | | |
| Trainer acknowledgement | | | | |
| Trainer name |  | | | |
| Trainer signature |  | Date |  | |

### Form A13 General Emergency Training Course and Competency Check Report (page 1)

|  |  |  |  |
| --- | --- | --- | --- |
| Flight or ground crew name |  | ARN |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Training element | | | |
| Trainer name |  | Date of training |  |
| Kind of balloon |  | Balloon Registration |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subjects / Discussion points | | | | Complete  Yes / No |
| General emergency procedures | | | |  |
| Balloon evacuation procedures | | | |  |
| Procedures for dealing with emergency situations see page 2 for details | | | |  |
| Procedures for location, removal and use of safety equipment | | | |  |
| Comments | | | | |
| Trainer signature |  | HOFO signature |  | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Competency check element | | | | | | |
| Checker name |  | | Date of check | |  | |
| Initial Check? | Yes / No | | Recurrent? | | Yes / No | |
| Subjects / check items | | | | | | Complete  Yes / No |
| General emergency l procedures | | | | | |  |
| Balloon evacuation procedures | | | | | |  |
| Procedures for dealing with emergency situations - see page 2 for details | | | | | |  |
| Procedures for location, removal and use of safety equipment | | | | | |  |
| Comments | | | | | | |
| Checker signature |  | HOFO signature | |  | | |

This form is continued over page

Note: the table on the following page (page 2) should be replicated for each subsequent check to ensure each required item is assessed at each check.

**Form A13 General Emergency Training Course and Competency Check Report (page 2)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Procedures for dealing with emergency situations  Each initial training and subsequent check must include the following items as referred from page of this form. | | | | | | |
| Checker name |  | | Date of training or check | |  | |
| Subjects / check items | | | | | | Competent  Yes / No |
| Fire in the air or on the ground, including how to use any fire extinguishers carried on the Part 131 aircraft and on any support vehicles | | | | | |  |
| A flammable gas leak while the aircraft is in the air or on the ground | | | | | |  |
| Contact between the aircraft and a powerline | | | | | |  |
| Emergency evacuation from the launch field or the balloon basket | | | | | |  |
| Ditching in water if operations are planned or likely to traverse any body of water, such as a lake, a bay or an estuary, at a horizontal distance of more than 1 km from the shore for longer than 5 minutes before being again over land | | | | | |  |
| The aircraft landing in trees | | | | | |  |
| Preparation for, and the handling of, a hard landing | | | | | |  |
| Emergency landing, whether with or without ground support personnel | | | | | |  |
| SAR procedures | | | | | |  |
| Comments | | | | | | |
| Checker signature |  | HOFO signature | |  | | |

### Form A14 Personnel Training and Checking Record

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | Trainee | Training / Check Details | Competent / Proficient  Yes / No | Trainee Signature | Trainer Signature |
|  |  |  |  |  |  |
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### Form A15 Hazard and Incident Report – page 1

In accordance with {Sample Ballooning's} safety management, this form is to be used to report all hazards and incidents that are identified or occur within company operations and is not limited to aviation operations.

The information supplied on this form will only be used to report on any aviation incidents and occupational health and safety incidents that would be relevant to the staff, customers and third-party contractors of {Sample Ballooning}. On receipt of this form, it will be actioned by the HOFO and you will be notified of the outcome. It will then be filed in our safety records as a means of supporting our company safety management.

>> PART A – to be completed by person reporting hazard <<

|  |  |  |  |
| --- | --- | --- | --- |
| Name of reporter  (leave blank if anonymous) |  | Contact phone (optional) |  |
| Date of occurrence |  | Local Time |  |
| Location |  | ATSB report submitted | Yes / No / NA |

|  |
| --- |
| Fully describe the hazard, incident or occurrence |
|  |

|  |
| --- |
| What do you consider to be the root cause and what actions have been taken or suggestions do you have to mitigate the hazard or prevent the incident or occurrence from happening again? |
|  |

This form is continued over page

### Form A15 Hazard and Incident Report – page 2

|  |  |  |
| --- | --- | --- |
| In your opinion, what is the likelihood of such an event or something similar occurring again? | | |
| UNLIKELY | PROBABLE | LIKELY |
| 1 | 2 | 3 |

|  |  |  |
| --- | --- | --- |
| What do you consider could be the worst possible consequence as a result of this event if it were to happen again? | | |
| NEGLIGIBLE | SERIOUS | CATASTROPHIC |
| 1 | 2 | 3 |

>> PART B – To be completed by the HOFO or assignee<<

|  |  |  |  |
| --- | --- | --- | --- |
| What were the results of the root cause analysis and what actions have been taken, or are being undertaken, to prevent the issue from occurring again in the future and / or to mitigate its consequences? | | | |
| Report | | | |
| Recommendations | | | |
| Signature |  | Date |  |

>> PART C – Acknowledgement by CEO <<

|  |  |  |  |
| --- | --- | --- | --- |
| CEO comments and recommendations | | | |
|  | | | |
| No further action  Feedback given to originator  Discuss with HOO | | | |
| CEO Signature |  | Date |  |

page 2 of 2

### Form A16 Risk Assessment – page 1

|  |  |  |  |
| --- | --- | --- | --- |
| Assessor name |  | Position |  |
| Task / client / location |  | | |

|  |
| --- |
| Pre-operational risk assessment  - review risk register  - review type of operation, location, balloon to be used, qualifications and experience of the flight and ground crew and any hazards external to the aircraft |
|  |

|  |  |
| --- | --- |
| Mitigation strategies and risk controls | |
| Issue | Strategy or control |
|  |  |
|  |  |
|  |  |
|  |  |
| (add rows as needed) |  |

|  |  |
| --- | --- |
| Flight risk management plan | |
| Issue | Strategy or control |
|  |  |
|  |  |
|  |  |
|  |  |
| (add rows as needed) |  |

This form is continued over page

Form A16 Risk Assessment – page 2

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Pre-flight risk review | | | | | |
|  | | | | | |
| Pilot name |  | | | Date |  |
|  | | | | | |
| Post-flight review | | | | | |
|  | | | | | |
| Assessor name | |  | Date | |  |
| Assessor position | |  | Signature | |  |

page 2 of 2

### Form A17 Risk Register

|  |  |  |
| --- | --- | --- |
| Issue title | Details | Strategy or control |
|  |  |  |
|  |  |  |
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### Form A18 Flight Crew Member Flight and Duty Record - CAO 48.1 Appendix 4A

Week 1

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FCM | NAME | Start | Sunday | | INSERT DATE | | | End | | Saturday | | INSERT DATE | |
| Date | FDP start | FDP finish | Total Duty | FDP extended?1 | Total Flight | Flt time extended?2 | 28 Day Flt Time | | 365 Day Flt Time | | Remarks | | Signature |
|  | | | | | Brought Forward | |  | |  | |  | | |
| SU |  |  |  |  |  |  |  | |  | |  | |  |
| MO |  |  |  |  |  |  |  | |  | |  | |  |
| TU |  |  |  |  |  |  |  | |  | |  | |  |
| WE |  |  |  |  |  |  |  | |  | |  | |  |
| TH |  |  |  |  |  |  |  | |  | |  | |  |
| FR |  |  |  |  |  |  |  | |  | |  | |  |
| SA |  |  |  |  |  |  |  | |  | |  | |  |
|  | | | | | Carry Forward | |  | |  | |  | | |

Instructions for extensions

Was your FDP extended – Yes / No? (annotate column as appropriate). If 'YES', provide a summary or reasons for the extension in the remarks section.  
Did your flight time exceed 7 hours – Yes / No? (annotate column as appropriate). If 'YES', provide summary and reasons for the extension in the remarks section.

### Form A18 Flight Crew Member Flight and Duty Record - CAO 48.1 Appendix 4A

Week 2

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| FCM | NAME | Start | Sunday | | INSERT DATE | | | End | | Saturday | | INSERT DATE | |
| Date | FDP start | FDP finish | Total Duty | FDP extended?1 | Total Flight | Flt time extended?2 | 28 Day Flt Time | | 365 Day Flt Time | | Remarks | | Signature |
|  | | | | | Brought Forward | |  | |  | |  | | |
| SU |  |  |  |  |  |  |  | |  | |  | |  |
| MO |  |  |  |  |  |  |  | |  | |  | |  |
| TU |  |  |  |  |  |  |  | |  | |  | |  |
| WE |  |  |  |  |  |  |  | |  | |  | |  |
| TH |  |  |  |  |  |  |  | |  | |  | |  |
| FR |  |  |  |  |  |  |  | |  | |  | |  |
| SA |  |  |  |  |  |  |  | |  | |  | |  |
|  | | | | | Carry Forward | |  | |  | |  | | |

Instructions for extensions

Was your FDP extended – Yes / No? (annotate column as appropriate). If 'YES', provide a summary or reasons for the extension in the remarks section.  
Did your flight time exceed 7 hours – Yes / No? (annotate column as appropriate). If 'YES', provide summary and reasons for the extension in the remarks section.

### Form A19 Safety Briefing Cards

Operators should develop their own safety briefing cards. For more guidance refer to Part 131 MOS Chapter 23 and [AC 131-02 Passenger safety briefing.](https://www.casa.gov.au/sites/default/files/multi-part-advisory-circular-91-19-ac-121-04-ac-133-10-ac-135-12-ac-138-10-passenger-safety-information.pdf)

### Form A20 Balloon Loading Weights

{Insert Sample Ballooning's loading document} This may be combined with the operational flight plan and flight note form A07.

Weight and load calculations

|  |  |
| --- | --- |
| Item | kg |
| Total weight envelope, basket, burner & sundries |  |
| Fuel - less inflation - at take-off |  |
| Pilot inc. bag |  |
| Total passenger weight including carry-on items |  |
| Total payload at take-off - A |  |
| Cargo (if any) |  |
| Maximum altitude ft AMSL |  |
| Temperature deg C |  |
| MAUW from load chart and load system - B |  |
| Spare lift B - A |  |

Cargo means things other than persons and their carry-on items carried onboard the aircraft.

### Form A21 Fuel usage

{Insert Fuel use record} This could form part of the technical log A05.

Balloon VH-XYZ Kavanagh 450

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Fuel used | Flight time | Pilot | Notes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

### Form A22 Pre-departure Checklists

{Insert Sample Ballooning's checklists}

### Form A23 Take-off, Landing and SZ Register

{Insert Sample Ballooning's checklists}

### Form A24 Ground Support Personnel Personal Details Record

{Insert Sample Ballooning's checklists}

### Form A25 Ground Crew Induction Training Course

{Insert Sample Ballooning's course details}

## Part 91 compliance matrix

| Legislation Reference | | Exposition | Comment |
| --- | --- | --- | --- |
| Reg | Title | Section No. |  |
| Subpart 91.A—Preliminary | | | |
| 91.005 | Application of Part 91—Australian aircraft in Australian territory | 1.5 |  |
| 91.010 | Application of Part 91—Australian aircraft in foreign countries |  | NA |
| 91.015 | Application of Part 91—Australian aircraft over the high seas |  | NA |
| 91.020 | Application of Part 91—foreign registered aircraft |  |  |
| 91.025 | Application of Part 91—foreign state aircraft |  | NA |
| 91.030 | Application of Part 91—aircraft to which Part 101, 103 or 131 applies |  | Only subregulation 91.030(3) applies |
| 91.035 | Application of Part 91—certain provisions of this Part do not apply if provisions of Part 105, 121, 133, 135 or 138 apply |  | NA |
| 91.040 | Issue of Manual of Standards for Part 91 |  |  |
| 91.045 | Approvals by CASA for Part 91 | 1.7 |  |
| 91.050 | Approvals by authorised persons for Subpart 91.T |  | NA |
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| 91.055 | Aircraft not to be operated in manner that creates a hazard | 3.14, 3.15, 10.9 |  |
| 91.060 | Unauthorised travel or placing of cargo on aircraft | 11.4 |  |
| 91.085 | NVIS flights |  | NA |
| 91.090 | All flights—airspeed limits |  | NA |
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| 91.100 | Electronic documents |  | NA |
| 91.105 | Carriage of documents |  | NA |
| 91.110 | Carriage of documents for certain flights |  | NA |
| 91.115 | Carriage of documents—flights that begin or end outside Australian territory |  | NA |
| 91.120 | Journey logs—flights that begin or end outside Australian territory |  | NA |
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| 91.140 | Operating an Australian aircraft outside Australia |  |  |
| 91.145 | Requirements to be met before Australian aircraft may fly | 6.2 |  |
| 91.150 | Operating aircraft with inoperative equipment—placarding | 14.6 |  |
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| 91.160 | Possessing firearm on aircraft | 11.4, 11.14 |  |
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| 91.170 | Operation of portable electronic devices | 3.11 |  |
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| **Division 91.C.9—Special flight operations** | | | |
| 91.180 | Air displays in Australian territory | 1.6, 3.14 |  |
| 91.185 | Conducting aerobatic manoeuvres |  | NA |
| 91.190 | Dropping things from aircraft |  | NA |
| 91.195 | Picking up or setting down people or things during flight | 3.21 |  |
| 91.200 | Persons not to be carried in certain parts of aircraft | 3.20 |  |
| 91.205 | Flying in formation | 10.12 |  |
| 91.210 | Towing of things by aircraft |  | NA |
| **Subpart 91.D—Operational procedures** | | | |
| **Division 91.D.1—Operational control** | | | |
| 91.215 | Authority and responsibilities of pilot in command | 3.4, 9.3.5, 13.2 |  |
| 91.220 | Actions and directions by operator or pilot in command | 3.5, 9.3.5 |  |
| 91.225 | Crew members—power of arrest | 3.7 |  |
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| 91.230 | Flight preparation (weather assessments) requirements |  | NA |
| 91.235 | Flight preparation (alternate aerodromes) requirements |  | NA |
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| 91.240 | Flight notifications |  | NA |
| 91.245 | Matters to be checked before take-off |  | NA |
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| 91.257 | Air traffic control clearances and instructions | 13.7.1 |  |
| 91.260 | Unauthorised entry into prohibited or restricted areas | 10.15 |  |
| 91.263 | Air defence identification zone flights | 10.16 |  |
| 91.265 | Minimum height rules—populous areas and public gatherings |  | NA |
| 91.267 | Minimum height rules—other areas |  | NA |
| 91.270 | Aircraft to be flown under VFR or IFR | 1.8 | VFR only |
| **Subdivision 91.D.4.2—Visual flight rules** | | | |
| 91.273 | VFR flights |  | NA |
| 91.275 | Specified VFR cruising levels |  | NA |
| 91.277 | Minimum heights—VFR flights at night |  | NA |
| 91.280 | VFR flights—compliance with VMC criteria |  | NA |
| 91.283 | VFR flights—aircraft not to exceed certain speeds |  | NA |
| 91.285 | VFR flights—flights in class A airspace |  | NA |
| **Subdivision 91.D.4.3—Instrument flight rules** | | | |
| 91.287 | IFR flights |  | NA |
| 91.290 | Specified IFR cruising levels |  | NA |
| 91.295 | IFR flights at non specified cruising levels—notifying Air Traffic Services |  | NA |
| 91.300 | IFR flights at non specified cruising levels—avoiding collisions with aircraft conducting VFR flights |  | NA |
| 91.305 | Minimum heights—IFR flights |  | NA |
| 91.307 | IFR take-off and landing minima |  | NA |
| 91.310 | Approach ban for IFR flights |  | NA |
| 91.315 | Taking off and landing in low visibility |  | NA |
| 91.320 | Specified aircraft performance categories |  | NA |
| **Subdivision 91.D.4.4—Avoiding collisions in the air** | | | |
| 91.325 | Basic rule | 10.7 |  |
| 91.330 | Right of way rules | 10.7 |  |
| 91.335 | Additional right of way rules |  | NA |
| 91.340 | Right of way rules for take-off and landing | 10.7 |  |
| **Subdivision 91.D.4.5—Avoiding collisions on water** | | | |
| 91.345 | Compliance with International Regulations |  | NA |
| 91.350 | Giving way to vessels | 10.7 |  |
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| **Subdivision 91.D.4.6—Avoiding collisions at or in the vicinity of aerodromes** | | | |
| 91.360 | Meaning of in the vicinity of a non-controlled aerodrome | 10.7 |  |
| 91.365 | Taxiing or towing on movement area of aerodrome |  | NA |
| 91.370 | Take-off or landing at non controlled aerodrome—all aircraft |  | NA |
| 91.375 | Operating on manoeuvring area, or in the vicinity, of non-controlled aerodrome—general requirements |  | NA |
| 91.380 | Operating on manoeuvring area, or in the vicinity, of non-controlled aerodrome—landing and taking off into the wind |  | NA |
| 91.385 | Operating on manoeuvring area, or in the vicinity, of non-controlled aerodrome—requirements that apply after joining the circuit pattern |  | NA |
| 91.390 | Operating on manoeuvring area, or in the vicinity, of non-controlled aerodrome—requirements related to maintaining the same track after take off |  | NA |
| 91.395 | Straight in approaches at non controlled aerodromes |  | NA |
| 91.400 | Communicating at certified, registered, military or designated non controlled aerodromes |  | NA |
| 91.405 | Aircraft in aerodrome traffic at controlled aerodromes |  | NA |
| **Division 91.D.5—Taking off, landing and ground operations** | | | |
| 91.410 | Use of aerodromes | 10.14 |  |
| 91.415 | Taxiing aircraft |  | NA |
| 91.420 | Parked aircraft not to create hazard | 3.15 |  |
| 91.425 | Safety when aeroplane operating on ground |  | NA |
| 91.430 | Safety when rotorcraft operating on ground |  | NA |
| **Division 91.D.6—Fuel requirements** | | | |
| 91.455 | Fuel requirements |  | NA |
| 91.460 | Oil requirements |  | NA |
| 91.465 | Contaminated, degraded or inappropriate fuels | 10.5.8 |  |
| 91.470 | Fire hazards | 10.5.8 |  |
| 91.475 | Fuelling aircraft—firefighting equipment | 10.5.8 |  |
| 91.480 | Fuelling aircraft—electrical bonding |  | NA |
| 91.485 | Equipment or electronic devices operating near aircraft | 10.5.8 |  |
| 91.490 | Fuelling turbine engine aircraft—low risk electronic devices |  | NA |
| 91.495 | Only turbine engine aircraft to be hot fuelled |  | NA |
| 91.500 | Hot fuelling aircraft—general |  | NA |
| 91.505 | Hot fuelling aircraft—procedures etc. |  | NA |
| 91.510 | Fuelling aircraft—persons on aircraft, boarding or disembarking |  | NA |
| 91.515 | Fuelling aircraft if fuel vapour detected |  | NA |
| **Division 91.D.7—Safety of persons on aircraft and cargo requirements** | | | |
| 91.520 | Crew members to be fit for duty | 3.2, 9.2, 9.3.1, 17.1, 17.2, 18 |  |
| 91.525 | Offensive or disorderly behaviour on aircraft | 11.4 |  |
| 91.530 | When smoking not permitted |  | NA |
| 91.535 | Crew safety during turbulence |  | NA |
| 91.540 | Means of passenger communication |  | NA |
| 91.545 | Seating for persons on aircraft |  | NA |
| 91.550 | Seating for flight crew members |  | NA |
| 91.555 | Seating for crew members other than flight crew members |  | NA |
| 91.560 | Restraint of infants and children |  | NA |
| 91.565 | Passengers—safety briefings and instructions |  | NA |
| 91.570 | Passengers—safety directions by pilot in command |  | NA |
| 91.575 | Passengers—compliance with safety directions |  | NA |
| 91.580 | Passengers—compliance with safety instructions by cabin crew |  | NA |
| 91.585 | Restraint and stowage of cargo |  | NA |
| 91.590 | Restraint and stowage of carry-on baggage |  | NA |
| 91.595 | Restraint and stowage of certain aircraft equipment |  | NA |
| 91.600 | Carriage of cargo—general | 11.2 |  |
| 91.605 | Carriage of cargo—cargo compartments |  | NA |
| 91.610 | Carriage of cargo—unoccupied seats |  | NA |
| 91.615 | Carriage of cargo—loading instructions |  | NA |
| 91.620 | Carriage of animals | 20.2 |  |
| **Division 91.D.8—Instruments, indicators, equipment and systems** | | | |
| 91.625 | Use of radio—qualifications | 10.13 |  |
| 91.630 | Use of radio—broadcasts and reports |  | NA |
| 91.635 | Communication monitoring in controlled airspaces | 10.13.3 |  |
| 91.640 | Use of radio outside controlled airspaces—listening watch of radio transmissions | 10.13.4 |  |
| 91.645 | Availability of instructions for flight data and combination recorders |  | NA |
| 91.650 | Flight recorders—preserving recordings of immediately reportable matters |  | NA |
| 91.655 | RVSM airspace |  | NA |
| 91.660 | Performance based navigation |  | NA |
| **Division 91.D.9—Miscellaneous** | | | |
| **Division 91.D.10—Signals, emergencies and hazards** | | | |
| 91.670 | Standard visual signals | 12.2 |  |
| 91.675 | Pilot in command to report hazards to air navigation | 13.13 |  |
| 91.680 | Pilot in command to report emergencies | 13.12.2 |  |
| 91.685 | Multi engine aircraft—pilot in command to land at nearest suitable aerodrome if emergency occurs |  | NA |
| 91.690 | Pilot in command to report contraventions relating to emergencies | 13.12.3 |  |
| 91.695 | Interception of aircraft | 13.14 |  |
| 91.700 | Aviation distress signals | 13.12.2, 13.12.5 |  |
| 91.705 | Flight in icing conditions—adherence of frost, ice or snow |  | NA |
| 91.710 | Flight in icing conditions—requirements for flight |  | NA |
| **Division 91.D.11—Causing or simulating failures etc.** | | | |
| **Subdivision 91.D.11.1—Causing or simulating instrument failure etc.** | | | |
| 91.715 | Causing or simulating failure of flight instruments | 16.2 | Altimeter only |
| 91.720 | Simulating IMC flying |  | NA |
| 91.725 | Training flight limitations etc. |  | NA |
| **Subdivision 91.D.11.2—Causing or simulating engine failure etc. for aeroplanes** | | | |
| 91.730 | Aeroplane flights in IMC or at night—engine not to be shut down |  | NA |
| 91.735 | Single engine aeroplane—VFR flights by day—engine not to be shut down |  | NA |
| 91.740 | Single engine aeroplane—simulating engine failure in IMC or at night |  | NA |
| 91.745 | Multi engine aeroplane—simulating engine failure—general |  | NA |
| 91.750 | Multi engine aeroplane—simulating engine failures in IMC or at night |  | NA |
| **Subdivision 91.D.11.3—Causing or simulating engine failure etc. for rotorcraft** | | | |
| 91.755 | Single engine rotorcraft—engine not to be shut down |  | NA |
| 91.760 | Single engine rotorcraft—engine failure not to be simulated and autorotation of main rotor system not to be initiated in IMC |  | NA |
| 91.765 | Single engine rotorcraft—simulating engine failure or initiating autorotation of main rotor system at night |  | NA |
| 91.770 | Multi engine rotorcraft—engine not to be shut down at certain altitudes in IMC or at night |  | NA |
| 91.775 | Multi engine rotorcraft—simulating engine failure in IMC or at night |  | NA |
| **Division 91.D.12—Psychoactive substances** | | | |
| 91.780 | Passengers—alcohol | 11.3, 11.11 |  |
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| 91.805 | Loading of aircraft |  | NA |
| **Subpart 91.K—Equipment** | | | |
| 91.810 | Requirements relating to equipment |  | NA |
| **Subpart 91.P—Cabin crew** | | | |
| 91.820 | Cabin crew—when required |  | NA |
| 91.825 | Cabin crew—number |  | NA |
| 91.830 | Cabin crew—knowledge of emergency and safety equipment and procedures |  | NA |
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| 91.835 | Aircraft with more than one certificate of airworthiness—application of Subpart 91.T |  | NA |
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| 91.840 | Restricted category aircraft—general operating requirements |  | NA |
| 91.845 | Restricted category aircraft—kinds of operations permitted |  | NA |
| **Division 91.T.3—Provisionally certificated aircraft—operating requirements** | | | |
| 91.850 | Provisionally certificated aircraft—operating requirements |  | NA |
| 91.855 | Provisionally certificated aircraft—kinds of operations permitted |  | NA |
| 91.860 | Provisionally certificated aircraft—operation for type certification or supplemental type certification |  | NA |
| 91.865 | Provisionally certificated aircraft—requirements for the carriage of people |  | NA |
| 91.870 | Provisionally certificated aircraft—additional requirements for operators |  | NA |
| **Division 91.T.4—Experimental aircraft—operating requirements** | | | |
| 91.875 | Experimental aircraft—operating requirements |  | NA |
| 91.880 | Experimental aircraft—kinds of operations permitted |  | NA |
| 91.885 | Experimental aircraft—maximum number of persons to be carried |  | NA |
| **Division 91.T.5—Primary category aircraft and intermediate category aircraft—operating requirements** | | | |
| 91.890 | Primary category aircraft and intermediate category aircraft—operating requirements |  | NA |
| **Division 91.T.6—Light sport aircraft—operating requirements** | | | |
| 91.895 | Light sport aircraft—operators |  | NA |
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| **Division 91.T.7—Special flight permits—operating requirements** | | | |
| 91.905 | Flights under special flight permits |  | NA |
| **Division 91.T.8—Miscellaneous** | | | |
| 91.910 | Application of Division 91.T.8 |  | NA |
| 91.915 | Aircraft with special certificates of airworthiness—maintenance release etc. |  | NA |
| 91.920 | Aircraft with special certificates of airworthiness—flight tests to be conducted in certain areas |  | NA |
| **Subpart 91.Y—Minimum equipment lists** | | | |
| **Division 91.Y.1—Preliminary** | | | |
| 91.925 | Definitions |  | NA |
| 91.930 | Requirements for minimum equipment lists |  | NA |
| **Division 91.Y.2—Approval of minimum equipment lists** | | | |
| 91.935 | Approval of minimum equipment lists |  | NA |
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| 91.940 | Approval of variations |  | NA |
| **Division 91.Y.4—Extensions of rectification intervals** | | | |
| 91.945 | Approval of extensions of rectification intervals |  | NA |
| 91.950 | Effect of approval |  | NA |
| 91.955 | CASA to be notified of extensions approved by a continuing airworthiness management organisation |  | NA |
| **Division 91.Y.5—Other** | | | |
| 91.960 | Operation of aircraft with multiple inoperative items not permitted in certain circumstances |  | NA |
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| 91.965 | Foreign registered aircraft—Chicago Convention |  |  |
| 91.970 | Foreign registered aircraft—special flight authorisations |  |  |
| 91.975 | Foreign state aircraft—approval to fly in Australian territory |  | NA |
| 91.980 | Foreign registered aircraft—major defect—CASA direction |  |  |
| 91.985 | Foreign registered aircraft—CASA to notify Contracting State of direction |  |  |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
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| 131.015 | | Definitions of balloon transport AOC and balloon transport operator | Definitions 23.4.2 | |  | |
| 131.020 | | Definition of specialised balloon operation | 1.6, 21 | |  | |
| 131.025 | | Definition of Part 131 recreational activity | Definitions 23.4.2 | |  | |
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| 131.045 | | Prescribed position—safety manager |  | | Reserved | |
| 131.050 | | Required material—reference library | 8.1, 8.3 | |  | |
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| 131.060 | | Balloon transport AOC required to conduct balloon transport operation | 1.5 | |  | |
| 131.065 | | Compliance with balloon transport AOC |  | |  | |
| 131.070 | | Compliance with conditions of balloon transport AOC |  | |  | |
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| 131.075 | | Application for balloon transport AOC |  | |  | |
| 131.080 | | Conditions for issue of balloon transport AOC | 14 intro and 14.1 | |  | |
| 131.085 | | Approval of exposition |  | |  | |
| 131.090 | | Condition of balloon transport AOCs | 2.1, 2.2, 6.2  Note only (c)(e) and (f) included | |  | |
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| 131.095 | Changes of name etc. | | | 4.5 | |  |
| 131.100 | Application for approval of significant changes | | | 2.9, 4.5 | |  |
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| 131.115 | CASA directions relating to exposition or key personnel | | | 2.10, 5.7 | |  |
| Division 131.B.4—Organisation and personnel | | | | | | |
| 131.120 | Organisation and personnel | | | 1.3 | |  |
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| 131.240 | Maximum period for use of foreign registered Part 131 aircraft in Australian territory | | |  | |  |
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| 131.365 | Flights over water | | | 10.4 | |  |
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| 131.385 | Fuel and ballast requirements | | | 10.5 | |  |
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| 131.570 | Qualifications and training for ground support personnel | | | 9.5.1, 16.4 | |  |
| Division 131.P.2—Other operational support personnel Reserved | | | | | | |
| Subpart 131.R—Part 131 recreational activities | | | | | | |
| 131.580 | Part 131 recreational activities must be authorised | | | 3.25 | |  |
| 131.585 | Procedures for carrying hang gliders | | | NA | |  |
| Subpart 131.S—Balloon flight crew licensing Reserved | | | | | | |
| Subpart 131.Z—Tethered gas balloons | | | | | | |
| 131.685 | Approval required to operate | | | NA | |  |
| 131.690 | Compliance with Part 131 Manual of Standards | | | NA | |  |
| 131.695 | Operation under cloud | | | NA | |  |
| 131.700 | Operation at night | | | NA | |  |
| 131.705 | Rapid deflation device required | | | NA | |  |
| 131.710 | What to do if balloon escapes | | | NA | |  |

## References

### Acronyms

The acronyms and abbreviations used in this sample manual/exposition are listed in the table below.

1. Acronyms

Example:

|  |  |
| --- | --- |
| **Acronym/ abbreviation** | **Description** |
| AAIS | Automatic aerodrome information service |
| ABN | Australian Business Number |
| AC | Advisory Circular |
| ACN | Australian Company Number |
| AD | airworthiness directive |
| AFM | aircraft flight manual (same meaning as flight manual) |
| AGL | above ground or water level |
| AIP | Aeronautical Information Publication |
| AMSL | above mean sea level |
| AOC | air operator’s certificate |
| AOD | alcohol and other drugs |
| ARN | aviation reference number |
| ATC | air traffic control |
| ATIS | automatic terminal information service |
| AWIS | aerodrome weather information service |
| CAA | Civil Aviation Act 1988 |
| CAAP | Civil Aviation Advisory Publication |
| CAO | Civil Aviation Order |
| CAR | Civil Aviation Regulations 1988 |
| CASA | Civil Aviation Safety Authority |
| CASR | Civil Aviation Safety Regulations 1998 |
| CEO | Chief Executive Officer |
| DAME | Designated Aviation Medical Officer |
| DAMP | drug and alcohol management plan |
| EASA | European Aviation Safety Agency |
| ELT | Emergency Locator Transmitter |
| ERSA | En Route Supplement Australia |
| FCM | flight crew member |
| FDP | flight duty period |
| FRMS | fatigue risk management system |
| ft | feet |
| HLS | helicopter landing site |
| HOFO | head of flying operations |
| HOO | head of operations of a flying training organisation |
| HOTC | head of training and checking |
| hPa | hectopascals |
| IAW | in accordance with |
| IRM | immediately reportable matter |
| ISA | International standard atmosphere |
| km | kilometre(s) |
| m | metre(s) |
| MOS | Manual of Standards |
| MTOW | maximum take-off weight |
| NAIPS | National Aeronautical Information Processing System |
| NOTAM | notice to airmen |
| PIC | pilot in command |
| PICUS | pilot in command under supervision |
| QNH | an atmospheric pressure adjusted to sea level and measured in hPa or millibars so that when QNH is set, the altimeter will read elevation AMSL |
| SM | safety manager |
| SMS | safety management system |
| SSAA | safety-sensitive aviation activity |
| T&C | training and checking |
| VFR | visual flight rules |
| VHF | very high frequency |
| VMC | visual meteorological conditions |
| WATIR | weather and terminal information reciter |

### Definitions

Terms that have specific meaning within this sample manual/exposition are defined in the table below.

If there are no 'Definitions', please delete this section.

1. Definitions

|  |  |
| --- | --- |
| Term | Definition |
| adult | a person who has turned 13 years of age |
| air display | organised flying performed before a public gathering, including the following:   * a contest * an exhibition of aerobatic manoeuvres * flying in formation * other aircraft operations associated with the air display. |
| aircraft (Part 131 aircraft) | a manned free balloon or a hot air airship |
| approval | an approval provided in writing by CASA under Part 131.035 or Part 91.045  For a foreign-registered aircraft operating in Australian territory, approval means that given under the laws of the state of the registry of the operator of the aircraft. Contact your closest CASA regional office for guidance on approvals. See the CASA website for regional office contact details. |
| approved maintenance data | data relating to how maintenance on aircraft, aircraft components or aircraft materials is to be carried out. This may be issued by the manufacturer, a modification designer, or be other instructions approved by CASA. |
| approved maintenance organisation | for the purpose of this guide, the holder of a certificate of approval issued under regulation 30 of the Civil Aviation Regulations 1988 (CAR) or balloon manufacturer. |
| approved person | a person approved by CASA |
| balloon | an unpowered, lighter‑than‑air aircraft |
| balloon component | the basket or gondola, burner, and any other associated aeronautical components of the aircraft (including fuel tanks). |
| balloon flying training | any training given to a person during flight time in a balloon for the purpose of increasing the person’s skill in flying the balloon, including balloon flying training:   * for a prescribed purpose under paragraph 206 (a) of CAR, conducted in accordance with Part 5 of CAR * that is a Part 131 recreational activity. |
| balloon flight review | a pilot proficiency check conducted in accordance with regulation 5.143 of CAR |
| balloon transport AOC | an AOC that authorises the operation of a Part 131 aircraft for a balloon transport operation. |
| balloon transport operation | an operation is a balloon transport operation if the operation is:   * a passenger transport operation conducted using a Part 131 aircraft that is a registered aircraft or a foreign registered aircraft; and * conducted for hire or reward; and * undertaken wholly within Australia; and * not undertaken as part of a flight into or out of Australian territory. |
| balloon transport operator | a person who holds a balloon transport AOC |
| carried | for equipment on an aircraft means fitted to or carried |
| Certificate of Registration holder | a certificate of registration (C of R) holder for a balloon, is an owner of a balloon who has applied for the balloon to be registered and is the nominated holder of the registration. |
| class of balloon | | Class of balloon | Description of balloon | | --- | --- | | Class 1 | Hot air balloons that have a volume of not more than 260,000 cubic feet | | Class 2 | Hot air balloons that have a volume of more than 260,000 cubic feet | | Class 3 | Gas balloons | |
| class B aircraft | A balloon or hot air airship is designated a class B aircraft for maintenance purposes. |
| commercial pilot | means the holder of a commercial pilot (balloon) licence |
| equipment | any reference to equipment being required, fitted, carried or accessible means – equipment which is operative or serviceable. |
| ground support personnel | one or more persons assigned by the operator of a Part 131 aircraft to perform duties on the ground related to the operation of the aircraft at any time during initial set up, inflation, take-off, flight, retrieval, landing and pack up. |
| final reserve fuel | the calculated amount of usable fuel, expressed as a period of time, required to be remaining in the fuel tanks on completion of the final landing of a flight before ground handling. |
| flight | in the case of lighter-than-air aircraft, the operation of the aircraft from the moment when it becomes detached from the surface of the earth or from a fixed object on the surface of the earth until when it becomes again attached to the surface of the earth or a fixed object on the surface of the earth. |
| free flight time | Untethered flight time in a balloon. |
| hot air balloon | a lighter-than-air aircraft that is not engine-driven and sustains flight through the use of an airborne heater |
| in-company | in relation to 2 or more Part 131 aircraft in flight, means such aircraft:   * that form a group and occupy a specific 3-dimensional volume of airspace * each of whose pilots in command self-separates from the other group aircraft in the volume of airspace.   It has the same meaning as flying 'in formation'. |
| launch restraint | a device for the temporary restraint of a free balloon before conducting a free flight |
| may | indicates an option in the context of the requirement |
| MBA | a mandatory broadcast area (MBA) is a volume of Class G airspace of defined lateral and vertical limits in which broadcast and other requirements apply. MBAs are specified in the AIP as in force from time to time. |
| mixed balloon | a manned free balloon that derives its lift from a combination of heated air and non-flammable lighter than air gas. |
| MOS | refers to the Part 131 or Part 91 Manual of Standards |
| must | indicates an obligation or necessity (i.e. a mandatory requirement) |
| night operations fuel | for a hot air balloon or hot air airship means the amount of fuel required to enable an aircraft, that is conducting a flight under the VFR at night, to remain airborne until conducting a landing by day. |
| operations manual | the terms operations manual and exposition are synonymous. |
| operator (of an aircraft) | * if the operation of the aircraft is authorised by an AOC – the holder of the AOC or * if the operation of the aircraft is not authorised by an AOC – the person, organisation or enterprise that makes the aircraft available to the aircraft’s PIC for a flight (CASR Dictionary) * See also section 1.1 |
| Part | unless otherwise specified refers to a part of the CASR |
| person | can include the pilot or an operator, a passenger, a ground support person, or another person. |
| a pilot | refers to any flight crew member (not necessarily the pilot in command) |
| Pilot authorisation | a Part 131 pilot authorisation includes:   * a commercial pilot (balloon) licence or * a CAR certificate of validation. |
| PIC (pilot in command) | the pilot designated as being in command and charged with the safe conduct of the flight. |
| public gathering | an assembly of people at a place on the basis of a general public invitation to attend at that place, whether or not a charge is made for attendance. |
| qualified | a person who holds a qualification or authorisation issued by CASA under Part 5 of CAR or a Part 131 ASAO unless otherwise stated.  For a foreign registered aircraft operating in Australian territory, qualified means a qualification attained, or authorisation under, the laws of the state of registry of the aircraft operator. |
| radio | as with other equipment, which is required to be fitted or carried, a reference to radio or a radio communications system means one which is operative. Where a radio is required the pilot must be qualified to use it (see 91.625). |
| recreational activity | means operating a Part 131 aircraft other than for one of the following:   * a balloon transport operation * a specialised balloon operation * balloon flying training (within the meaning of subregulation 5.01(1) of CAR) for the grant of a balloon flight crew licence (within the meaning of that subregulation) or a balloon flight crew rating (within the meaning of that subregulation).   Note: Balloon flying training for any of these purposes is a prescribed purpose under paragraph 206(a) of CAR which means an AOC is required to conduct this training. Balloon flying training conducted for other purposes is a Part 131 recreational activity.  Note: a Part 131 recreational activity does not include operating a Part 131 aircraft in any circumstances prescribed by the Part 131 Manual of Standards for the purposes of this subregulation. |
| regulations | in general, this refers to the Australian civil aviation legislation.  Specific reference is made to the Federal Aviation Authority (FAA)  (United States), and European Aviation Safety Agency (EASA) (European) regulations where necessary. |
| SARTIME | the time nominated by a pilot for the initiation of SAR action if a report has not been received by the nominated unit. |
| SARWATCH | * the time for a SAR alert, based on: * full position reporting procedures or * scheduled reporting times (SKEDS) or * SARTIME |
| Significant change | A significant change, for a balloon transport operator, means:  (a) a change in relation to any of the following:  (i) the location and operation of the operator’s main operating bases, including the opening or closing of main operating bases;  (ii) the operator’s key personnel;  (iii) a person authorised to carry out the responsibilities of any of the key personnel if the position holder is absent from the position or cannot carry out the responsibilities of the position;  (iv) the formal reporting lines for a managerial or operational position with safety functions and responsibilities that reports directly to any of the key personnel;  (v) the operator’s process for making changes that relate to the safe conduct and management of the operator’s balloon transport operations;  (vi) the kinds of balloon transport operations the operator is authorised to conduct under the operator’s balloon transport AOC;  (vii) the operator’s areas of operation, including beginning to operate in a new area;  (viii) the classes of Part 131 aircraft used in the operator’s balloon transport operations, including the addition of a new class; or  (b) a change in relation to any of the following that does not maintain or improve, or is not likely to maintain or improve, aviation safety:  (i) the plans, processes, procedures, programs and systems for the safe conduct and management of the operator’s balloon transport operations;  (ii) the qualifications, experience and responsibilities required by the operator for any of the operator’s key personnel;  (iii) any other aeronautical or aviation safety related services provided to the operator by third parties;  (iv) any change to the registration of a Part 131 aircraft used in the operator’s balloon transport operations;  (v) any leasing or other arrangements for the supply of a Part 131 aircraft used in the operator’s balloon transport operations; or  (c) a change required to be approved by CASA under these Regulations, other than a change that results in the reissue or replacement of an instrument previously issued by CASA in which the conditions or other substantive content of the instrument are unchanged. |
| special VFR | to operate under the special VFR, the PIC of a Part 131 aircraft must:   * be authorised by ATC and * operate by day and * conduct the flight clear of cloud and * maintain flight visibility of at least: * 1 600 m — for a height at or above 500 ft AGL * 100 m — for a height below 500 ft AGL. |
| subpart | unless otherwise specified, a subordinate part of Part 131 or Part 91 |
| suitable landing area | a place where, in the reasonable opinion of the PIC given the prevailing conditions, the aircraft can be safely landed without causing a hazard to persons or property on the ground or on the aircraft. |
| Tethered flight time | means any part of the flight time in the balloon during which the balloon is tethered |
| trip fuel | the amount of fuel required to enable a hot air balloon or hot air airship to fly from any point along a route until landing at a suitable landing area. |
| VMC criteria | meteorological conditions expressed in terms of the flight visibility and distance from cloud (horizontal and vertical) for a class of airspace. |

## Balloon inflation diagrams


A diagram of a vehicle and a basket

