Australian Government
Civil Aviation Safety Authority

Manual Authoring and Assessment Tool

Take the turbulence out of writing manuals and expositions with the Manual Authoring and Assessment Tool (MAAT)

What is the Manual Authoring and Assessment Tool?

MAAT is a free online tool developed by CASA to help organisations write and submit manuals or expositions for assessment.

MAAT

Manual templates available

Air Operators:

» CASR Part 139 Aerodrome Manual (estimated availability for transition August 2019)

» CASR Part 141 Operations Manual

» CASR Part 142 Exposition

» CASR Part 42 Continuing Airworthiness Management Organisation Exposition

Maintenance Organisations:

» CASR Part 145 Approved Maintenance Organisation Exposition

» Safety Management System for CASR Part 145 Approved Maintenance Organisation

» Subpart 21.J Approved Design Organisation Exposition

» Subpart 21.J Approved Design Organisation Design Assurance System Manual (DASM)

Key features of MAAT include

» Table of contents auto-update

» List of effective pages auto-update

» Guidance material

» Add images or attachments (for example, organisational chart, risk matrix)

» Links to web pages for further guidance

» Sample text you can select to assist in writing the manual

» Customisable layout (headers, footers, logo etc)

» Print the manual at any time

» Online submission for assessment

» Set up users to write your manuals

» Add comments to any section of the manual to share with CASA

» Add notes to any section of the manual to communicate between authors, or as reminders—this feature is for the sole use of organisations and cannot be seen by CASA

Why use MAAT?

MAAT's range of templates, automated features, online training and 'Help' function make the system extremely user friendly.

Once you set up a manual in MAAT, you can access, submit, update or resubmit your manual electronically at any time. It's free to use, quick and easy. A tutorial and 'Help' information provide guidance and MAAT coordinators are available to provide support when needed.

Use MAAT for the life of your manual, not just the initial version. To revise your approved manual, simply create a new version, update the content and submit it to CASA for assessment along with your application form.

Version control

MAAT manages versions of your manual very simply. The initial manual created is V1.0 draft. When accepted by CASA in full, it becomes V1.0. When changes are needed, a new draft (V2.0 draft) is created. Once the amended sections are accepted by CASA, it then becomes V2.0.

System requirements

MAAT is a web-based tool that works through your internet browser and works best on Internet Explorer 10 or later, Mozilla Firefox and Google Chrome. There is no software to download. Just make sure you have Adobe® Reader® (Version 11 or greater) to read the manual.

Security guaranteed

MAAT manuals are only accessible to those you nominate, and CASA staff authorised to process and assess your application.

How can I access MAAT?

To use MAAT you need to register with CASA by emailing **maat@casa.gov.au**. You will then receive MAAT training from a MAAT coordinator, who will also set up your organisation details, and send you a username and password to login.

Want to know more?

For more information about MAAT visit **www.casa.gov.au/maat** or email us at **maat@casa.gov.au**

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