



## ANNEX B TO AC 1-02 V4.0

# List of exposition headings and suggested content (Part 131 of CASR)

Annex B provides compliance matrix template for Part 131 of CASR operators. The list of headings and content directly aligns to the CASR 131 sample exposition, available on the [CASA website](#).

For consistency of understanding it is recommended that the structure and content of the sample exposition is used.

The list of headings in this Annex can be used as a checklist to ensure each subject is addressed in an operator's own exposition. The regulations are referenced against the headings to assist with compliance. The references against each of the headings are also found within the guide to the sample exposition.

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



**Acknowledgement of Country**

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

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## B.1 Checklist of headings and guidance - Policy and procedures – Part 131 – Balloon Transport Operations

Table 1. Policy and procedures – Part 131 – Balloon Transport Operations

Chapter	Section	Table of contents	Part 91	Part 131	Comments
1	1	<b>Operator compliance and administration</b>			
1	1.1	CEO management and safety statement		131.140(1)(a)	
1	1.2	Organisation name and details.		131.195(1)(a)(b)(c)	
1	1.3	Key personnel		131.120 131.195(1)(c) 131.195(1)(e)(iii)(iv)	Under Part 131 some key personnel positions are reserved for future use.
1	1.4	Third party service providers			Example third party providers are included in the sample exposition. If you do not wish to include a list of providers in your exposition, we suggest that you maintain this section and nominate it as RESERVED.
1	1.5	Authorised operations	91.005	131.005 131.060 131.195(1)(g)	This section is also cover by CAA section 28BE Duty to exercise care and diligence and CAA section 28BF Organisation, personnel etc.
1	1.6	Specialised balloon operations		131.020 131.035 131.325	Any relevant aerial work operations already approved under your AOC are deemed to be approved as specialised balloon operations under

Chapter	Section	Table of contents	Part 91	Part 131	Comments
					regulation 131.035 and must be conducted in accordance with your AOC procedures.
1	1.7	CASA Approvals	91.045	131.035	
1	1.8	Aircraft to be flown under visual flight rules	91.270	131.367 131 MOS Chapter 2	
1	1.9	Aircraft leasing arrangements		131.195(1)(l)	
<b>2</b>	<b>2</b>	<b>Key personnel</b>			
2	2.1	Organisational structure		131.090(e) 131.195(1)(c)(d)	If you are a corporation, you will need to include in your exposition a description of your corporate structure (subregulation 131.195(1)(d)). If you are not a corporation you are still required to include a description of your organisation's structure.
2	2.2	Key personnel position that must be filled		131.090(c)	
2	2.3	Appointment of key personnel (and alternates)		131.140(1)(a)(i)	
2	2.4	Key personnel familiarisation training		131.130	
2	2.5	Chief executive officer (CEO)		131.035 131.135 131.140 131.175	
2	2.6	Head of flying operations (HOFO)		131.145 131.150	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
				131.175	
2	2.7	Safety manager (SM)		131.165 131.170	This section is reserved for future use.
2	2.8	Head of training and checking (HOTC)		131.155 131.160	This section is reserved for future use.
2	2.9	Inability of key personnel to carry out their responsibilities		131.100(2)(3) 131.125	The earlier section 2.2 contains conditions under which a key person can carry out their responsibilities when they are not physically present or on site. It provides for assignment of responsibilities or duties to other persons.
2	2.10	Remove a person as key personnel		131.115	
<b>3</b>	<b>3</b>	<b>Policies and procedures</b>			
3	3.1	Illegal activities and consequences			
3	3.2	Alcohol and drug usage by the operator's personnel	91.520		Reference is also made to the DAMP in chapter 18 of the exposition.
3	3.3	Precedence of approved flight manual	91.095	131.255	
3	3.4	Authority and responsibilities of the pilot in command	91.215		
3	3.5	Actions and directions by operator or pilot in command	91.220		
3	3.6	Crew complement			

Chapter	Section	Table of contents	Part 91	Part 131	Comments
3	3.7	Crew members – power of arrest	91.225		
3	3.8	Persons permitted to operate controls	91.155		
3	3.9	Hand-over and take-over procedures			
3	3.10	Smoking not permitted		131.390 131.395	
3	3.11	Portable electronic devices (PEDs)	91.170 91.175		
3	3.12	Availability of checklists		131.260	
3	3.13	Carriage of CASA officers		131.195(1)(h)	
3	3.14	Minimum heights	91.055 91.180	131.305 Part 131 MOS Chapter 8	
3	3.15	Aircraft not to be operated in manner that creates a hazard	91.055 91.420		
3	3.16	Staff responsibility for serviceability and issue of emergency equipment			
3	3.17	Simulation of emergency or abnormal situations		131.250	
3	3.18	Procedures for reporting and recording defects, etc		131.285(1)(d)	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
3	3.19	Procedures for reporting and recording incidents		131.285	
3	3.20	Persons not to be carried in certain parts of aircraft	91.200		
3	3.21	Picking up or setting down people or things during flight	91.195		
3	3.22	Dropping of things from the balloon		131.310	
3	3.23	Conduct of commercial pilot training during transport operations		131.435	
3	3.24	Maximum passengers that may be carried		131.455 Part 131 MOS Chapter 25	
3	3.25	Conduct of recreational activities		131.580	
4	4	Management of change		131.110 Division 131.B.3	AC131-04 provides guidance on how to develop management of change processes and procedures.
4	4.1	Change overview		131.110	
4	4.2	Approval and administration			
4	4.3	Identification of need for change			
4	4.4	Management of change process			
4	4.5	Change process		131.030	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
				131.095 131.100 131.105 131.110 131.195(1)(m)	
<b>5</b>	<b>5</b>	Exposition administration			
5	5.1	Distribution			
5	5.2	Continuous improvement of this exposition		131.140(1)(d)	
5	5.3	Monitoring compliance with this exposition		131.150(2)(a)	
5	5.4	Amendments		131.140(1)(d) 131.150(2)(a)	
5	5.5	Providing personnel with this document		131.205 131.270	
5	5.6	Compliance with this document by personnel		131.200 131.210	
5	5.7	CASA may give written notice to change the exposition		131.115	
<b>6</b>	<b>6</b>	Facilities and resources			
6	6.1	Description of building infrastructure		131.140(1)(a)(iii)	This section is also covered by section 28BG of the Act.



Chapter	Section	Table of contents	Part 91	Part 131	Comments
6	6.2	Aircraft resources and management	91.145	131.090(1)(f) 131.150 131.195(1)(i)	
6	6.3	Care and maintenance of facilities		131.195	
6	6.4	Review of facilities		131.195	
6	6.5	Temporary locations			If you do not utilise temporary bases you should mark this section as RESERVED.
<b>7</b>	<b>7</b>	<b>Record keeping</b>			
7	7.1	Control of records			
7	7.2	Personnel training and checking records		131.215 131.220 131.230	
7	7.3	Copies of flight crew licences and medical certificates		131.225 131.230	
7	7.4	Other records		131.285 Chapter 6 of the Part 131 MOS	This section is also covered by regulation 99.105 and CAO 100.5.  Also CAO 48.1 (DAMP and Fatigue records), CAO100.5 (Maintenance and airworthiness records).
7	7.5	Disposal of records			This section is also covered by regulation 99.105 DAM record keeping.
7	7.6	Requests for records made by CASA			This section is covered by regulation 99.105.

Chapter	Section	Table of contents	Part 91	Part 131	Comments
<b>8</b>	<b>8</b>	Reference library			
8	8.1	Composition of reference library		131.050 131.150	Paragraph 131.150(2)(d) of CASR requires the HOFO to take responsibility for ensuring the reference library complies with Section 28BH of the Act.
8	8.2	Access to reference library			
8	8.3	Amendment and maintenance of reference library		131.050	
<b>9</b>	<b>9</b>	Operational personnel			
9	9.1	Types of operational personnel			
9	9.2	Personnel to be fit for duty	91.520		
9	9.3	Flight crew	91.520 91.215 91.220	131.565 131 MOS Chapter 27 131.255 131.225	This section also covered by CAO40.7. This section also covered by CAR5.144.
9	9.4	Other flight crew designations		131.195(1)(h)	
9	9.5	Operational safety-critical personnel – ground support personnel		131.300 131.570 131 MOS Chapter 28	
<b>10</b>	<b>10</b>	Standard operating procedures			
10	10.1	Balloon operations			

Chapter	Section	Table of contents	Part 91	Part 131	Comments
10	10.2	Flight planning and preparation		131.030 (a)(vii) 131.195(1)(g) 131.195(1)(h) 131.275 131.280 131.290 131.295 131.340 131.345 131.350 131.385 131 MOS Chapter 5 131 MOS Chapter 12 131 MOS Chapter 13 131 MOS Chapter 14 131 MOS Chapter 21 Part 131 AMC/GM	This section is also covered by the Part 131 AMC/GM.
10	10.3	Operations over remote areas	Division 26.15 of the Part 91 MOS		
10	10.4	Flights over water		131.365 Part 131 MOS Chapter 18 Flights over water	
10	10.5	Fuel procedures	91.465 91.470 91.475 91.480 91.485	131.195(1)(h) 131.380 131.385 131 MOS Chapter 21	
10	10.6	Loading weights		131.195(1)(h)	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
				131.255 131.445 131.450 131 MOS Chapter 24	
10	10.7	Collision avoidance	91.325 91.330 91.340 91.350 91.360	131.355 131.360 131 MOS Chapter 17	
10	10.8	SRR (transponder) or other surveillance device procedures		131.460 131 MOS Chapter 26	
10	10.9	Low flying	91.055		
10	10.10	Night flying operations		131.315	
10	10.11	Navigation			
10	10.12	Flying in formation	91.205		
10	10.13	Communications	91.625 91.635 91.640	131.353 131.354 131 MOS Chapter 15 131 MOS Chapter 16	
10	10.14	Use of aerodromes	91.410		
10	10.15	Unauthorised entry into prohibited or restricted areas	91.260		

Chapter	Section	Table of contents	Part 91	Part 131	Comments
10	10.16	Air Defence Identification Zones (ADIZ)	91.263		
<b>11</b>	<b>11</b>	Carriage of passengers and cargo			
11	11.1	Compliance with safety directions		131.420	
11	11.2	Carriage of cargo	91.600	131.425	
11	11.3	Psychoactive substances	91.780 91.785 91.790		
11	11.4	Refusal to carry passengers or cargo	91.060 91.160 91.525 91.790	131.195(1)(h) 131.400	
11	11.5	Policy for off-loading passengers and cargo			
11	11.6	Passenger manifest		131.280 131.285	
11	11.7	Briefing of passengers		131.395 131.390 131.400 131.405 131.410 131.415 131 MOS Chapter 23	This section is also covered by AC 131 – 02 manned free balloons – operations and the Part 131 AMC/GM.
11	11.8	Passenger weights			

Chapter	Section	Table of contents	Part 91	Part 131	Comments
11	11.9	Carriage of minors		131.400	You can apply for an approval under regulation 131.035 to carry an infant.
11	11.10	Movement and surveillance of passengers on the ground		131.195(1)(h) 131.370	This section is also covered by AC 131 – 02 manned free balloons – operations and the Part 131 AMC/GM.
11	11.11	Intoxicated and offensive passengers	91.780 91.785 91.790		
11	11.12	Scuba diving			
11	11.13	Carriage of firearms	91.160		
11	11.14	Persons requiring assistance			
11	11.15	Pregnant passengers			
<b>12</b>	<b>12</b>	Ground operations and movement of persons			
12	12.1	Operating aircraft			
12	12.2	Standard visual signals	91.670		
12	12.3	Managing passengers		131.195(1)(h) 131.370	This section is also covered by AC 131 – 02 manned free balloons – operations.
<b>13</b>	<b>13</b>	Flight conduct			
13	13.1	Flight authorisation		131.245	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
13	13.2	Operational control	91.215		Division 131.D.1 – Operational control – This division is reserved for future use.
13	13.3	Documents to be carried on flights		131.260 131.265 131.275 131.280 131 MOS Chapter 5	
13	13.4	Details of launch and landing areas used in regular operations			
13	13.5	Pre-departure procedures		131.350 131 MOS Chapter 14	This section is also covered in the Part 131 AMC/GM.
13	13.6	Departure (take-off and climb out) procedures			
13	13.7	Enroute and descent procedures	91.257		
13	13.8	Pre-landing brief and checks		131.195(1)(h) 131.405 131.410 131.415 131.420 131 MOS Chapter 22 131 MOS Chapter 23	
13	13.9	Approach and landing precautions		131.195(1)(h) 131.405 131.410 131.415 131.420	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
				131 MOS Chapter 22 131 MOS Chapter 23	
13	13.10	After landing procedures			Guidance on deflating a balloon using a vehicle is included in AC 131-02 Manned free balloons - Operations.
13	13.11	Adverse weather operations			
13	13.12	Emergency procedures	91.680 91.690 91.700	131.255 131.260 131.353 131 MOS Chapter 15	
13	13.13	Reporting hazards to navigation	91.675		
13	13.14	Interception of aircraft	91.695		
<b>14</b>	<b>14</b>	Airworthiness		131.080	This section is also covered by Part 4 of CAR Airworthiness requirements.
14	14.1	CEO responsibilities		131.080	
14	14.2	Head of aircraft airworthiness and maintenance control (HAAMC)			
14	14.3	Logbook / technical log procedures			
14	14.4	Scheduled maintenance			
14	14.5	Pilot maintenance			
14	14.6	Inoperative equipment	91.150		



Chapter	Section	Table of contents	Part 91	Part 131	Comments
14	14.7	Conduct of testing during transport operations		131.440	
<b>15</b>	<b>15</b>	Equipment		131.460 131 MOS Chapter 26	This chapter is also covered by Part 131 AMC/GM.
15	15.1	Approval of aircraft equipment		131 MOS Chapter 26	This section is also covered by Part 21 of CASR.
15	15.2	Equipment serviceability			
15	15.3	Survival equipment		131.195(1)(h) 131.295 131 MOS Chapter 131 MOS Chapter 18 131 MOS Chapter 26	This chapter is also covered by Part 131 AMC/GM.
15	15.4	Oxygen equipment and supplies		131.195(1)(h) 131.320	
15	15.5	Portable emergency equipment		131.195(1)(h) 131 MOS Chapter 26	This section is also covered by the AD/BAL.
15	15.6	Equipment for flights over water		131.195(1)(h) 131MOS Chapter 18  131 MOS Chapter 26 Equipment Division 26.9 Equipment for flights over water	
15	15.7	Transponder and surveillance equipment serviceability		131 MOS Chapter 26 Equipment Division	

Chapter	Section	Table of contents	Part 91	Part 131	Comments
				26.10 Surveillance equipment	
15	15.8	Pilot restraint harness		131 MOS Chapter 26 Equipment Division 26.4 Operational equipment	
<b>16</b>	<b>16</b>	Training and checking			
16	16.1	Crew and staff training in the use of emergency equipment			
16	16.2	Causing or simulating failure of the altimeter	91.715		
16	16.3	Flight crew – qualifications and training		131.565 131 MOS Chapter 27	This section is also covered by CAR 5.143 and CAO 40.7.
16	16.4	Ground crew – qualifications and training		131.570 131 MOS Chapter 28	
<b>17</b>	<b>17</b>	Fatigue management			
17	17.1	Fatigue management manual	91.520	131.190 131 MOS Chapter 4	Balloon transport operators are to manage fatigue either by a Fatigue Risk Management System (FRMS), or a Fatigue Management Plan in accordance with CAO 48.1 Appendix 4A.
17	17.2	Pilot obligations	91.520		.
<b>18</b>	<b>18</b>	Drug and alcohol management plan (DAMP)	91.520		This chapter is also covered by regulation 99.030 and 99.045.

Chapter	Section	Table of contents	Part 91	Part 131	Comments
					Not all organisations need a full DAMP. If your organisation has fewer than ten employees who are SSAAs you may be able to adopt CASA's Micro-business DAMP.
<b>19</b>	<b>19</b>	Safety management and accident and incident procedures			
19	19.1	Safety management system		131.180	This section is reserved for future use.
19	19.2	Accident and incident reporting			
<b>20</b>	<b>20</b>	Dangerous goods and live animals			
20	20.1	Carriage of dangerous goods			This section is covered by Part 92.
20	20.2	Carriage of live animals	91.620	131.430	
<b>21</b>	<b>21</b>	Commercial specialised balloon operations		131.020 131.325 131.330 131.195 (1)(h) 131 MOS Chapter 11	
<b>22</b>	<b>22</b>	AOC (copy)			
<b>23</b>	<b>23</b>	Appendices Forms Part 91 compliance matrix			
23	23.3	Part 131 compliance matrix			

Chapter	Section	Table of contents	Part 91	Part 131	Comments
23	23.4	References			
23	23.5	Balloon inflation diagrams			