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Australian Government
Civil Aviation Safety Authority

PRINCIPLE

(OPS.09) CAO 48.1 Minor variation assessment

March 2026

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Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and the places to which we travel for work. We also acknowledge the Traditional Custodians' continuing connection to land, water and community. We pay our respects to Elders, past and present.

Artwork: James Baban

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Terminology

Acronyms and abbreviations

Table 1. List of acronyms and abbreviations

Acronym/abbreviation	Description
ALARP	as low as reasonably practicable
AOC	air operator's certificate
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
FCM	flight crew member
FDP	flight duty period
FOI	flight operations inspector
FRMS	fatigue risk management system
FTL	flight and duty time limits
LNO	late night operation
ICAO	International Civil Aviation Organization
IFR	instrument flight rules
ODP	off-duty period
SMS	safety management system
SSI	safety systems inspector
WOCL	window of circadian low

Definitions

Table 2. List of definitions

Term	Definition
acceptable level of safety	a level of fatigue risk that is equivalent to that achieved by the CAO

Term	Definition
assessor	for the purposes of this principle, the term assessor refers to a CASA Flying Operator Inspector (FOI), Safety Systems Inspector (SSI) or Fatigue Specialist who is suitably qualified, trained and experienced in undertaking the referenced assessment
AOC holder or operator	either an air operator's certificate (AOC) holder or a Part 141 or Part 138 certificate holder
CAO	Civil Aviation Order (CAO) 48.1 Instrument 2019 – unless the context requires otherwise
minor variation	a limited or minor non-compliance with the requirements of a specified provision of the CAO referred to in subsection 5A of the CAO

Reference to regulations

Unless specified otherwise, all parts, subsections, paragraphs and clauses referenced in this principle are references to the *Civil Aviation Order 48.1 Instrument 2019 (CAO 48.1)*.

Revision history

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

Table 1. Revision history table

Version No.	Date	Parts / Sections	Details
1.0	March 2026	All	First issue

1. Minor variations policy

1.1 Introduction

CASA recognises the diversity in the nature of the operations being conducted across Australia. To support operators whose operational characteristics fall outside of the requirements of CAO 48.1, but are not at a level of complexity to warrant a fatigue risk management system (FRMS), CASA will consider requests for a minor variation from a specified provision of the CAO.

Subsection 5A of the CAO allows CASA to approve, by instrument, a limited or minor non-compliance to any specified provision of the CAO, provided CASA is satisfied that compliance with the instrument and its conditions will preserve an acceptable level of safety.

The CAO does not state how the terms limited or minor should be applied, or mandate specific compliance requirements. Therefore, this section sets out CASA's policy for consideration of a minor variation under subsection 5A of the CAO.

CASA considers that an acceptable level of safety is achieved if it is at least equivalent to the level of fatigue risk achieved by the CAO.

1.1.1 Pre-application meeting

For both initial issue and change applications, operators are encouraged to have a pre-application meeting with CASA's Human Performance Team to confirm the viability of a minor variation. Operators should contact CASA via the [CSM Service Catalogue - Guidance Delivery Centre](#) link.

Following a pre-application meeting, the operator should be able to make an informed decision on whether to proceed with a minor variation application.

Appendix A of this principle provides further details on pre-application meetings.

1.2 Scope of minor variations

In specific operational circumstances where appendices are too restrictive for an operation, minor variations permit operators to deviate from the prescriptive rules of CAO 48.1.

CASA expects operators without an FRMS to adhere to the rules in Appendices 2–6 of the CAO. Minor variations are reserved for circumstances where specific operational imperatives place flight crew outside the rules of the CAO, and even then, only if a limited or minor deviation is required and an operator can demonstrate arrangements that achieve an acceptable level of safety.

Minor variations are not intended:

- to permit a level of fatigue risk greater than that intended under the rules in the CAO
- to be a substitute for an FRMS under Appendix 7 of the CAO
- to set a precedent that guarantees the grant of a variation to an operator in perceived comparable circumstances to those of another operator.

1.3 Policy principles

CASA will consider requests for minor variations, having regard to the principles in this section.

1.3.1 Limited or minor variations only

Subsection 5A of the CAO permits CASA to approve 'limited' and 'minor' non-compliances with the CAO.

Each request for a minor variation will be assessed on the specific operational circumstances identified in the application. Examples include a particular route, area of operation and specific aircraft types.

Conditions for minor variations must preserve an equivalent level of fatigue risk to that achieved under the rules of the CAO. Refer to the definition of acceptable level of safety in Table 2 of this principle..

The grant of a minor variation for one operator in a set of circumstances is not a precedent and does not guarantee the grant of a variation to another operator in perceived comparable circumstances.

1.3.2 Safety supported by science

CASA does not expect a minor variation application to be accompanied by a safety case equivalent to that which would be required for an FRMS. A safety case supporting a minor variation should be scaled to the specific fatigue risks of the operations presented by the variation sought (i.e. a gap analysis of the risk).

Similarly, the ongoing requirements for monitoring and data collection must demonstrate that the operations conducted under the minor variation do not introduce any increase in uncontrolled or unmitigated fatigue risk.

CASA's assessment of a minor variation safety case should be consistent with scientific principles and knowledge as well as operational experience.

Section 1.4.3—Controls and Mitigations provides further guidance.

1.3.3 Early starts, LNOs and WOCL infringing duties

Successive early starts, late night operations (LNOs) and window of circadian low (WOCL) infringing duties generate the highest levels of fatigue risk within operations. High workloads further exacerbate these risks.

Accordingly, based on the extensive consideration of this issue in the development of the CAO, CASA will generally not approve minor variations to duty period limits involving late night operations, early mornings or duties infringing the WOCL unless there are compelling operational imperatives and the safety case includes enhanced controls and mitigations above those contained in the applicable CAO appendix (refer to section 1.4.1—Limits).

1.3.4 Justification

Operators must provide a strong justification for the departure from the CAO rules. Simple convenience to an operator will not justify a departure from the CAO rules.

Operators should demonstrate a compelling commercial or operational case to justify an alternate means of achieving the requisite safety outcome.

A case may be based on the cost of upgrading relevant systems or equipment to meet the CAO rules, where the benefit of the upgrade is minor and can be achieved through other means.

A case may also be based on the cost of rostering changes to meet the CAO rules, where the benefit of the rostering change is minor, and the fatigue risks of not making the rostering change can be mitigated through other means.

1.3.5 Flexibility

CASA will apply an approach that is consistent with the *CASA Regulatory Philosophy*.

Therefore, in appropriate circumstances (considering other minor variation policy principles), the minor variation process should be used to provide flexibility for operators to achieve requisite safety outcomes.

1.4 Policy limits on the grant of minor variations

1.4.1 Limits

Consistent with the intent of section 5A of the CAO, CASA would generally not consider the following variations to be 'minor' for the purposes of this policy:

- Any increase in an applicable flight duty period (FDP) limit by more than 60 minutes beyond those allowed within the start time of the FDP of the relevant appendix.
- Any decrease in a calculated minimum off-duty period (ODP) by more than:

- 2 hours at home base; or
- 1 hour away from home base; or
- in any case, to a period less than 9 hours.
- Any variation which could result in a decrease in sleep opportunity to less than 8 consecutive hours within the 12 hours prior to an FDP.
- Any variation which could result in a period without any sleep of more than 16 consecutive hours.
- Any variation that increases exposure to WOCL infringing duties, early starts or LNOs.
- Any variation where a satisfactory solution is available within the CAO provisions. (For example, a variation to Appendix 1 when use of another appendix achieves the outcome sought by the operator).

Despite these limitations, applications may be considered where there are compelling operational imperatives and the safety case includes enhanced controls and mitigations above those contained in the applicable CAO appendix.

1.4.2 Application requirements

CASA will generally not approve an application by an operator for a minor variation if:

- The variation request is expressed in general terms
 - requests must be articulated by reference to the specific operation
 - in the case of scheduled air transport operations, requests should be made by reference to the route or pattern, aircraft type and schedule; fixed route charter operations should be articulated by reference to the route and aircraft type
 - CASA will consider enquiries concerning how minor variations might be framed for non-fixed route charter and aerial work operations.
 - CASA will apply the limitations in this paragraph more flexibly for emergency services-related operations.
- The minor variation request is not assessed by CASA as reasonably likely to achieve a level of fatigue risk equivalent to the CAO appendix under which the operation would otherwise be conducted.
- The operator does not have a documented fatigue reporting system in addition to the CAO requirements.
- The minor variation request does not clearly articulate the operational imperative for the variation or does not clearly articulate and substantiate the cost to the operator if the variation is not granted.
- The minor variation request is not accompanied by a safety case that identifies the nature of the variation from the specified and applicable rules of the applicable appendix of the CAO.
- The minor variation request does not indicate that the operator is willing to provide (de-identified) fatigue risk management data, typically FCM alertness data, to CASA.

1.4.3 Controls and Mitigations

An application for a minor variation must demonstrate that appropriate fatigue risk mitigations are in place. This information forms part of the 'safety case' that accompanies the minor variation application, demonstrating an equivalent level of fatigue risk to that intended under the rules of the CAO.

Applications for minor variations achieve an acceptable level of fatigue risk management if the application is supported by mitigations that restore the level of fatigue-related risk to a level equivalent to that provided by the rules in the CAO.

Controls and/or mitigations need to be developed for each specific fatigue risk present in the proposed minor variation.

Not all controls and/or mitigations will be effective in all circumstances: any methods of fatigue risk reduction used need to be appropriate for specific fatigue risks present in the proposed operations.

The examples of fatigue risk mitigations provided below are grouped according to whether they relate specifically to flight duty period mitigations or other matters. The examples are general in nature and do not comprise a complete list of possible mitigations.

Flight and duty time-based mitigation examples

- The FDP is preceded by or followed by a longer sleep opportunity
- An extended ODP is offered before and/or after flight
- Reduced number of consecutive duty days
- Reduced (or absence of) exposure to WOCL infringing duties, late nights, early starts, disruptive schedules and other rostering with heightened fatigue risks
- Access to suitable sleeping accommodation during the FDP.

Other fatigue risk mitigations

- Pilots operating under minor variations are provided with additional fatigue management training that specifically covers approaches to sleep and nutrition specific to late nights, early starts and WOCL infringing operations, and any specific matters relevant to the operations under the minor variation.
- Special rest opportunities and appropriate facilities are offered during the flight duty period to reduce fatigue risks during the operations under a minor variation.

2. Assessment scope

2.1 General

Assessors use this protocol document suite to assess an application for an initial issue, change or renewal of a minor variation to one or more of the provisions of CAO 48.1.

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

There is no specific regulatory criteria for assessing a minor variation application. The criteria used for assessing a minor variation, are the minor variation policy provisions, applied in a flexible manner.

CASA approves minor variations by issuing an instrument of approval using the template contained in EAP. This principle includes guidance on the instrument drafting process in EAP.

Note: The regulations do not prohibit an operator from applying for more than one minor variation, supported by different operational contexts and imperatives. In this instance, the assessor must consider the effect on fatigue risk of the variations in combination.

The assessment of a minor variation application involves verification through a range of activities, including:

- desktop assessments of the documentation provided
- fatigue risk assessment – often using biomathematical modelling
- inspection of FCM sleeping/rest facilities
- history of compliance with the CAO.

This principle includes the process and assessment elements required of an operator to ensure an equivalent level of fatigue risk to the CAO is preserved. The assessment criteria includes things for the assessor to consider in determining if an operator has satisfied the applicable assessment questions in the associated (OPS.09) CAO 48.1 minor variations worksheet.

To obtain further assistance with any of the information contained within this principle, contact the ROD Human Performance Team.

2.2 Assessment worksheet user instructions

This principle provides guidance to the assessor when using the associated Worksheet (OPS.09) CAO 48.1 Minor variations assessment. The worksheet provides assessors with a regulation-based tool for recording the outcomes of the assessment. It is set out as follows:

- user instructions
- assessment summary
- assessment worksheets
- approval data.

3. Initial assessment

3.1 Assessment overview

The assessment process ensures that:

- all information required by the application form has been provided by the operator
- the requested variation complies with the minor variations policy principles
- the operator's current operations comply with the CAO – in particular subsection 15
- the proposed fatigue risk controls, mitigations and instrument conditions are suitable to achieve an acceptable level of safety achieved by the CAO.

3.2 Application – information required

Applications must be accompanied by:

- the current version of the operator's:
 - fatigue management manual
 - fatigue hazard and mitigations register (subparagraph 15.2(a) of Part 3 of the CAO)
 - safety management system manual (if the operator uses an SMS)
- evidence of completion of the FCM fatigue training (paragraph 15.3 of Part 3 of the CAO)
- evidence of monitoring and evaluation of policies, limits and practices (subparagraph 15.2(c) of Part 3 of the CAO)
- completed *Worksheet (OPS.09) CAO 48.1 Appendices 1-6* with 'All', 'Section 15 Enhanced Obligations' and relevant Appendix or Appendices tabs completed

The assessors must be satisfied that the operator's current operations comply with the CAO, including the enhanced fatigue management obligations under section 15 of the CAO. The assessment for compliance may be comprehensive or performed using a sampling approach.

Assessors should ensure that there is a documented fatigue reporting system.

3.3 Operational context and imperatives

Operational context

Applications must provide detailed reasons why the approval is required, including the particular route, or other characteristic of operation that the approval will be applicable to.

The operational characteristics will be included in the instrument of approval under *NCA Operational Matters*. Examples of operational characteristics may be:

- a particular route pattern in a certain aircraft type
- limited to rotary wing firefighting operations only
- cargo only operations.

Operational imperatives

Applications must substantiate the cost to operations on a particular route, or other characteristic of the operation, if the approval was not granted.

Assessors must be satisfied that the minor variation, operational context and operational imperatives fall within reasonable application of the policy principles.

3.4 Safety case

A minor variation is assumed to increase fatigue risk compared to the CAO. A safety case must include:

- identification of the fatigue hazards and risks generated by the minor variation
- a list of the fatigue risk mitigations that address the fatigue risks of operating under the minor variation (noting that any deviation from the rules in the CAO will be assumed to create a higher level of risk)
- a proposed system for collection and analysis of FCM alertness data of flight crew members conducting operations under the minor variation.

In assessing the safety case, assessors must be satisfied that compliance with the approval, including any conditions of the approval, will preserve an acceptable level of safety. Refer to the controls and mitigations in section 1.4.3 of this principle for further guidance.

3.4.1 Things to consider

The fatigue risk mitigations must be supported by science. Section 2.5 of CAAP 48-01 gives an overview of the basic scientific principles of fatigue management, which form the basis of the prescriptive requirements of the CAO appendices (length of duty, off duty and fatigue recovery periods, time awake, circadian effects, cumulative limits etc.).

Controls and mitigations should be used to address the increased fatigue risk resulting from the minor variation. For example: a longer FDP may be mitigated by a longer ODP prior to and after the FDP, or workload could be reduced by limiting sectors or reducing cumulative flight and/or duty time limits.

Depending on the nature of the assessment, the assessor may require other relevant documents, such as the operator's fatigue hazard register, fatigue risk management related documents, technical specifications for in-flight rest facilities etc. As the assessment progresses, the assessor should identify what if any supporting documents will be required and advise the operator accordingly.

If the operator's proposed mitigations include FCM access to suitable sleeping or resting accommodation, whether in-flight or ground based, assessors should verify the suitability of the facilities through either technical information, images or physical inspection.

3.5 Instrument – conditions

The instrument of approval contains two templated conditions. One relating to provision of fatigue data to CASA and the other compelling compliance with the mitigations listed in the instrument.

An unlimited number of further conditions can be added in free text within EAP.

3.5.1 Things to consider

As a general approach, conditions must have a clear purpose with minimal compliance burden placed on the operator.

A condition requiring specific monitoring of FCM fatigue levels when operating under the minor variation should be included on almost all minor variation instruments. This would normally require gathering of FCM alertness data.

If use of sleeping accommodation is a specific risk mitigator, a condition to gather data on sleep quantity and quality should be considered.

If the minor variation operational context is restricted to providing air services under a specific contract, a condition must be added listing the contracting entity.

The assessor should consider any other data that would be useful for the operator to collect (and share with CASA) in the interests of effectively managing the fatigue risks.

4. Change assessment

4.1 Introduction

Changes to an existing minor variation approval include changes to either the mitigations or conditions of that approval. If an operator seeks to change the regulatory provision or the operational matters of its current minor variation, a new (initial issue) application may be required. For this reason, a pre-application meeting (refer to section 1.1.1–Pre-application meeting) is recommended.

4.2 Assessment overview

The assessment process ensures that:

- all information required by the application form has been provided by the operator
- the requested variation complies with the minor variations policy principles
- the proposed fatigue risk controls, mitigations and instrument conditions are suitable to achieve an acceptable level of safety..

4.3 Application – information required

Applications must be accompanied by:

- the current version of the operator's fatigue management manual
- a safety case.

4.4 Safety case and instrument conditions

Use sections 3.4 and 3.5 of this principle to assess the minor variation change application.

5. Renewal assessment

5.1 Assessment overview

The assessment process ensures that:

- all information required by the application form has been provided by the operator
- the minor variation is still required
- the operator is complying with the minor variation's mitigations and conditions
- the fatigue risks associated with the minor variation are being effectively managed.

5.2 Application – information required

Minor variation renewal applications must include:

- evidence of how often the minor variation has been used since the last issue or in the last 12 months
- evidence of complying with the instrument conditions
- current fatigue management manual.

5.2.1 Things to consider

CASA must be assured that the minor variation is still required by the operator. CASA would likely decline to renew an minor variation instrument if:

- the original operation imperative no longer applies or exists. For example, where the minor variation was for a particular contractual arrangement that no longer exists.
- the minor variation was for a particular route or operational pattern that is no longer operated.

Some minor variations are issued on the basis that they will be rarely used, if ever. Examples include standby for search and rescue (SAR) or in an operational situation where there are foreseeable circumstances (as opposed to unforeseen circumstances), that could require an FDP extension and therefore a regulatory breach. In these cases, a lack of use of the minor variation supports the safety case.

If the instrument conditions require recording of data, such as sleep diaries or FCM alertness information, samples of records for the previous 12 months should be sought and reviewed by CASA.

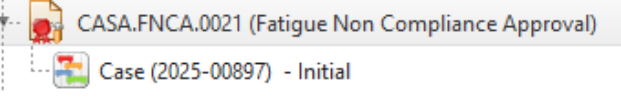
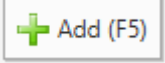
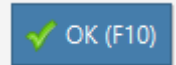
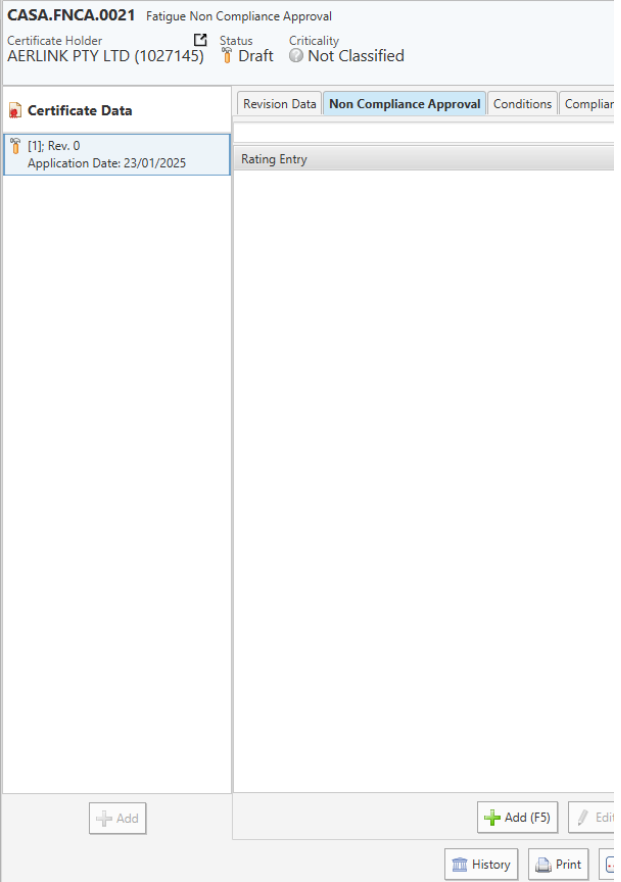
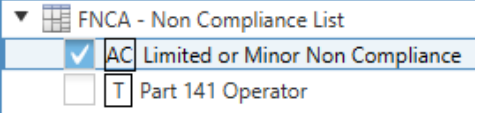
Appendix A – Pre-application meeting agenda


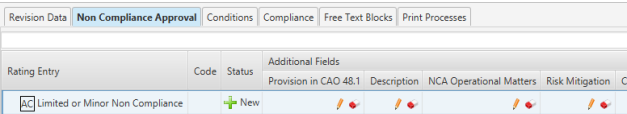
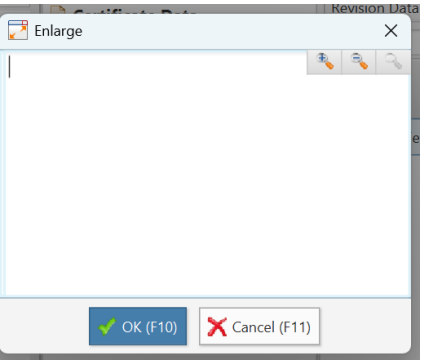
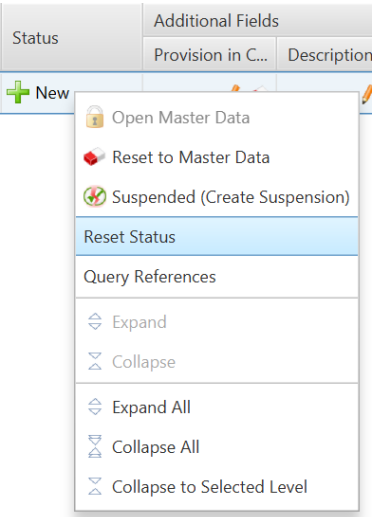
Indicative meeting agenda

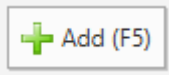

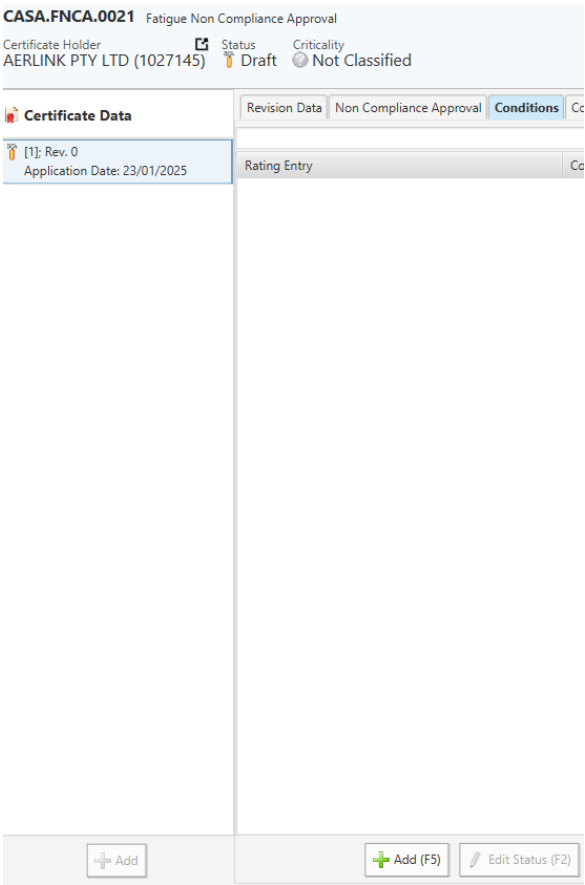
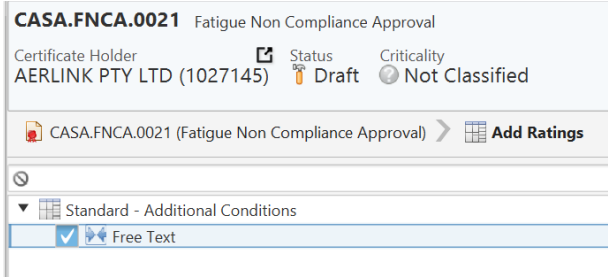

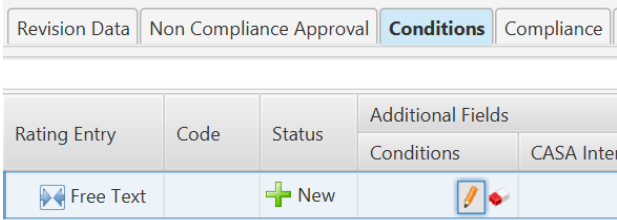
1. Operator describes the issue they are trying to address
2. Overview of minor variation policy
3. Review of application requirements:
 - application form
 - safety case and proposed mitigations
 - operational context and imperatives
 - fatigue management manual
 - Fatigue risk hazard register, fatigue training records, monitoring processes
4. Fatigue management manual compliance review
5. Instrument includes conditions and data collection requirements
6. Assessment timeline
7. Process for submitting application and supporting documentation
8. Estimate of costs

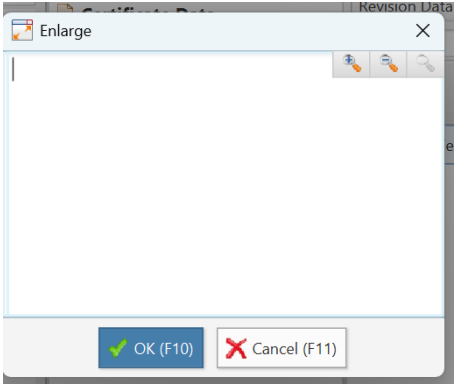
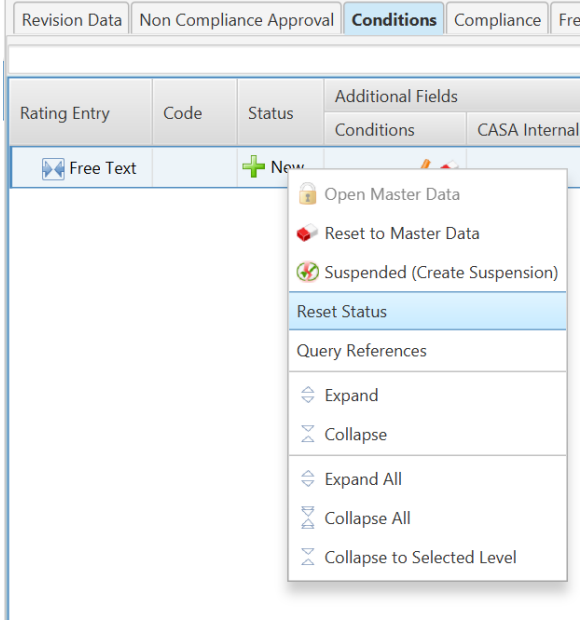
Appendix B – EAP instrument of approval drafting guide

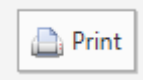

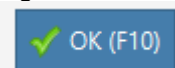
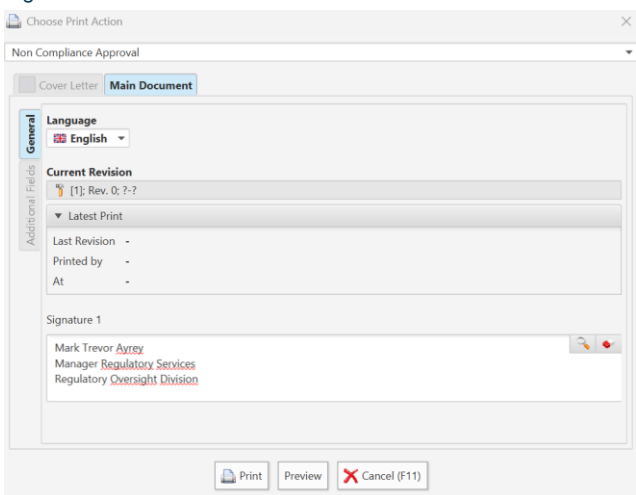
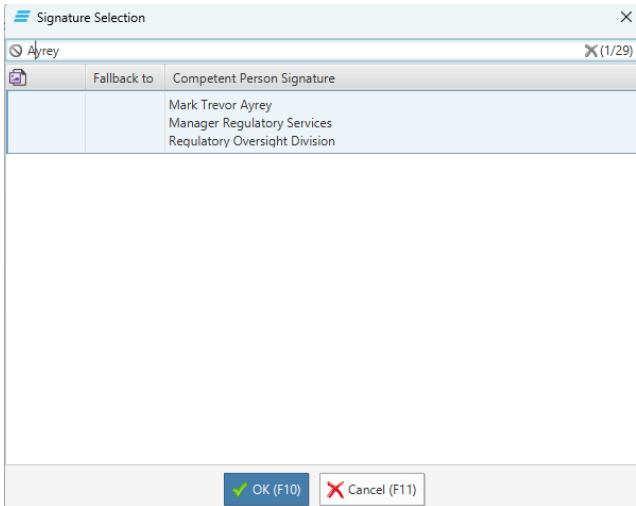
B.1 Issuing an instrument

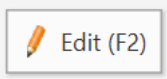
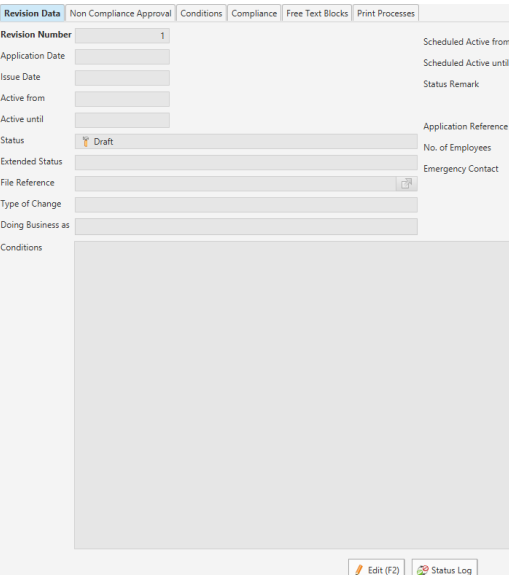
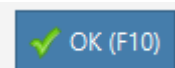
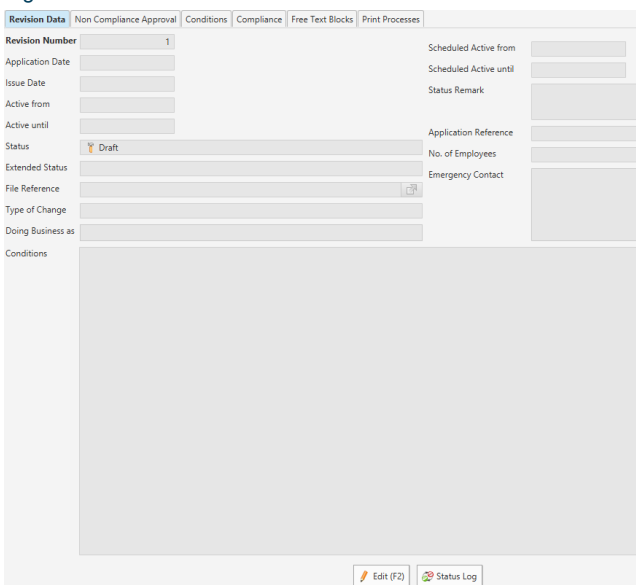
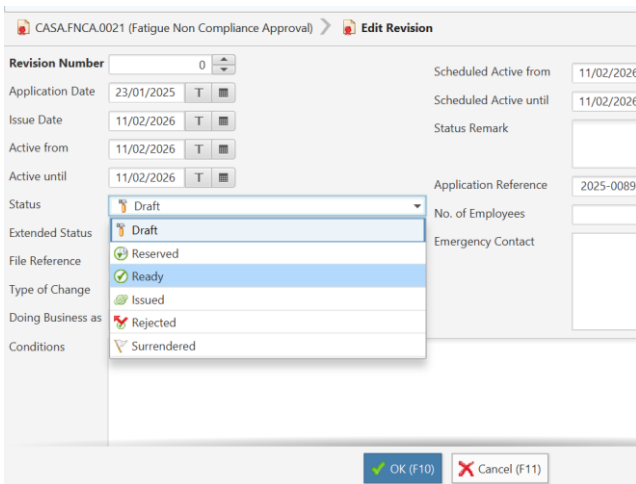
Step	Work instruction	Screenshot
1.	<p>When a case task is created, the RSO also creates a basic draft instrument.</p> <p>To open the draft instrument:</p> <ol style="list-style-type: none"> Double-click on the Certificate (draft) icon (Figure 1) 	<p>Figure 1: Certificate (draft)</p> 
2.	<p>To add details to the draft instrument:</p> <ol style="list-style-type: none"> Click on the Non Compliance Approval tab (Figure 2) Click on the Add icon  Tick the Limited or Minor Non Compliance box (Figure 3) Click the OK icon  	<p>Figure 2: Non Compliance Approval tab</p>  <p>Figure 3: Limited or Minor Non Compliance check box</p> 

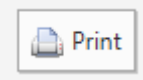
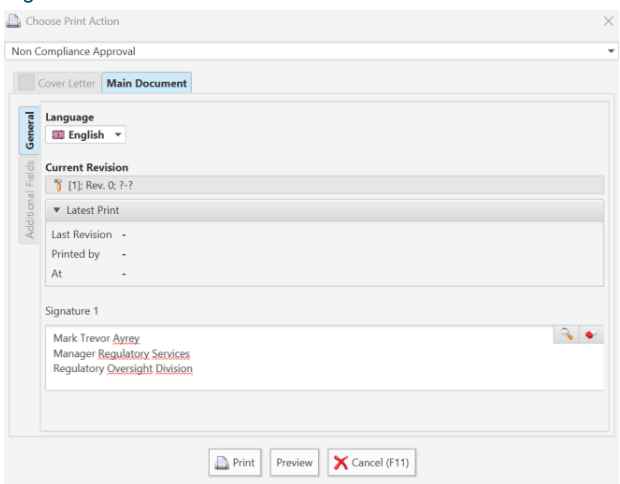
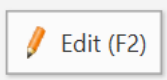

Step	Work instruction	Screenshot												
<p>3.</p>	<p>The instrument of approval for a minor variation describes the non-compliance in table format (Figure 4).</p> <p>In EAP, the Additional fields headings (Figure 5) correspond to the headings in the tables on the instrument of approval.</p> <p>To add content to the Additional fields in EAP:</p> <ol style="list-style-type: none"> Click in the Provision in CAO 48.1 field Click on the Pencil to open the data entry box  Add relevant details for the minor variation in the pop-up box (Figure 6) Click OK Repeat steps b-d for the Description, NCA Operational Matters and Risk Mitigation fields <p>Note: clicking the Eraser icon resets the field (deletes the data).</p>	<p>Figure 4: Instrument of approval table</p> <table border="1"> <thead> <tr> <th>Provision in CAO 48.1</th> <th>Description</th> <th>NCA Operational Matters</th> </tr> </thead> <tbody> <tr> <td>Appendix 2 - Section 5.3(b) that requires the FCM's to remain the same throughout the augmented crew operation.</td> <td>The FCM's to be rostered for crew changes during an augmented crew operation, when operationally required.</td> <td>Applicable to both domestic and international operations on the Airbus 319 for Charter operations under Appendix 2 of the CAO.</td> </tr> <tr> <td colspan="3">Risk Mitigation provisions</td> </tr> <tr> <td colspan="3"> <ol style="list-style-type: none"> Crew change will be rostered prior to the FDP commencing. Variation is not used for crew changes due to unforeseen circumstances such as crew illness. The FDP would be limited to the maximum time limits for the most critical FCM. FCM's would be required to have the appropriate amount of crew rest for the operation. Other risk mitigation provisions as applicable to all non-compliances as documented in Table 7. </td> </tr> </tbody> </table> <p>Figure 5: Additional fields</p>  <p>Figure 6: Pop up data entry box</p> 	Provision in CAO 48.1	Description	NCA Operational Matters	Appendix 2 - Section 5.3(b) that requires the FCM's to remain the same throughout the augmented crew operation.	The FCM's to be rostered for crew changes during an augmented crew operation, when operationally required.	Applicable to both domestic and international operations on the Airbus 319 for Charter operations under Appendix 2 of the CAO.	Risk Mitigation provisions			<ol style="list-style-type: none"> Crew change will be rostered prior to the FDP commencing. Variation is not used for crew changes due to unforeseen circumstances such as crew illness. The FDP would be limited to the maximum time limits for the most critical FCM. FCM's would be required to have the appropriate amount of crew rest for the operation. Other risk mitigation provisions as applicable to all non-compliances as documented in Table 7. 		
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<p>4.</p>	<p>To save the entry:</p> <ol style="list-style-type: none"> Right-click in the Status field (where it says New) Select Reset Status (Figure 7) 	<p>Figure 7: Reset status option</p> 												
<p>5.</p>	<p>Repeat steps 2 to 4 for each additional non-compliance table required on the instrument.</p>													

Step	Work instruction	Screenshot
<p>6.</p>	<p>The instrument of approval will automatically add 2 default conditions that print on the instrument. Condition 1 relates to the provision of fatigue data and condition 2 compels compliance with the mitigations listed in the instrument.</p> <p>To add additional conditions:</p> <ol style="list-style-type: none"> Click on the Conditions tab (Figure 8) Select Add  Tick the Free Text box (Figure 9) Click the OK icon  	<p>Figure 8: Conditions tab</p>  <p>Figure 9: Free Text tick box</p> 
<p>7.</p>	<p>The Conditions field, under the Additional Fields heading (Figure 10), is used to add the conditions.</p> <p>Note: Only 1 condition should be added per entry. Steps 6-8 must be repeated for each condition.</p> <p>To add a condition:</p> <ol style="list-style-type: none"> Click on the Pencil in the Conditions field to open the data entry box  	<p>Figure 10: Conditions field</p> 


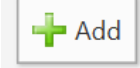
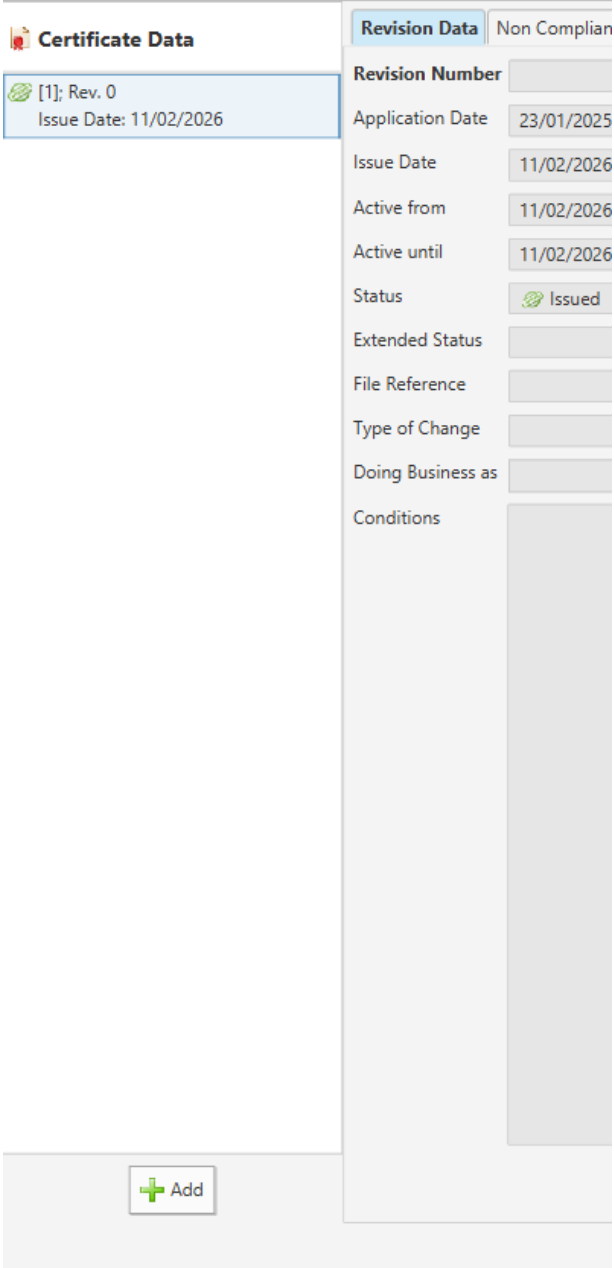
Step	Work instruction	Screenshot
	<p>b. Add the relevant condition for the minor variation in the pop-up box (Figure 11)</p> <p>c. Click OK</p> <p>Note: clicking the Eraser icon resets the field (deletes the data).</p>	<p>Figure 11: Data entry pop up box</p> 
<p>8.</p>	<p>To save the condition:</p> <p>a. Right click on the Status field (where it says New)</p> <p>b. Select Reset Status (Figure 12)</p>	<p>Figure 12: Reset Status option</p> 
<p>9.</p>	<p>Repeat steps 6 to 8 for each additional condition required on the instrument.</p>	

Step	Work instruction	Screenshot
<p>10.</p>	<p>To preview the draft instrument:</p> <ol style="list-style-type: none"> Click Print at the bottom of the screen  In the Choose Print Action view (Figure 13), add the delegate using the search icon in the Signature 1 field  In the Signature Selection box type the delegate's surname and click on the relevant person in the Competent Person Signature field. Click OK to add the delegate's signature to the instrument  Click Preview <p>The draft instrument will open as a PDF.</p>	<p>Figure 13: Choose Print Action view</p>  <p>Figure 14: Signature Selection box</p> 
<p>11.</p>	<p>Send a copy of the draft instrument to the operator for review.</p> <p>Confirm that they will be able to comply with all risk mitigations and conditions on the instrument.</p>	

Step	Work instruction	Screenshot
<p>12.</p>	<p>Once the details of the revision are known (i.e. the issue date and duration), populate the revision data:</p> <ol style="list-style-type: none"> Select the Revision Data tab (15) Click Edit at the bottom of the screen  <ol style="list-style-type: none"> Enter dates into the following fields: <ul style="list-style-type: none"> » Issue Date » Active from » Active until » Scheduled Active from » Scheduled Active until Insert the case number in the Application Reference field <p>Change the Status field to Ready (Figure 15: Revision Data tab)</p>  <ol style="list-style-type: none"> Figure 16) Click OK 	<p>Figure 15: Revision Data tab</p>  <p>Figure 16: Edit Revision status</p> 
<p>13.</p>	<p>Preview the final instrument (Step 10)</p>	

Step	Work instruction	Screenshot
<p>14.</p>	<p>To print the final instrument:</p> <p>a. In the Choose Print Action view (Figure 17), select Print</p> 	<p>Figure 17: Choose Print Action view</p> 
<p>15.</p>	<p>Send the instrument to the operator.</p> <p>a. Email a copy of the instrument to the operator</p> <p>b. Save the email and the instrument in RMS</p> <p>c. Add a file note in EAP to indicate that the instrument has been sent to the operator (include the RMS reference for the email)</p>	
<p>16.</p>	<p>Once the instrument has been sent to the operator, the status of the Case should be updated to issued.</p> <p>To change the status to issued:</p> <p>a. Select the Revision Data tab (Figure 15)</p> <p>b. Click Edit at the bottom of the screen</p>  <p>c. Change the Status field to Issued (Figure 16)</p> <p>d. Click OK</p> 	

B.2 Creating a new revision of an instrument

Step	Work instruction	Screenshot
1.	<p>To create a new revision of an instrument:</p> <ol style="list-style-type: none"> Double-click on the Certificate icon  In the Certificate Data view (Figure 18), click Add at the bottom of the screen  	<p>Figure 18: Certificate Data view</p>  <p>The screenshot shows a 'Certificate Data' view. On the left, there is a list of certificates, with one selected: '[1]; Rev. 0' with an issue date of '11/02/2026'. On the right, there is a detailed view of the selected certificate. The 'Revision Data' tab is active, showing the status as 'Non Compliant'. Other fields include 'Revision Number', 'Application Date' (23/01/2025), 'Issue Date' (11/02/2026), 'Active from' (11/02/2026), 'Active until' (11/02/2026), 'Status' (Issued), 'Extended Status', 'File Reference', 'Type of Change', 'Doing Business as', and 'Conditions'. At the bottom of the screen, there is a '+ Add' button.</p>
2.	<p>A new revision will be created in Draft status. All the <i>Non Compliance</i> and <i>Conditions</i> data will be carried over from the previous revision.</p> <ol style="list-style-type: none"> Amend the data using steps the applicable steps in appendix B.1 of this principle. 	