CASR COMPLIANCE MATRICES

# ANNEX A TO AC 1-02 V3.3

**List of exposition headings and suggested content**

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| The list of headings in this annex can be used as a checklist to ensure each subject is addressed in an operator’s own operations manual or exposition. The regulations are referenced against the headings to assist with compliance.  The recommended structure for the operations manual or exposition consists of volumes and chapters. If choosing to follow this structure, operators may need to add extra sections to ensure compliance for their particular operations.  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.  Annex B provides compliance matrix templates for Parts 91, 119, 121, 133, 135 and 138 of CASR. Operators may use the compliance matrices to record sections of their operations manual or exposition against the regulations.  Note that this list of headings and content is also applied to the CASR flight operations sample exposition, available on the [CASA website.](https://www.casa.gov.au/sample-operations-manual-templates-flight-operators?msclkid=f1cd4326d0e511ecbd5d55dacc5668ae) |

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## Checklist of headings and guidance – Volume 1 - Policy and procedures

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
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| **1** | **1.1** | **General -**  **Organisation** |  |  |  |  |  |  |  |
| 1 | 1.1.1 | CEO statement |  |  |  |  |  |  |  |
| 1 | 1.1.2 | Operator information |  | 119.205(1)(a)-(b),  (1)(e)(iii), (1)(c),  (1)(g)  119.110 |  |  |  | 138.155(1)(a)-  (b), (1)(e)(iii),  (1)(c), (1)(g)  138.070 |  |
| 1 | 1.1.3 | Providing personnel with this document |  | 119.215 | 121.080 | 133.050 | 135.060 | 138.165 |  |
| 1 | 1.1.4 | Compliance with this document by personnel |  | 119.210  119.220 |  |  |  | 138.160 |  |
| **1** | **1.2** | **Safety policy** |  | 119.190 |  |  |  | 138.145  138.155(1)(l)  138.140(2)(a) |  |
| 1 | 1.2.1 | Safety policy statement |  | 119.130  119.205(1)(h) |  |  |  | 138.085 138.155(1)(l) |  |
| 1 | 1.2.2 | Flight data analysis program |  | 119.195 |  |  |  |  |  |
| **1** | **1.3** | **Key personnel** |  |  |  |  |  |  |  |

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| 1 | 1.3.1 | List of key personnel |  | 119.205(1)(e)  (iii-iv) |  |  |  | 138.155(1)(e)  (iii-iv) |  |
| 1 | 1.3.2 | Key personnel positions must be filled |  | 119.080(1)(c) |  |  |  | 138.050(1)(c)(ii) |  |
| 1 | 1.3.3 | Appointment of key personnel |  | 119.020  119.090  119.120  119.130(1)(a)(i) |  |  |  | 138.012  138.062(2)&(3)  138.080  138.085(1)(a)(i) |  |
| 1 | 1.3.4 | Procedures for when key personnel cannot  carry out their responsibilities |  | 119.115  119.080(1)(f)(g)  119.090 |  |  |  | 138.050(1)(c)  138.062  138.075 |  |
| 1 | 1.3.5 | Chief executive officer (CEO) |  | 119.025  119.125  119.165  119.130 |  |  |  | 138.120  138.085 |  |
| 1 | 1.3.6 | Head of flying operations (HOFO) |  | 119.135  119.140  119.165 |  |  |  | 138.090  138.095  138.120 |  |
| 1 | 1.3.7 | Head of training and checking (HOTC) |  | 119.145  119.050  119.165 |  |  |  | 138.100  138.105  138.120 |  |
| 1 | 1.3.8 | Safety manager (SM) |  | 119.155  119.160  119.165 |  |  |  | 138.110  138.115  138.120 |  |

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| **1** | **1.4** | **Administration of this exposition** |  |  |  |  |  |  |  |
| 1 | 1.4.1 | Continuous improvement of this exposition |  | 119.130(1)(d) |  |  |  | 138.085(1)(e) |  |
| 1 | 1.4.2 | Monitoring compliance with this exposition |  | 119.140(2)(a) |  |  |  | 138.095(2)(a) |  |
| 1 | 1.4.3 | Amendments |  |  |  |  |  |  |  |
| **1** | **1.5** | **Record keeping and management** |  |  |  |  |  |  |  |
| 1 | 1.5.1 | Control of records |  |  |  |  |  |  | Content is only needed for this section if it is additional to that contained in the following sections for specific kinds of records. |
| 1 | 1.5.2 | Personnel training and checking records |  | 119.225  119.230  119.240 |  |  |  | 138.170  138.175  138.185 |  |
| 1 | 1.5.3 | Copies of flight crew licences and medical certificates |  | 119.235 |  |  |  | 138.180 |  |
| 1 | 1.5.4 | Other records |  | 119.245  119.250 |  |  |  |  |  |
| 1 | 1.5.5 | Disposal of records |  |  |  |  |  |  |  |

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| 1 | 1.5.6 | Requests for records made by CASA |  |  |  |  |  |  |  |
| **1** | **1.6** | **Reference library** |  |  |  |  |  |  |  |
| 1 | 1.6.1 | Composition of reference library |  | 119.040  119.140 |  |  |  | 138.195 |  |
| 1 | 1.6.2 | Access to reference library |  |  |  |  |  | 138.195 |  |
| 1 | 1.6.3 | Amendment and maintenance of reference library |  | 119.140 |  |  |  | 138.195 |  |
| **1** | **1.7** | **Facilities and resources** |  | 119.130(1)(a)(iii) |  |  |  | 138.085(1)(a)(iii) |  |
| 1 | 1.7.1 | Description of operational facilities |  |  |  |  |  |  | Only if not covered elsewhere in the exposition or operations manual. |
| 1 | 1.7.2 | Aircraft resources and management |  | 119.205(1)(i) |  |  |  | 138.155(1)(i) |  |
| **1** | **1.8** | **Management of change** |  | Subpart 119.C |  |  |  | Division 138.B.3 |  |
| 1 | 1.8.1 | Change overview |  | 119.100 |  |  |  | 138.066 |  |
| 1 | 1.8.2 | Change process |  | 119.020  119.090  119.100 |  |  |  | 138.012  138.060  138.062 |  |

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|  |  |  |  | 119.205(1)(m) |  |  |  | 138.066  138.145  138.155 |  |
| **1** | **1.9** | **Operational personnel** |  |  |  |  |  |  |  |
| 1 | 1.9.1 | Personnel to be fit for duty | 91.520 |  |  |  |  |  |  |
| 1 | 1.9.2 | RESERVED |  |  |  |  |  |  |  |
| 1 | 1.9.3 | Flight crew | 91.215  91.220 | 119.205(1)(h)  119.235 | 121.055  121.475  121.480  121.485  121.490  121.495  121.500  121.505  121.515  121.520  121.525  121.530  121.535  121.540  121.545  121.550 | 133.030  133.370  133.375  133.380  133.385  133.390  133.400  133.410  133.415  133.420 | 135.040  135.380  135.385  135.390  135.395  135.400  135.405  135.410  135.415  135.420  135.425  135.430  135.435 | 138.155(1)(h)  138.180  138.210  138.475  138.480  138.485  138.490  138.500 | Operators might consider including details of the flight crew composition for different types of air transport operations or destinations or any other factor that influences the flight crew composition. Operators might also consider including procedures for the designation of the succession of command in different scenarios. |
| 1 | 1.9.4 | Senior base pilot |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 1 | 1.9.5 | Air crew members |  |  |  | 133.455  133.460  133.465 | 135.445  135.450  135.455 | 138.540 |  |

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| 1 | 1.9.6 | Task specialists |  |  |  |  |  | 138.580 |  |
| 1 | 1.9.7 | Medical transport specialists |  |  |  | 133.470  133.475 | 135.460  135.465 |  |  |
| 1 | 1.9.8 | Other operational safety-critical personnel |  | Subpart 119.E | 121.145 | 133.115 | 135.125 | 138.135 |  |
| 1 | 1.9.9 | Engineering and maintenance staff |  |  |  |  |  |  | If required to be included by the operator if merging multiple CASR Part requirements into a single Volume 1 since this content would not normally be required under Parts 119 and 138 of CASR as the continuing  airworthiness management requirements are contained in section 2.22 of this Annex.. |
| **1** | **1.10** | **Management of alcohol and other**  **drugs** |  |  |  |  |  |  | Could be combined with Volume 8 - Drug and  Alcohol Management Plan. |

## Checklist of headings and guidance – Volume 2 – Aircraft operations

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| **2** | **2.1** | **Operational policy and procedures** |  |  |  |  |  |  |  |
| 2 | 2.1.1 | Documents to be carried on flights | 91.100  91.105  91.110  91.115 |  | 121.070  121.075  121.085  121.105 | 133.040  133.045  133.060  133.075 | 135.050  135.055  135.070  135.085 | 138.215  138.220 |  |
| 2 | 2.1.2 | Operational control |  |  | 121.160 | 133.125 | 135.135 | Division 138.D.1 |  |
| 2 | 2.1.3 | Portable electronic devices | 91.170 |  | 121.350 | 133.280 | 135.315 |  | Include here policies on the use of PEDs by passengers. Note the cross-relationship to section 2.20.20 about lithium battery fires. |
| 2 | 2.1.4 | Operation of portable  electronic devices by crew members | 91.175 |  | 121.350 | 133.280 | 135.315 |  |  |
| 2 | 2.1.5 | Electronic flight bag – administration |  |  |  |  |  |  |  |
| 2 | 2.1.6 | Electronic flight bag – operational use |  |  |  |  |  |  | Instructions and training requirements for the use of the EFB, as applicable.    Also include procedures for managing unserviceabilities of EFBs in flight. |

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| 2 | 2.1.7 | Aircraft checklists | 91.095 |  | 121.055  121.070 | 133.030  133.040 | 135.040  135.050 | 138.210  138.215 | Including, as necessary and if not encompassed within another document with which compliance is required such as the flight manual:   * the normal, abnormal and emergency procedures to be used by the crew * coordination procedures between the flight crew and other crew members * instructions on the use of normal checklists and the timing of their use * checklist of emergency and safety equipment   and instructions for its use   * instructions for the use of aircraft systems and associated controls * instructions for the use of the minimum equipment list and configuration deviation list (if any). |
| 2 | 2.1.8 | Authority and responsibilities of the pilot in command | 91.215 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.1.9 | Actions and directions  by operator or pilot in  command | 91.220 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |

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| 2 | 2.1.10 | Crew members—power  of arrest | 91.225 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.1.11 | Crew meals during flight |  | 119.205(1)(h) |  |  |  |  |  |
| 2 | 2.1.12 | Carriage of CASA officers |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.1.13 | Taxiing of aircraft |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.1.14 | Minimum heights | 91.265  91.267  91.277  91.305 |  |  |  |  | 138.275 | This is related to section 2.10.1 which sets out procedures for determining the minimum flight altitudes  during flight planning,    This section (2.1.14) is more focused on the lowest heights that can be flown during an operation whereas section 2.1.14 looks at the aircraft performance and navigation aspects of minimum flight altitudes for the departure, cruise and arrival phase of flight. |
| 2 | 2.1.15 | Aircraft not to be operated in manner that creates a hazard | 91.055 |  |  |  |  |  | If necessary – see Chapter 5 of this AC. |
| 2 | 2.1.16 | Simulation of emergency or abnormal  situations | Division  91.D.11 of  CASR |  | 121.045 | 133.205 | 135.245 |  |  |

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| 2 | 2.1.17 | Procedures for reporting and recording defects etc |  |  | 121.120 | 133.090 | 135.100 | 138.230 |  |
| 2 | 2.1.18 | Procedures for reporting and recording incidents |  |  | 121.125 | 133.095 | 135.105 | 138.235 |  |
| 2 | 2.1.19 | Use of automation |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | Instructions on the use of autopilots and auto-throttles. |
| 2 | 2.1.20 | Smoking not permitted | 91.530 |  |  |  |  |  | If necessary – see Chapter 5 of this AC. |
| 2 | 2.1.21 | Cosmic radiation |  |  | 121.365  121.370 | 133.290(d) | 135.330  135.335 |  | For aeroplanes intended to be operated above 15 000 m (49 000 ft):   * information which will enable the pilot to determine the best course of action to take in the event of exposure to solar cosmic radiation * procedures for monitoring exposure levels * procedures in the event that a decision to descend is taken, covering the: o necessity of giving the appropriate ATS unit prior warning of the situation and of |

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|  |  |  |  |  |  |  |  |  | obtaining a provisional descent clearance  o action to be taken in the event that communication with the ATS unit cannot be established or is interrupted. |
| **2** | **2.2** | **Crew members** |  |  |  |  |  |  |  |
| 2 | 2.2.1 | Seating for flight crew | 91.550 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.2.2 | Seating for other crew members | 91.555 |  | 121.380 |  |  | 138.375 |  |
| 2 | 2.2.3 | Persons not to be carried in certain parts of aircraft | 91.200 |  |  |  |  | 138.410 | If necessary – see Chapter 5 of the AC. |
| 2 | 2.2.4 | Safety harnesses |  |  |  |  |  | 138.375 |  |
| 2 | 2.2.5 | Crew members to be fit for duty | 91.520 |  |  |  |  |  | Could be combined with Volume 7 – Fatigue Management. |
| **2** | **2.3** | **Carriage of**  **passengers and cargo** |  |  |  |  |  |  | Instructions for aircraft loading and securing of loads. |

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| 2 | 2.3.1 | Type of passengers |  |  |  |  |  | 138.305 | Operators should outline which specific kinds of persons will be accepted as aerial work passengers in their operation (noting the overall limits on the kinds of persons that can be aerial work passengers in the Part 138 rules). |
| 2 | 2.3.2 | Briefing of passengers | 91.565 |  | 121.280  121.285 | 133.235  133.240 | 135.275  135.280 | 138.305 |  |
| 2 | 2.3.3 | Carriage of restricted persons |  |  | 121.250 | 133.210 | 135.250 | 138.320 |  |
| 2 | 2.3.4 | Ground operations and movement of persons |  | 119.205(1)(h) | 121.215 | 133.175 | 135.200 | 138.155(1)(h)  138.280 |  |
| 2 | 2.3.5 | Carriage of passengers in seats at which dual controls are fitted |  |  |  | 133.120 | 135.130 | 138.305 |  |
| 2 | 2.3.6 | Cabin safety procedures |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.3.7 | Means of passenger communication | 91.540 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.3.8 | Use of seatbelts | 91.570 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |

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| 2 | 2.3.9 | Passengers—  compliance with safety directions | 91.575 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.3.10 | Psychoactive substances | 91.780  91.785  91.790 |  |  |  |  |  |  |
| 2 | 2.3.11 | Refusal to carry passengers or cargo |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.3.12 | Policy for off-loading passengers and cargo |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.3.13 | Unauthorised travel or placing of cargo on aircraft | 91.060 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.3.14 | Passenger lists |  |  | 121.100  121.110 | 133.070  133.080 | 135.080  135.090 |  |  |
| **2** | **2.4** | **Instruments, indicators, equipment and systems** |  |  | 121.060  121.460 | 133.035  133.360 | 135.045  135.370 | 138.465 |  |
| 2 | 2.4.1 | Approval of aircraft equipment |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.2 | Equipment  serviceability |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.3 | Flight instruments |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.4 | Operational equipment |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | A list of the navigational |

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|  |  | (includes navigation equipment) |  |  |  |  |  |  | equipment to be carried including any requirements relating to operations where performance-based navigation is prescribed. |
| 2 | 2.4.5 | Lighting systems |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.6 | Alerting and warning systems |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.7 | Flight recorders | 91.650 | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.8 | Interior communication systems |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.4.9 | Oxygen equipment and oxygen supplies |  | 119.205(1)(h) | 121.310  (relates to crew use of protective breathing equipment) |  |  | 138.155(1)(h) | The procedures to determine the required amount of oxygen and the quantity available as necessary during a flight.  The conditions under which oxygen shall be used. |
| 2 | 2.4.10 | Emergency locator transmitters |  | 119.205(1)(h) | 121.135 | 133.105 | 135.115 | 138.155(1)(h) |  |
| 2 | 2.4.11 | Portable emergency equipment |  | 119.205(1)(h) | 121.135 | 133.105 | 135.115 | 138.155(1)(h) |  |
| 2 | 2.4.12 | Equipment for flights over water |  | 119.205(1)(h) | 121.135 | 133.105 | 135.115 | 138.155(1)(h) |  |

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| 2 | 2.4.13 | Transponder and surveillance equipment serviceability |  |  |  |  |  |  | If necessary – see Chapter 5 of this AC. |
| 2 | 2.4.14 | Seat belts and harnesses |  |  |  |  |  |  |  |
| 2 | 2.4.15 | Survival equipment |  | 119.205(1)(h) | 121.135 | 133.105 | 135.115 | 138.155(1)(h) | Survival and emergency equipment for different routes and the necessary procedures to verify its normal functioning before take-off. |
| **2** | **2.5** | **Performance** |  |  |  |  |  |  | The necessary information for compliance with all flight profiles required by regulations, including but not limited to, the determination of:   * take-off runway length requirements for dry, wet and contaminated conditions, including those dictated by system failures which affect the take-off distance * take-off climb limitations * en-route climb limitations * approach climb limitations and landing climb limitations * landing runway length requirements for dry, wet |

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|  |  |  |  |  |  |  |  |  | and contaminated conditions, including systems failures which affect the landing distance  • supplementary information, such as tyre speed limitations. |
| 2 | 2.5.1 | Take-off performance |  |  | 121.390  121.395 | Subpart 133.F | 135.340  135.345 | 138.435 |  |
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| 2 | 2.5.2 | Landing performance |  |  | 121.390  121.420 | Subpart 133.F | 135.340  135.350 | 138.440 |  |
|  |
| **2** | **2.6** | **Weight and balance** |  |  | 121.055  121.435  121.440  121.445  121.450  121.455 | 133.030  133.345  133.350  133.355 | 135.040  135.355  135.360  135.365 | 138.450  138.460 | For Part 121 operations – also see the exemption in section 11 of CASA EX83/21. |
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| **2** | **2.7** | **Fuelling and oil procedures** |  |  |  |  |  |  |  |
| 2 | 2.7.1 | Fuel types and fuel additives | 91.465 | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.7.2 | Fuelling safety procedures | 91.465  91.470  91.475  91.480 |  | 121.240 | 133.195 | 135.220 | 138.302 |  |

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|  |  |  | 91.485 |  |  |  |  |  |  |
| 2 | 2.7.3 | Hot fuelling | 91.495  91.500  91.505 |  |  |  |  | 138.300 | If necessary – see Chapter 5 of the AC. |
| 2 | 2.7.4 | De-fuelling |  |  |  |  |  |  |  |
| 2 | 2.7.5 | Use of low-risk electronic devices while fuelling turbine-engine aircraft | 91.490 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.7.6 | Persons on aircraft, boarding or disembarking during fuelling | 91.510  91.515 |  |  |  |  | 138.285  138.302 | Could be combined with section 2.7.2 above regarding fuelling procedures. |
| 2 | 2.7.7 | Pre-flight fuel quality check | 91.465 |  | 121.225 | 133.180 | 135.205 | 138.285 |  |
| 2 | 2.7.8 | Engine oil and hydraulic fluid management | 91.460 |  | 121.230 | 133.185 | 135.210 | 138.290 |  |
| **2** | **2.8** | **Fuel policy** | 91.455 | 119.205 | 121.225  121.235 | 133.180  133.190 | 135.205  135.215 | 138.155  138.285 | See [Annex C](https://www.casa.gov.au/sites/default/files/2023-09/annex-c-ac-1-02-exposition-operations-manual-fuel-policy-guidance.pdf) to AC 1-02. |
| 2 | 2.8.1 | Overview |  |  |  |  |  |  |  |
|  |
| 2 | 2.8.2 | Pre-flight |  |  |  |  |  |  |  |
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| 2 | 2.8.3 | Fuel considerations and calculations |  |  |  |  |  |  |  |
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| 2 | 2.8.4 | Monitoring fuel during flight |  |  |  |  |  |  |  |
| 2 | 2.8.5 | Fuel – post flight |  |  |  |  |  |  |  |
|  |
| **2** | **2.9** | **Risk assessments (aerial work operations)** |  |  |  |  |  | 138.370 |  |
| 2 | **2.9.1** | **General – risk criteria** |  |  |  |  |  |  |  |
| 2 | 2.9.2 | Risk assessment and mitigation process flow chart |  |  |  |  |  |  |  |
| 2 | 2.9.3 | Risk register |  |  |  |  |  |  |  |
| 2 | 2.9.4 | Dedicated aerial work operations risk assessment |  |  |  |  |  |  |  |
| 2 | 2.9.5 | Pre-operational risk assessment |  |  |  |  |  |  |  |
| 2 | 2.9.6 | Mitigation and risk controls |  |  |  |  |  |  |  |
| 2 | 2.9.7 | Flight risk management plan |  |  |  |  |  |  |  |
| 2 | 2.9.8 | Pre-flight risk review – pilot |  |  |  |  |  |  |  |

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| 2 | 2.9.9 | Post-flight review –  HOFO |  |  |  |  |  |  |  |
| **2** | **2.10** | **Flight planning** |  |  |  |  |  |  |  |
| 2 | 2.10.1 | Operational flight plans |  | 119.205(1)(h) | 121.175 | 133.135 | 135.145 | 138.155(1)(h) | The methods for determining:   * minimum flight altitudes * aerodrome operating minima.      * This is related to section 2.1.14 although that section is more focused on the lowest heights that can be flown during an operation compared to this section (2.10.1) which is more focused   on the aircraft performance and navigation related minimum flight altitudes for the departure, cruise and arrival phases of flight. |
| 2 | 2.10.2 | Flight notification | 91.240 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.10.3 | Journey logs | 91.120 |  | 121.105 | 133.075 | 135.085 |  |  |
| 2 | 2.10.4 | Flight preparation | 91.230 91.235 | 119.205(1)(h) | 121.165  121.175 | 133.130  133.140 | 135.035  135.140 | 138.155(1)(h)  138.265(a) |  |

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|  |  |  | 91.245  91.275  91.290  91.410 |  | 121.180 | 133.400 | 135.150  135.290  135.410 | 138.270 |  |
| 2 | 2.10.5 | Point of inflight replanning |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| 2 | 2.10.6 | Operations to remote islands |  |  | 121.170 |  | 135.185 |  |  |
| 2 | 2.10.7 | Operations over remote areas |  |  | 121.135  121.340 | 133.105  133.260 | 135.115  135.305 | 138.345 |  |
| 2 | 2.10.8 | Extended diversion time operations (EDTO) |  |  | 121.030  121.035 |  |  |  |  |
| 2 | 2.10.9 | PSEA operations |  |  |  |  | 135.240 |  |  |
| 2 | 2.10.10 | Rescue and fire fighting (RFF) requirements |  |  |  |  |  |  | If necessary – see Chapter 5 of thieAC. |
| 2 | 2.10.11 | Airspace classification requirements |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.10.12 | Flights over water |  |  |  |  | 135.290 |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.10.13 | Operating an Australian aircraft outside Australia | 91.140 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| **2** | **2.11** | **Ground handling** |  |  |  |  |  |  | Ground handling arrangements and procedures. |

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| **2** | **2.12** | **Collision avoidance** |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.12.1 | Maintenance of look-out and right of way |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.12.2 | Use of external lights | 91.325 | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| 2 | 2.12.3 | SSR (transponder) procedures |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.12.4 | Terrain awareness and warning systems  (TAWS) |  |  |  |  |  |  | Also sometimes called Ground Proximity Warning Systems (GPWS).    Some aircraft are fitted with terrain awareness systems  that are not certified to a  TAWS TSO or ETSO  standard–if such a system is fitted to an aircraft it is  recommended to be used, the terrain database kept up to date, pilots trained in the use of the system and SOP for the use of the system contained in the exposition/operations manual.    This content section is recommended to contain |

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|  |  |  |  |  |  |  |  |  | instructions and training requirements for the avoidance of controlled flight  into terrain and policy for the use of the TAWS, GPWS or other terrain awareness system. |
| 2 | 2.12.5 | Airborne collision avoidance system  (ACAS) |  |  |  |  |  |  | Also sometimes called TCAS.  Recommended to contain  the policy, instructions, procedures and training requirements for the avoidance of collisions and the use of an ACAS. |
| 2 | 2.12.6 | Aircraft altitude alerting system |  |  |  |  |  |  | Instructions on the maintenance of altitude awareness and the use of automated or flight crew altitude call-out. |
| 2 | 2.12.7 | Aircraft computers/flight management system (FMS) |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.12.8 | Bird / animal avoidance | 91.267 |  |  |  |  |  |  |
| **2** | **2.13** | **Navigation** |  |  |  |  |  |  |  |
| 2 | 2.13.1 | Navigation policy |  |  |  |  |  |  | Any specific long range navigation procedures not covered elsewhere in this section. |

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|  |  |  |  |  |  |  |  |  | Also see previous section 2.4.4 of this list. |
| 2 | 2.13.2 | Altimetry – standard altitude and flight levels |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.13.3 | Navigation tolerances and position fixing | 91.273 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.13.4 | Flight management system databases and  navigation (GNSS / RNAV) |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.13.5 | Systems pre-flight checks |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.13.6 | RVSM and operations in trans-oceanic airspace | 91.655 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.13.7 | Required navigation performance (RNP) operations | 91.660 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| **2** | **2.14** | **Communications** |  |  |  |  |  |  |  |
| 2 | 2.14.1 | Qualifications | 91.625 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.14.2 | Use of radios |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC.    Depending on the |

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|  |  |  |  |  |  |  |  |  | operational context and specifics of the aerodromes being operated at, this section might include:   * instructions on the clarification and acceptance of ATC clearances, particularly where terrain clearance is involved * the circumstances in which a radio listening watch is to be maintained, particularly the procedures if more than one radio is fitted * specific instructions for radio phraseology in relation to traffic separation in the vicinity of non-controlled aerodromes. |
| 2 | 2.14.3 | Unauthorised entry into prohibited or restricted areas | 91.260 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| **2** | **2.15** | **Pre-departure procedures** |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.15.1 | Pre-flight inspection |  |  |  |  |  |  |  |
|  |
| 2 | 2.15.2 | Pre-flight actions |  |  |  |  |  |  |  |
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| 2 | 2.15.3 | Maintenance release  validity |  |  |  |  |  |  |  |
| 2 | 2.15.4 | Pressure altitude check |  |  |  |  |  |  |  |
| **2** | **2.16** | **Departure procedures** |  |  |  |  |  |  |  |
| 2 | 2.16.1 | Manipulation of propeller – hand starting of engines | 91.425 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.16.2 | Push back, tow, taxi and engine start |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.16.3 | Initial climb procedures |  |  | 121.140 | 133.110 | 135.120 |  | Including, where necessary, departure contingency procedures. |
| 2 | 2.16.4 | Instrument and visual departures |  |  |  |  |  |  | Departure briefings. |
| **2** | **2.17** | **En route and descent procedures** |  |  |  |  |  |  | Descent, arrival and approach briefings. |
| 2 | 2.17.1 | Diversions due to weather |  |  |  |  |  |  | Specific detailed instructions for the avoidance of thunderstorms, lightning, possible turbulence and windshear as necessary, unless included in section 2.19.3. |
| 2 | 2.17.2 | Descent procedures |  |  |  |  |  |  | If necessary - standard descent rates. |

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| 2 | 2.17.3 | Standard terminal  arrival routes / procedures |  |  |  |  |  |  |  |
| 2 | 2.17.4 | Supplemental oxygen |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| **2** | **2.18** | **Approach and landing procedures** |  |  |  |  |  |  |  |
| 2 | 2.18.1 | Stable approach |  |  | 121.200 |  | 135.175 |  | These procedures are not  just listing the latest point by  which a final landing configuration is attained. See the relevant Part AMC/GM document for guidance. Include any limitations on high rates of descent near the surface. |
| 2 | 2.18.2 | Visual approaches |  |  |  |  |  |  | These are recommended to include:   * conditions required to commence or to continue an instrument approach * instructions for the conduct of precision and non-precision instrument approach procedures * allocation of flight crew duties and procedures for the management of crew workload, in |

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|  |  |  |  |  |  |  |  |  | particular during night and IMC instrument approach operations.    When developing instructions and procedures for the conduct of instrument approach procedures, simply reiterating the instrument  approach segment design airspeed limitations is insufficient. The operator is expected to provide clear instructions regarding the required descent  configuration and airspeed at various stages of the approach, with a view to enhancing the stability of the aircraft during the instrument approach, i.e, from the initial approach fix (IAF) onwards.    The operator should aim to minimise the number of required configuration changes between the IAF and the missed approach point or the establishment of visual reference and the decision to land. |
| 2 | 2.18.3 | Pre-landing checks |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.18.4 | Approach and landing |  | 119.205(1)(h) | 121.140 | 133.110 | 135.120 | 138.155(1)(h) |

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|  |  | precautions |  |  |  |  |  |  |  |
| 2 | 2.18.5 | Instrument approach procedures |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |
| 2 | 2.18.6 | Missed and baulked approaches |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |
| 2 | 2.18.7 | Circuit and landing procedures | Subdivision  91.D.4.6 |  |  |  |  |  | Any instructions or procedures for high-traffic environments and Class D airspace. |
| 2 | 2.18.8 | Aircraft environmental limitations |  |  | 121.055 | 133.030 | 135.040 | 138.210 | If necessary – see Chapter 5 of the AC. |
| 2 | 2.18.9 | Final approach and threshold speeds | 91.095 |  | 121.055 | 133.030 | 135.040 | 138.210 |  |
| 2 | 2.18.10 | Post-flight procedures | 91.420 | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.18.11 | Noise abatement restrictions |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| **2** | **2.19** | **Adverse weather operations** |  |  |  |  |  |  |  |
| 2 | 2.19.1 | Cold weather operations | 91.705 91.710 |  |  | 133.275 | 135.310 | 138.380 | If necessary – see Chapter 5 of the AC. |
| 2 | 2.19.2 | Hot weather operations |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| 2 | 2.19.3 | Thunderstorm / hail / | 91.535 |  |  | 133.030 | 135.040 | 138.210 | Might be included in section |

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|  |  | turbulence avoidance |  |  |  |  |  |  | 2.17.1. |
| 2 | 2.19.4 | Windshear |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.19.5 | Landing on wet or contaminated runways |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.19.6 | Volcanic ash |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| **2** | **2.20** | **Emergency procedures** |  |  |  |  |  |  |  |
| 2 | 2.20.1 | Aircraft emergency management | 91.095  91.215 |  | 121.055  121.070 | 133.030  133.040 | 135.040  135.050 | 138.210  138.215(1)(h) |  |
| 2 | 2.20.2 | Pilot in command to report emergencies | 91.680  91.700 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.20.3 | Pilot in command to report contraventions relating to emergencies | 91.690 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.20.4 | Crew coordination during anomalous,  abnormal or emergency  situations |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| 2 | 2.20.5 | Emergency change of  altitude |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| 2 | 2.20.6 | Communication failure | 91.255 |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |

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| 2 | 2.20.7 | Continuation of flight with one engine inoperative |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | If necessary – see Chapter 5 of the AC. |
| 2 | 2.20.8 | Navaid failure |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.20.9 | Crew incapacitation in  flight |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.20.10 | Serious illness aboard aircraft |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.20.11 | Action in the event of unlawful interference |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) |  |
| 2 | 2.20.12 | Interception of civil aircraft |  |  |  |  |  |  | Information and instructions relating to the interception of civil aircraft including:   * procedures, as prescribed in ICAO Annex 2, for PIC of intercepted aircraft * visual signals for use by intercepting and intercepted aircraft, as contained in ICAO Annex 2. |
| 2 | 2.20.13 | Standard visual signals |  |  |  |  |  |  | If necessary – see Chapter 5 of the AC. |
| 2 | 2.20.14 | Pilot in command to report hazards to air navigation | 91.675 |  |  |  |  |  | Procedures, as prescribed in ICAO Annex 12 and repeated in the GM 91.675 |

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|  |  |  |  |  |  |  |  |  | entry of the Part 91 AMC/GM document, for PIC observing or becoming aware of an accident or an aircraft otherwise in distress. |
| 2 | 2.20.15 | Multi-engine aircraft— pilot in command to land at nearest suitable aerodrome if emergency occurs | 91.685 |  |  |  |  |  | If necessary – see Chapter 5 of v AC. |
| 2 | 2.20.16 | Aviation distress signals | 91.700 |  |  |  |  |  | If necessary – see Chapter 5 of v AC. |
| 2 | 2.20.17 | Flight in icing conditions – adherence of frost, ice or snow | 91.705  91.710 |  |  |  |  |  | Where appropriate, instructions for the conduct and control of ground deicing/anti-icing operations. |
| 2 | 2.20.18 | Emergency evacuation  of aircraft |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | Emergency evacuation procedures, including typespecific procedures, crew coordination, assignment of crew’s emergency positions and the emergency duties assigned to each crew member. |
| 2 | 2.20.19 | Aeroplane search checklist |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | It is recommended that operators have on board the aircraft a checklist of the procedures to be followed in searching for a bomb, in case of suspected sabotage, |

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|  |  |  |  |  |  |  |  |  | and for inspecting aeroplanes for concealed weapons, explosives or other dangerous devices. When a well-founded suspicion exists that the aircraft may be the object of an act of unlawful interference. The checklist should be supported by guidance on the appropriate course of action to be taken should a bomb or suspicious object be found and information on the least-risk bomb location specific to the aircraft.    Some operators may have overlapping requirements under the Aviation Transport Security Act 2004 and its associated regulations. |
| 2 | 2.20.20 | Lithium battery fires |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | The routine use of lithium batteries in consumer devices, and the carriage of such devices on aeroplanes, even if not in active use, necessitates operators considering the procedures appropriate to their circumstances if such a fire was to occur. |

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| **2** | **2.21** | **Specialised operations** | 91.085  91.160  91.180  91.185  91.190  91.205  91.210  91.620 | 119.205(1)(h) |  | 133.265  133.285  133.290 | 135.320  135.325 | 138.155(1)(h)  138.350  138.385  138.425  138.432 | If necessary – see Chapter 5 of the AC. |
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| **2** | **2.22** | **Aircraft airworthiness** |  | 119.205 |  |  |  | 138.155 |  |
| 2 | 2.22.1 | CEO responsibilities |  | 119.030 |  |  |  | 138.045 |  |
| 2 | 2.22.2 | Person responsible for continuing airworthiness |  | 119.140 |  |  |  | 138.095 |  |
| 2 | 2.22.3 | Reserved |  |  |  |  |  |  |  |
| 2 | 2.22.4 | Maintenance release procedures |  |  |  |  |  |  |  |
| 2 | 2.22.5 | Flight crew procedures |  |  |  |  |  |  |  |
| 2 | 2.22.6 | Pilot maintenance |  |  |  |  |  |  |  |
| 2 | 2.22.7 | Bird, animal or external object strike |  |  |  |  |  |  |  |
| 2 | 2.22.8 | Operator procedures |  | 119.080  (relating to being the registered |  |  |  |  | Recommended topics are registered operator procedures and, if the operators cross-hires or |

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
|  |  |  |  | operator or holding an approval from CASA). Also see  section 7AB of CASA EX82/21  for an exemption regarding the cross-hire of aircraft by certain operators. |  |  |  |  | leases aircraft, a clear description of the responsibilities of the registered operator or lease holders versus the operator operating the aircraft. |

## Volume 3 Flight planning and preparation

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 3 | 3.1 | Routes |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | Information relating to routes might include information relating to communication facilities, navigation aids, aerodromes, instrument approaches, instrument arrivals and instrument departures as applicable for the operation, minimum flight altitudes for each route to be flown, and such other information as the operator may deem necessary for the proper conduct of flight operations. |
| 3 | 3.2 | Aerodromes and aircraft landing areas / sites |  | 119.205(1)(h) |  |  |  | 138.155(1)(h) | Information relating to aerodromes and ALAs might include:   * aerodrome operating minima for each of the aerodromes that are likely to be used as aerodromes of intended   landing or as alternate aerodromes   * any necessary increase of aerodrome operating minima in case of degradation of approach or aerodrome facilities or |
| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
|  |  |  |  |  |  |  |  |  | related to crew experience levels  • procedures for determining the operating lengths of aerodromes not in AIPERSA (or equivalent foreign publication for aerodromes outside Australia). |

**Volume 4 Training and checking**

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 4 |  | Training and checking |  | 119.170 | Subpart 121.N Subpart 121.P | Subpart 133.N Subpart 133.P | Subpart 135.N Subpart 135.P | Division  138.B.5  Subpart 138.N  Subpart 138.P | Generically, the training and checking content should contain details of the operator's crew and other operational safety-critical personnel training programs, including, as needed, procedures for the familiarisation with areas, routes and aerodromes and management of contracted personnel for the purposes of training and checking. |

**and guidance Volume 5 Safety management system, human factors and non-technical skills**

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 5 | 5.1 | Safety management system |  | 119.190 |  |  |  | 138.145  138.155(1)(l)  138.140(2)(a) |  |
| 5 | 5.2 | Human factors and nontechnical skills training program |  | 119.130  119.150  119.175  119.180  119.185  119.205 |  |  |  |  |  |
| 5 | 5.2.1 | Program objectives |  |  |  |  |  |  |  |
| 5 | 5.2.2 | Program responsibilities |  |  |  |  |  |  |  |
| 5 | 5.2.3 | Record keeping |  |  |  |  |  |  |  |
| 5 | 5.2.4 | Personnel required to undergo the HF / NTS training program |  |  |  |  |  |  |  |
| 5 | 5.2.5 | Training program |  |  |  |  |  |  |  |
| 5 | 5.2.6 | Program evaluation / continuous improvement |  |  |  |  |  |  |  |
| 5 | 5.2.7 | HF / NTS third party provider |  |  |  |  |  |  |  |

**Volume 6 Dangerous goods**

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 6 | 6.1 | Dangerous goods manual |  |  |  |  |  | 138.095 | Multiple requirements relating to which operators are required to have a dangerous goods manual and the contents of such a manual are contained in Part 92 of CASR.    For an operator under Part 119 of CASR, a dangerous goods manual is considered part of its exposition. |

**Volume 7 Fatigue management**

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 7 | 7.1 | Fatigue management manual | 91.520 | 119.160 (if the operator is using an FRMS) |  |  |  | 138.095  138.150 | Operators must comply with CAO 48.1 as it applies to them. Specific operator obligations in relation to exposition/operations manual content, in addition to more general obligations elsewhere in CAO 48.1, are contained in subsection 14.3 of CAO 48.1.    The CASA website contains multiple sample operations manual content for the different Appendices of CAO 48.1 (see the references section at the beginning of  the main AC 1-02 document). |

**Volume 8 Drug and alcohol management plan**

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 8 | 8.1 | Drug and alcohol management plan  (DAMP) |  |  |  |  |  |  | Holders of Australian air transport AOCs under Part 119 are required to have a DAMP by regulation 99.030 of CASR.    Holders of aerial work  certificates are required to have a DAMP by section 16 of EX86/21.    Despite the above, certain operators may be able to take advantage of EX56/23 (the micro-business DAMP exemption) to not comply with Subpart 99.B of CASR. |

**Volume 9 Forms and compliance matrices**

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| **Vol** | **Section** | **Table of contents** | **Part 91** | **Part 119** | **Part 121** | **Part 133** | **Part 135** | **Part 138** | **Comments** |
| 9 | 9.1 | Forms |  |  |  |  |  |  |  |
| 9 | 9.2 | Compliance matrices |  |  |  |  |  |  |  |