



Operations Manual – Volume 1 (OM1)

General Operations Policy and Procedures

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Amendment Record

DCR Number	Edition/ Revision No	Revision Date	Amended By	Date of Insertion
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List of Effective Pages (LEP)

List of Effective Pages Chapter Number	Edition Number / Revision Number and Date	Page(s)
Volume 1 (OM1)		
0	Ed 3/Rev 0 / 15SEP18	0-i to 0-xxvi and 0-1 to 0-64 (plus Cover Page and Reverse, not numbered).
1	Ed 3/Rev 0 / 15SEP18	1-1 to 1-4
2	Ed 3/Rev 0 / 15SEP18	2-1 to 2-12
3	Ed 3/Rev 0 / 15SEP18	3-1 to 3-42
4	Ed 3/Rev 0 / 15SEP18	4-1 to 4-6
5	Ed 3/Rev 0 / 15SEP18	5-1 to 5- 8
6	Ed 3/Rev 0 / 15SEP18	6-1 to 6-2
7	Ed 3/Rev 0 / 15SEP18	7-1 to 7-2

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Document Change Request Form



Cricos # 02844F

Document Change Request Form

This form is to be completed when requesting a change to regulatory controlled documentation such as the OM Suite, including OM Volumes OM1-OM6, SMS and BPMs.

Requestor:

Date _____ Base: _____

Name: _____ Email Address: _____

Volume/Title: _____ Section/Sub-Section/Page: _____

Edition Number/Revision Number/Date: _____

Requested Amendment:

(Attach Pages if room below insufficient)

Reason for Amendment:

(Attach Pages if room below insufficient)

Signature: _____ Date: _____

Office Use Only:

☐ Significant Change ☐ Non-Significant Change ☐ Minor Change

Approved By HOO/CEO/SM: _____ (Name)	Signature: _____ Date: _____
Actioned By: _____	Signature: _____ Name: _____
Final Amendmended Version Approved By and Date for Issue and Upload to CASA: _____	Signature: _____ Date: _____ Name/Title: _____ / _____
DCR Assigned Number: _____	DCR _____

NOTE: This Form must be retained in hard copy or scanned and stored electronically.

FORM 1-001 DOCUMENT CHANGE REQUEST FORM (20OCT17)

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Distribution List

Copy Number (or 'E' for Electronic)	Edition/ Revision No	Revision Date	Issued To	Date of Issue
E	Ed 2/Rev 0	15APR17	(Refer FSM)	15APR17
E	Ed 2/Rev 1	20OCT17	(Refer FSM)	20OCT17
E	Ed 2/Rev 2	30APR18	(Refer FSM)	30APR18
E	Ed 3/Rev 0	15SEP18	(Refer FSM)	15SEP18

NOTE:

In the above table, the 'E' indicates electronic distribution via SharePoint or FSM. As new personnel may be issued access to the electronic copy during Induction, a list will be maintained in FSM as to who has access to the electronic copy. Paper copies, if issued, will be listed above along with a 'Copy Number' preceded by the letter 'P' (for 'Paper') and a number, followed by the name of the custodian.

To facilitate changes to the distribution of electronic copies and paper copies following issue of access or paper version, reference should be made to FSM and/or an OSO may be issued to list the new holder(s).

The Distribution and availability as well as other version control information is provided in each Volume and/or BPM of the Exposition as per CASR Part 142.350.

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Abbreviations and Acronyms

Abbreviation	Meaning
AA	AirServices Australia
AAL	Above Aerodrome Level
ABN	Australian Business Number
AC	Advisory Circular
ACFT or A/C	Aircraft
AGL	Above Ground Level
AIC	Aeronautical Information Circular
AICUS	Acting In Command Under Supervision
AIP	Aeronautical Information Publication
AMO	Approved Maintenance Organisation
AOC	Air Operator Certificate
APA	Aircraft Performance Analyst
ARN	Aviation Reference Number
AROCP	Aircraft Radio Operator Certificate of Proficiency
ASIR	Air Safety Incident Report
ATA	Air Transport Association
ATC	Air Traffic Control
ATPL	Air Transport Pilot License
ATS	Air Traffic Services
ATSB	Australian Transport Safety Bureau
ATT	Aircraft Technical Trainer
CAAP	Civil Aviation Advisory Publication
CAO	Civil Aviation Order
CAPT or Capt.	Captain
CAMO	Continuing Airworthiness Management Organisation
CAR	Civil Aviation Regulation
CASA	Civil Aviation Safety Authority (Commonwealth of Australia)
CASR	Civil Aviation Safety Regulation
CBT	Computer Based Training
CEO	Chief Executive Officer
CFI	Chief Flight Instructor (see also Head of Operations)

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Abbreviation	Meaning
CHK CAPT	Check Captain
CIR	Command Instrument Rating
COA	Certificate of Approval
C of A	Commonwealth of Australia (also abbreviated Cwth, Cwth, or similar in respect of legislative references)
C of A	Certificate of Airworthiness
CP	Chief Pilot (see also Head of Flying Operations)
CPL	Commercial Pilot License
CRM	Crew Resource Management
CRMF	Crew Resource Management Facilitator
CTL	Check to Line
DAMP	Drug and Alcohol Management Plan
DDR	Deferred Defect Report
DFP	Daily Flying Programme
DG	Dangerous Goods
DGR	Dangerous Goods Regulations (IATA DGR)
DITRDLG	Department of Infrastructure, Transport Regional Development and Local Government
EASA	European Aviation Safety Agency (EU equivalent of the United States FAA)
EP	Emergency Procedures
FAA	Federal Aviation Administration (United States of America)
FAR	Federal Aviation Regulation (s) (United States of America)
F&DT	Flight and Duty Time (as in Flight and Duty Time Limitations)
FO or F/O	First Officer
FOI	Flying Operations Inspector (CASA)
FRMS	Fatigue Risk Management System
FSM	Flight School Manager – FSM is an automated Flight School Management system utilised by APTA
FSTD	Flight Simulation Training Device
FTM	Flight Training Manager
GNSS	Global Navigation Satellite System
GPS	Global Positioning System

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Abbreviation	Meaning
GPWS	Ground Proximity Warning System
HAAMC	Head of Aircraft Airworthiness and Maintenance Control
HF	Human Factors
HOFO	Head of Flying Operations (see also Chief Pilot)
HOO	Head of Operations (see also Chief Flight Instructor)
IATA	International Air Transport Association
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
ITSC	Internal Training and Checking System (also abbreviated as 'IT&C')
LAME	Licensed Aircraft Maintenance Engineer
MAO	Maintenance Administration Officer
MOS	Manual of Standards
MR	Maintenance Release
MW	Maintenance Watch
NOTAM	Notice to Airmen
NOTOC	Special Load Notification to Captain
NTS	Non Technical Skills
PF	Pilot Flying
PIC	Pilot In Command
PM	Pilot Monitoring (same person as PNF)
PNF	Pilot Not Flying (same person as PM)
PPL	Private Pilot License
RPL	Recreational Pilot License
RPT	Regular Public Transport
RVSM	Reduced Vertical Separation Minima
SAR	Search and Rescue
SBP	Senior Base Pilot
SLA	Service Level Agreement
SME	Subject Matter Expert
SMS	Safety Management System
SOP	Standard Operating Procedure(s)

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Abbreviation	Meaning
T&C	Training and Checking
TEM	Threat and Error Management
The 'Act'	The Civil Aviation Act 1988 (Cwth)
VFR	Visual Flight Rules
VMC	Visual Meteorological Conditions

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Definitions - Crew

Term	Meaning
Flight Crew	Means a licensed Crew Member charged with duties essential to the operation of an aircraft during flight time and any reference to flight crew has a corresponding meaning. .
Operating Crew	Means any person who: <ul style="list-style-type: none"> • Is on board an aircraft with the consent of the operator of the aircraft; and • Has duties in relation to the flying safety of the aircraft; • This definition includes person: <ul style="list-style-type: none"> • Who are conducting flight tests; or • Who are conducting surveillance to ensure that the flight is conducted in accordance with the Regulations; or • Who are in the aircraft for the purpose of receiving flying training or practicing for the issue of a flight crew license.
Student Pilot	A Pilot who has not yet obtained an RPL, hence RPL holder on a solo x/country NAV prior to achieving PPL.
Pilot	All persons in possession of a current valid Pilot License issued or validated by the Civil Aviation Safety Authority (CASA or 'the CASA').
Pilot In Command	A Pilot appointed by the operator to be the Pilot In Command of a flight or series of flights.

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Definitions - General

Term	Meaning
Adequate Aerodrome	An aerodrome which meets the definition set out in sub paragraph 2.1 of CAO 82.0
Aeroplane	A power driven heavier than air aircraft deriving its life in flight chiefly from aerodynamic reactions to surfaces remaining fixed under certain conditions of flight.
Air Operator Certificate	A license granted by the CASA under Division 1 of Part XIII of the Civil Aviation Regulations.
Aircraft	Any machine supported for flight in the air by buoyancy (such as balloons, etc. or by dynamic actions of air on its surfaces, e.g. aeroplane, helicopter, glider, etc.).
Alliance Member(s)	Members of the Australian Pilot Training Alliance (see 'APTA' below)
APTA	The Australian Pilot Training Alliance. The Alliance is a CASR Part 141 and Part 142 approved organisation that provides Flight Training services as stated in the APTA Exposition via a network of contracted Flight Schools within Australia ('Alliance Members') and manages those activities at each Base location via Key Personnel engaged by APTA and appointed by the Alliance Member(s) to manage the CASR Part 141 and Part 142 activities provided by the individual Flight Schools
Authorised Person	A person approved by the CASA under the relevant CAR (s) and/or CASR (s) for a nominated appointment.
Authority	The Civil Aviation Safety Authority (Australia) and/or a Delegate of the CASA.
Block Time	The time between Off-Blocks time to On-Blocks time. See also 'Off Blocks Time' and 'On Blocks Time' elsewhere in this table.
Off Blocks Time	Before flight, the time at which an aircraft first commences to move from the parked position where passengers are boarded and/or freight is loaded. The aircraft movement may be initiated by the aircraft engines or by ground support equipment (e.g. pushback).
On Blocks Time	After flight, the time at which an aircraft first stops in the parked position where passengers will disembark and/or freight will be unloaded.
Company	Australian Pilot Training Alliance (APTA) Pty Ltd
Company Aircraft	Any aircraft owned, leased, hired or otherwise operated under the Company's Air Operator Certificate (AOC).

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Term	Meaning
Delegate	A Delegate of the Civil Aviation Safety Authority (Note that the term is also used in OM1 through OM5 to indicate someone 'delegated' by a management representative – as in – "...the HOO and/or his/her delegate..." It is only a representative of the regulator if the term 'CASA Delegate' is used.
Licensed	Licensed in accordance with applicable CAR and/or CASR.
Maintenance Controller	Company or Contracted Maintenance System Controller approved by the Civil Aviation Safety Authority (CASA).
Operational Specifications	Any direction given by the Delegate to an individual AOC holder to define, limit and/or authorise certain specified aspects of the operations conducted by the license (AOC) holder.
Operator	A person, organisation or enterprise engaged in or offering to engage in an aircraft operation. May also refer to the person and/or organisation exercising the privileges of an AOC.
Reference Library	The Reference Library for APTA is made available electronically for all personnel and the mandatory documents required are listed in Operations Manual, Volume 1 (OM1). The Reference Library is part of the Training Resources Library and defines which documents are mandatory to hold or be provided access to at each Base Location.
Suitable Aerodrome	An aerodrome which is approved for normal operations of an aircraft and which is forecast not to require an alternate during the period of possible use.
Training Base	A permanent or semi-permanent training location that intended for delivery of Flight Training on a permanent basis or over an extended period of time
Temporary Base or Location	A location intended for minimal use, such Bases are usually located in a remote area, farm or similar and intended for delivery to a single or small group of trainees where completion of training will constitute the cessation of the Base

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Definitions – Aircraft Performance

Term	Meaning
Accelerate-Stop Distance	The distance required to accelerate an aeroplane to a specified speed and – assuming failure of an engine at the instant that speed is attained – to bring the aeroplane to a stop.
Clearway	A defined rectangular area at the end of a strip centrally located about the extended centre-line of its associated runway and approved by the CASA or Airport as a suitable area over which an aircraft taking-off can continue to climb to the minimum height required to establish obstacle clearance.
Climb Gradient	The demonstrated ratio of the change in height during a portion of a climb, to the horizontal distance traversed in the same time interval.
Demonstrated Crosswind Velocity	The demonstrated crosswind velocity is the velocity of – the crosswind component for which adequate control of the aeroplane at Takeoff and landing – was actually demonstrated during certification tests.
Gross Flight Path	The flight path it is assumed an aircraft will follow when flown in a particular configuration in accordance with specified procedures in ambient conditions. This flight path is established from the aircraft's certification performance data representing the average fleet performance of the aeroplane type.
Landing Distance Available	Means the distance specified by the CASA or Airport as being the effective operational length available for use by aircraft for landing.
Net Flight Path	Means the gross flight path of an aeroplane reduced in elevation or extended in length by margins specified in CAO 20.7.1B. The margins are to allow for factors such as deterioration in aeroplane performance and variations in Pilot techniques in relating the aeroplane to obstacle clearance.
Route Segment	A part of a route, each segment being identified by a position report, turning point or landing point.
Stopway	Means a defined rectangular area at the end of a runway, centrally located about the extended centre line of its associated runway, approved by the CASA or Airport as a suitable area in which an aeroplane may be stopped after an interrupted Takeoff.
Takeoff Distance Available	The distance specified by the CASA or Airport as being the effective operational length available for use by aircraft for Takeoff and may include clearway.
Takeoff Safety Speed	The speed specified on the aeroplane performance being the minimum speed to which an aeroplane must be accelerated in establishing the Takeoff distance required.

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Definitions –Airspeed Terminology

Term	Meaning
CAS	Calibrated Air Speed (Calibrated Airspeed) meaning the indicated air speed of an aeroplane corrected for position and instrument error. Calibrated airspeed is equal to true airspeed in standard atmosphere at sea level.
GS	Ground Speed is the speed of an aeroplane relative to the ground.
IAS	Indicated Air Speed (Indicated Airspeed) is the speed of an aeroplane as shown on the airspeed indicator when corrected for instrument error. IAS values published in this manual assume zero instrument error, KIAS Indicated Airspeed expressed in 'knots'.
KCAS	Calibrated Airspeed is expressed in knots (i.e. Knots Calibrated Air Speed).
M	Mach Number is ratio of true airspeed to the local speed of sound.
TAS	True Air Speed (True Airspeed) is the airspeed of an aeroplane relative to undisturbed air which is the CAS corrected for altitude, temperature and compressibility.
V ₁	The speed at which the Takeoff should continued unless the stopping manoeuvre has already been initiated.
V ₂	Takeoff Safety Speed (Applicable to Larger Multi-engine aircraft)
V _A	Maximum Manoeuvring Speed
V _{FE}	Flap Extension Speed
V _{LE}	Maximum Speed with Landing Gear Extended
V _{MCA}	Minimum Control Speed Airborne (Red Line Speed)
V _{MCG}	Minimum Control Speed on the Ground
V _{MO}	Maximum Operating Speed
V _S	Stall speed or minimum steady flight speed for which the aircraft is still controllable

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Definitions – Meteorological Terminology

Term	Meaning
Altitude	The number actually read from an altimeter.
ISA	International Standard Atmosphere in which: The air is a dry perfect gas; the temperature at sea level is 15C (59F); the pressure at sea level is 1013 Hectopascals Hg (29.92 inches); the temperature gradient from sea level to the altitude at which the temperature is -56.6C (-69.7F) is 0.00198C (0.003566F) per foot and zero above the altitude.
OAT	Outside Air Temperature is the free air temperature, obtained either from in-flight temperature indications or ground meteorological sources, adjusted for instrument error and compressibility effects.
Pressure Altitude	Altitude measured from standard sea-level pressure (1013 Hectopascals hPa) by a pressure or barometric altimeter. It is the indicated pressure altitude corrected for position and instrument errors are assumed to be zero.
Station Pressure	Actual atmospheric pressure at field elevation.
Wind	The wind velocities recorded as variables on the charts of the Manual are to be understood as the headwind or tailwind components of the reported winds.

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Definitions – Weight and Balance Terminology

Term	Meaning
Arm	The horizontal distance from the reference datum to the centre of gravity (C of G) of an item.
Basic Empty Weight	Standard empty weight plus oil and unusable fuel.
C of G Arm	The arm obtained by adding the aeroplane's individual moments and dividing the sum by the total weight.
C of G Limits	The extreme centre of gravity locations forward and aft within which the aeroplane must be operated at a given weight.
Centre of Gravity	The point at which an aeroplane would balance if suspended. The distance from the reference datum is found by dividing the total moment by the total weight of the aeroplane. Another way to express the C of G is that it represents the point at which all of the weight of the aircraft acts through as a concentrated force.
Maximum Landing Weight (MLW)	Maximum weight approved for landing at the point of touchdown being the maximum weight the aircraft may attain at that point. MLW is a structural weight.
Maximum Ramp Weight	Maximum weight approved for ground manoeuvre (includes weight for start, taxi and run up fuel) – sometimes called Maximum Taxi Weight. MRW is a structural weight.
Maximum Takeoff Weight	Maximum weight that the aeroplane shall attain at the commencement of the Takeoff roll. MTOW is a structural weight based on the ability of the aircraft to become airborne. It may be reduced due to performance penalty or other reason based on a range of factors – e.g. unserviceable equipment, obstacle clearance, standing water, temperature, etc. in which case it becomes a 'Regulated', 'Reduced' or 'Restricted' Takeoff Weight (RTOW).
Maximum Zero Fuel Weight	Maximum weight exclusive of useable fuel.
Moment	The product of the weight of an item multiplied by its arm. (Moment divided by a constant is used to simplify balance calculations by reducing the number of digits).
Payload	Weight of occupants, cargo and baggage.
Reference Datum	An imaginary vertical plane from which all horizontal distances are measured for balance purposes.
Standard Empty Weight	Weight of aeroplane including unusable fuel and undrainable oil.
Station	A location along the aeroplane fuselage usually given in terms of distance from the reference datum (on US built Aircraft, this is usually measured in inches).

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Term	Meaning
Unusable Fuel	Fuel remaining after a run out test has been completed in accordance with Departmental regulations.
Useable Fuel	Fuel available for flight planning (note, fuel carried as ballast is unusable).
Useable Load/Available Traffic Load	Difference between the limiting maximum weight and the basic empty weight of the aircraft plus fuel loaded.

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Conversion Table

Term	Meaning
1 kg	2.2 lbs is used operationally, however the exact rate is 2.205 lbs
1 Imperial Gal.	4.55 litres = 1.2 U.S. Gal.
1 U.S. Gal.	0.83 Imperial Gal. = 3.8 litres
1 inch	2.54 cm
1 mile (statute)	1.61 km
1 mile (nautical)	1.85 km
1 km	0.62 statute miles
1 km	0.54 nautical miles
1 tonne	0.98 ton
1 litre	.22 Imperial Gal.
1 litre AVTUR	Approximately 0.79 kg *
1 litre AVGAS	Approximately 0.72 kg *
1 lb	0.57 litres (Jet A1) approximately *
1 lb	0.63 litres (AVGAS) approximately *
1 psi	6.89 KPa
1 KPa	0.145 psi
1 hp	0.746 kw
1 kw	1.34 hp
1 metre	3.28 feet
1 foot	0.305 metres
(*) Fuel Density is affected by temperature. Increases in temperature can lead to increases in Fuel SG (Specific Gravity) and therefore reduce the density of the fuel from the standard densities shown above.	

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Group Chief Executive Statement

I, Glen Anthony Buckley, the Group Chief Executive Officer (CEO) of the Australian Pilot Training Alliance (APTA) Pty Ltd, have the corporate authority to ensure that all activities required by the operation are financed and provided to the standard required, and that all necessary resources are available to enable compliance with this Exposition.

In support of Australian Pilot Training Alliance Pty Ltd's ongoing commitment to safety, I will establish and promote policies for safety management for the Australian Pilot Training Alliance Pty Ltd and its employees/personnel in accordance with this Exposition.

The Australian Pilot Training Alliance Pty Ltd is committed to providing the highest standard of performance in order to meet the competencies specified the CASR Part 61 Manual of Standards (MOS).

This Exposition defines the procedures upon which the CASR Part 142 authorisation of the Australian Pilot Training Alliance Pty Ltd, as a CASR Part 142 operator, is based.

The Exposition is approved by CASA and must be complied with to ensure all the authorised activities are conducted safely, and to the standard required by the legislation.

The procedures included or referred to in this exposition do not override the necessity of complying with any new or amended regulations published by CASA from time to time; where these new or amended regulations are in conflict with these procedures.

Signed:



Date: 15th April, 2017.

Glen Anthony Buckley

Group Chief Executive Officer (CEO)

Australian Pilot Training Alliance Pty Ltd

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0 Preliminary

0.1 Volume Title

This Volume is a component of the Company Operations Manual and is known as Operations Manual, Volume 1 (OM1) –General Operations Policy and Procedures. This Volume along with other components of the Operations Manual (OM) identified below, including the Base Procedures Manual(s) constitute the Company CASR Part 141 and Part 142 Exposition.

0.2 Purpose

The Operations Manual is issued to all personnel in electronic form and serves as a guide to the correct discharge of their duties in relation to Australian Pilot Training Alliance (hereinafter referred to as ‘the Company’ or ‘Company’), Flying Operations and Administration. The Operations Manual consists of six (6) Volumes 1, 2, 3, 4, 4A, 5 and 6, applicable Base Procedures Manual(s) (BPM(s)) and the Forms Manual (FM). This is Volume 1 and covers General Operating Policy and Procedures and is a key component of the Company Exposition, detailing how the Company achieves and maintains compliance with Civil Aviation Safety Regulation Part 141 and Part 142.

Table 0-1 Operations Manual Volumes

Volume Number	Volume Title
Volume 1	General Operating Policy and Administration
Volume 2	Aircraft Operations
Volume 3	Aerodromes and Routes
Volume 4	Training and Checking (Internal)
Volume 4A	Flying Training School Operations
Volume 5	Safety Management System

The above table identifies basic content/title of each Volume. Individual Content is detailed within each Volume within the applicable Table of Contents.

As applicable, Volume 1 provides specific operational instructions but must be read in conjunction with other Company manuals and all relevant Civil Aviation Safety Authority (CASA) Regulations (CAR and CASR), Orders (CAO) and associated publications.

This document is and remains the property of the Company and is provided to the recipient in the course of his/her employment only. The Operations Manual contains proprietary information and under no circumstances

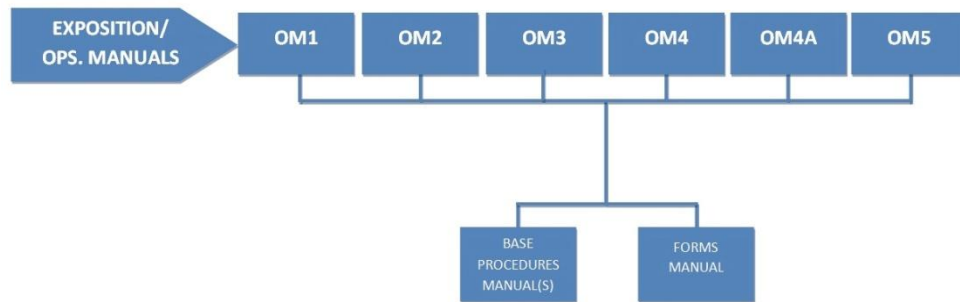
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should it be provided or disclosed without the express permission of the Head of Operations.

All personnel are expected to be thoroughly conversant with the content of the Operations Manual as applicable to their duties and responsibilities.

Distribution of the Operations Manual (both electronic and hard copy) and any revisions issued from time to time is the responsibility of the Head of Operations.

Figure 0-1 Manual Structure (Exposition)



NOTE:

The Operations Manual which comprises the Components illustrated above (OM1, OM2, OM3, OM4, OM4A and OM5), any applicable Base Procedures Manual(s) which are produced for each individual Base Location and the Forms Manual (FM) are accepted by CASA as part of the Company's Exposition. Thus, any major change to the Operations Manual or its components constitutes a change to the Exposition and must receive prior approval from CASA. Any minor changes will normally be effected via appropriate OSO(s) and incorporated into a revision of the Operations Manual at an appropriate juncture. The SMS and MCM are also part of the Operations Manual Suite.

0.2.1 Exposition

The Company conducts authorised CASR Part 141 and Part 142 activities in accordance with the requirements of:

- Part 141 and Part 142 of CASR.
- The Part 141 and Part 142 authorisation.
- This exposition (comprising this Volume (OM1) and all other Volumes OM2 through OM5 of the Company Operations Manual listed herein and associated BPM(s) and information controlled by the Operations Manual (OM) and stored on FSM or the Company Server.
- Relevant civil aviation legislation.

This Exposition sets out information on which the CASR Part 141 and Part 142 authorisation is granted. The Exposition is promulgated as a read-only

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electronic document, accessible to all Company personnel and CASA, through the Company's secure intranet. Logon to the intranet is available to all staff through secure passwords. The Company does not maintain paper versions of this Exposition. The APTA Exposition is distributed along with the Operations Manual, via FSM.

Reference should also be made to 2.3 and 2.4 of this Volume (OM1) regarding amendment, distribution, etc.

0.2.2 Continuous Improvement

The Company Continuous Improvement process is featured in Operations Manual, Volume 5 (OM5) of this Exposition and to a lesser extent in each Base Procedures Manual (BPM).

0.2.3 Operations Headquarters, Bases and Facilities

The Australian Pilot Training Alliance Pty Ltd is an Australian Private Company that provides flight instruction services authorised by CASA for fixed wing powered aeroplanes under CASR Part 141 and Part 142 in the area of Flight Training.

Australian Pilot Training Alliance Pty Ltd is a corporation authorised to conduct the CASR Part 141 and Part 142 activities described in this Exposition. All authorised activities are carried out at the location listed in the Base Procedures Manual(s) component of this Exposition.

This Exposition sets out information on which the CASR Part 141 and Part 142 Authorisation is granted.

It is the responsibility of all personnel of Australian Pilot Training Alliance Pty Ltd to ensure that the procedures detailed within this Exposition, and its related documents, are complied with at all times.

Details of the syllabus associated with CASR Part 141 and Part 142 Approved Activities are contained within Volume 4A (OM4A) of this Operations Manual (OM) and detailed Lesson Plans are held within the Flight School Manager (FSM) programme. Other Administration details and Flight School Operations requirements are contained in the remaining Operations Manual (OM) Volumes as listed elsewhere within the Operations Manual which collectively forms the Company Exposition.

CASR Part 141 and Part 142 Approved Activities are conducted under Part 141 and Part 142 (CASA.FTO.0049 Rev. 2 and CASA.TAOS.0629 Rev. 8).

The Australian Pilot Training Alliance Pty Ltd is a privately owned corporation, governed by a Director. All shares in the Company are held by the Director(s) of Australian Pilot Training Alliance Pty Ltd.

The corporate structure comprises of the following five departments:

- Flight Operations.
- Safety Management.
- Maintenance.
- Finance and Marketing.
- Administration.

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All departmental managers report directly to the Group Chief Executive Officer.

The diagram in 0.4.7 represents the corporate structure of Australian Pilot Training Alliance Pty Ltd, including those departments external to the CASR Part 142 organisational structure.

NOTE:

The Group CEO is currently Glen Anthony Buckley, who is also the Director.

Location and Business Details:

The business location details in regard to CASR Part 142.340 contained within the Exposition are as follows:

Australian Pilot Training Alliance Pty Ltd

17 Northern Avenue,

Moorabbin Airport

Victoria, Australia

ABN: 90 119 046 285

ACN: 119 046 285

ARN: 759217

Telephone: +61-3-9988-7784

Facsimile: N/A

Email: info@auspta.com.au or admin@auspta.com.au
(General)

Email: safetyofficer@auspta.com.au (for all Safety Officers)

Email: mao@auspta.com.au (for all MAOs)

Email: sbp@auspta.com.au (for SBPs)

Current Training Bases

YBLT-BAC (Ballarat):

Ballarat Aero Club (APTA Alliance Member):

4 Airport Road, Mitchell Park, Ballarat Airport 3355, Victoria, Australia.

YBNA-WSA (Ballina)

White Star Aviation (APTA Alliance Member)

210 Southern Cross Drive, Ballina Airport 2478, NSW, Australia.

YBSS (Bacchus Marsh):

Melbourne Flight Training Pty Ltd (APTA Alliance Member):

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Hangar 3, Taxiway B, Bacchus Marsh Airport, Victoria, Australia.

YLTV (Latrobe Valley)

Australian Pilot Training Alliance Pty Ltd (APTA Operational Base)
Latrobe Regional Airport, Morwell, Victoria, Australia.

YMMB-ARC (Moorabbin):

Arc Aviation Pty Ltd (APTA Alliance Member):
1 Third Street, Moorabbin Airport 3194, Victoria, Australia.

YMMB-AVIA (Moorabbin):

AVIA Aircraft Pty Ltd (APTA Alliance Member):
21 First Avenue, Moorabbin Airport 3194, Victoria, Australia.

YMMB-LTF (Moorabbin):

Learn to Fly Pty Ltd (APTA Alliance Member):
22-24 Northern Avenue, Moorabbin Airport 3194, Victoria,
Australia.

YMMB-MFT (Moorabbin):

Melbourne Flight Training Pty Ltd (APTA Alliance Member):
70 Bundora Parade, Moorabbin Airport 3194, Victoria, Australia.

YPDN-FSD (Darwin):

Flight Standards Pty Ltd (APTA Alliance Member):
5 Slade Court, Eaton 0820, Northern Territory, Australia.

Temporary Bases

Where flying training activities are required to be conducted at an alternate location from the Company's main training Base(s), the following matters must be considered and Form 1-007 must be completed:

- Exposition change management procedures (refer to Operations Manual, Volume 5 (OM5);
- Instructor familiarity with the:
 - Aerodrome;
 - Local operating procedures; and
 - Risks associated with operating at that aerodrome.
- Aerodrome suitability for the task, including:
 - Other users of the aerodrome;
 - Physical dimensions and characteristics, in respect to the types of aircraft proposed to be operated and Part 142 activity proposed;

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- Preference for the use of registered or certified aerodromes; and
 - If an ALA is to be used, the advice and references quoted in Operations Manual, Volume 3 (OM3) must be considered, in addition to the other considerations listed in this sub-section.
- The availability of suitable facilities and services such as:
 - Flight planning, briefing and crew rest and refreshment areas;
 - Fuel
 - Aircraft parking areas;
 - Aircraft maintenance services; and
 - NOTAM and weather services.
- Communication ability with operational headquarters and other relevant agencies such as:
 - Fire services'
 - Ambulance;
 - Police;
 - Aerodrome owner; and
 - AirServices Australia.

NOTE:

When establishing a 'Base' (semi-permanent or permanent) Form 1-004 is to be utilized.

0.2.4 Company Operations

The Company is a CASA approved fixed wing flight training organisation and engaged in domestic operations within but not restricted to, South-Eastern Australia.

The Company operates IFR/VFR single engine and twin engine piston fixed wing aircraft. Approved aircraft types are included on the CASR Part 141 and Part 142 Certificate.

The details of Aircraft operated by the Company are held within the FSM system.

The Company's Certificate is shown for reference in Chapter 5 of this Operations Manual (OM) Volume, being Volume 1 (OM1).

0.2.5 Company Operation of FSTD

APTA currently operates a number of FSTD under the auspices of CAO 45. The FSM system will list the devices and their capabilities in use at each location and the operating instructions to be utilized will be the CASA Certified STOM for each device in use. Refer the relevant STOM for the FSTD in use.

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0.2.6 Company Operational Facilities

Details of Facilities utilized by the Company for Training Activities are detailed in each Base Procedures Manual, as applicable.

0.2.7 Third Party Suppliers

Aeronautical or aviation related services that are provided to Australian Pilot Training Alliance Pty Ltd by third party suppliers such as AirServices, Fuel Suppliers and Maintenance Contractors are detailed in the Operations Manual (OM) main Volumes OM1 through OM5 of this Exposition and the applicable Base Procedures Manual(s) (BPMs) as required/appropriate.

As operations may be conducted at a wide range of locations, items such as Fuel (for example) may not be listed specifically by supplier, however, the OM provides guidance and procedures for ensuring correct requirements are followed.

Providers such as maintenance organisations are subject to a Service Level Agreement (SLA) signed between the maintenance provider and the Company as detailed in the Operations Manual (OM) and as specified within applicable Company Forms controlled by the Operations Manual (OM) individual Volumes to which the service relates.

At locations where consistent operational activity is maintained and has warranted the contracting of third party providers to provide services to APTA, the relevant third party provider(s) will be listed in the applicable Base Procedures Manual (BPM).

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0.2.8 Authorisation Statement

Volume 1 (OM1), 2 (OM2), 3 (OM3), 4 (OM4), 4A (OM4A) and 5 (OM5), any applicable Base Procedures Manual(s) (BPM(s)) and the Forms Manual (FM) constitute the 'Operations Manual', form the Exposition and as a whole, is a CASA approved document/manual (OM accepted by CASA as of 28 April, 2017) that is accepted by the CASA as detailing the various aspects of Company Policy and Procedures applicable to Australian Pilot Training Alliance as detailed in the Company's CASR Part 141 and Part 142 Authorisation.

All personnel must comply with the directions, instructions and procedures contained in this manual in the performance of their duties.

This manual is a living document. As a result of experience, legislative change or new technology, it may need revision from time to time. All personnel are therefore encouraged to contribute proposals for the improvement of the content or procedures in this manual. Any proposals for improvement should be submitted to the Head of Operations (HOO) by completing a Manual Change Request Form in accordance with the procedures provided in 2.7.

Ermin Guido Javier Jr.
Group Head of Operations (HOO)
Australian Pilot Training Alliance (APTA) Pty Ltd.

0.3 Company Safety Policy

Refer to Operations Manual, Volume 5 (OM5) (SMS) for a copy of the Safety Policy.

0.4 Operations Organisation

The operations organisation chart is provided to indicate structure and reporting lines.

In the event of a position being vacant or the individual being absent the Head of Operations or his/her delegate (in consultation with the Group Chief Executive Officer of and/or CASA where appropriate) will ensure the duties associated with that position are re allocated to the appropriate person and requisite approvals are obtained.

Specifically, to meet the requirements of CASR Part 142.165, the Company will inform CASA of any absence of a Key Post Holder if the absence is expected to exceed thirty-five (35) days according to the following:

- Within three (3) days of the absence being notified if there is a person already approved by CASA to assume the responsibilities of the relevant Post Holder; or
- Within twenty-four (24) hours of the absence being notified if there is no person approved by CASA to assume the relevant responsibilities.

The above requirement may apply to the following key posts unless otherwise directed by CASA: Actual processes in relation to the above are detailed in 0.4.1 through to 0.4.6 inclusive (below).

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- CEO;
- Head of Operations;
- Head of Aircraft Airworthiness and Maintenance Control (not currently required for APTA Operations).

The Company will endeavour to nominate person(s) with the required skills and experience to act in the capacity of a specific post holder and have such person(s) approved by CASA.

0.4.1 Key Personnel

All Key Personnel positions must be filled.

It is a requirement under CASR 142.100 (1) (c) that all of the Key Personnel positions within the Company (and prescribed by legislation) must be filled.

In order to meet this legislated requirement, the Company has adopted a policy of appointing 'standby' personnel to the Key Personnel positions so that when the substantive person is absent or unable to fulfil the duties of the position, there is always a 'standby' person available.

0.4.2 Contact Information for Current Key Personnel

Postal Address: 17 Northern Avenue, Moorabbin Airport 3194, Victoria, Australia.

Phone: +61-3-9988-7784

Facsimile: N/A

Email: admin@auspta.com.au

Key Personnel:

Glen Anthony Buckley

Group CEO

Postal Address: 17 Northern Avenue, Moorabbin Airport 3194, Victoria, Australia.

Phone: +61-418-772-013

Facsimile: N/A

Email: glen.b@auspta.com.au

Ermin Guido Javier Jr

Group Head of Operations

Postal Address: 17 Northern Avenue, Moorabbin Airport 3194, Victoria, Australia.

Phone: +61-400-879-855

Facsimile: N/A

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Email: hoo@auspta.com.au

Andrew Warland-Browne

Group Head of Safety

Postal Address: 17 Northern Avenue, Moorabbin Airport 3194, Victoria, Australia.

Phone: +61-477-111-569

Facsimile: N/A

Email: andrew.wb@auspta.com.au

0.4.3 Appointment of Key Personnel

Prior to the new appointment of Key Personnel into either the substantive or standby position, the Group CEO will review the nominee's application material to ensure the minimum experience and qualification criteria are met. Where the Key Personnel to be appointed is the position of Group CEO, the Director(s) of the Company or person nominated by them shall perform such a review.

When reviewing the application the Group CEO should be mindful of the Company's requirements for these key positions in addition to any qualifications and experience mandated by legislation.

0.4.4 Appointment of Standby Key Personnel

Persons appointed to standby Key Personnel positions are subject to the same selection criteria as those persons nominated to the substantive positions. It is also Company policy that each of the standby Key Personnel be included in all management communications and are given the opportunity on a regular basis to perform the duties of the position so that they maintain readiness to fill the position at short notice, should the need arise.

Notification to CASA of the Inability of a 'Key Person' to carry out their Responsibilities

It is the intention of the Company to notify CASA regarding planned temporary absences of more than thirty (30) days prior to the commencement of the absence. However, there may be occasions where the Company does not have the benefit of being able to plan for an absence due to a number of potential factors.

In either situation, if the Company becomes aware of a circumstance where a Key Person will not be able to carry out their responsibilities for a period of more than thirty (30) days the following procedures will apply:

- If another person is already approved to act in the standby capacity:
 - One of the Operator's other Key Personnel must advise CASA within three (3) days by email; or
- If another person is not already approved to act in the standby capacity:

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- One of the Operator's other Key Personnel must advise CASA within twenty-four (24) hours by email and if necessary, a follow up telephone phone call, within three (3) days of becoming aware of the circumstance

NOTE:

Notwithstanding the provisions of 0.4.4, sufficient time must be allowed for the standby person to re-familiarise themselves with the duties and responsibilities of the Key Personnel position they are standing-in for.

0.4.5 Unforeseen Absences of Key Personnel

In the event of an absence of certain Key Personnel and where the nominated standby person(s) are not available, the following provisions apply in accordance with CASR 142.100(1) (f) & (g).

- The absence must be unforeseen
- The Group CEO position and the Group Head of Safety position can only be occupied by the same person for a period of no more than seven (7) consecutive days.
- The HOO position and the Group Head of Safety position can only be occupied by the same person for a period of no more than seven (7) consecutive days.

0.4.6 Key Personnel Familiarisation Training

Policy

In accordance with CASR Part(s) 141.115 and 142.170, all Key Personnel employed by the Company are required to undergo familiarisation training before they carry out the responsibilities of their position.

This familiarisation training is managed by the Company's Internal Training and Checking System. More information in regard to the Internal Training and Checking System may be found throughout the Operations Manual (OM). The requirements for Key Personnel Familiarisation are located within Operations Manual, Volume 4 (OM4) of this Exposition.

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0.4.7 Operational Tasks and Responsibilities

The responsibility for the AOC is assigned to the CEO. The CEO may delegate various tasks to the HOO however such delegation does not relieve the CEO of any responsibility.

The HOO has a number of responsibilities and some of these are delegated to senior personnel in relation to the delivery of a safe, compliant and efficient operation.

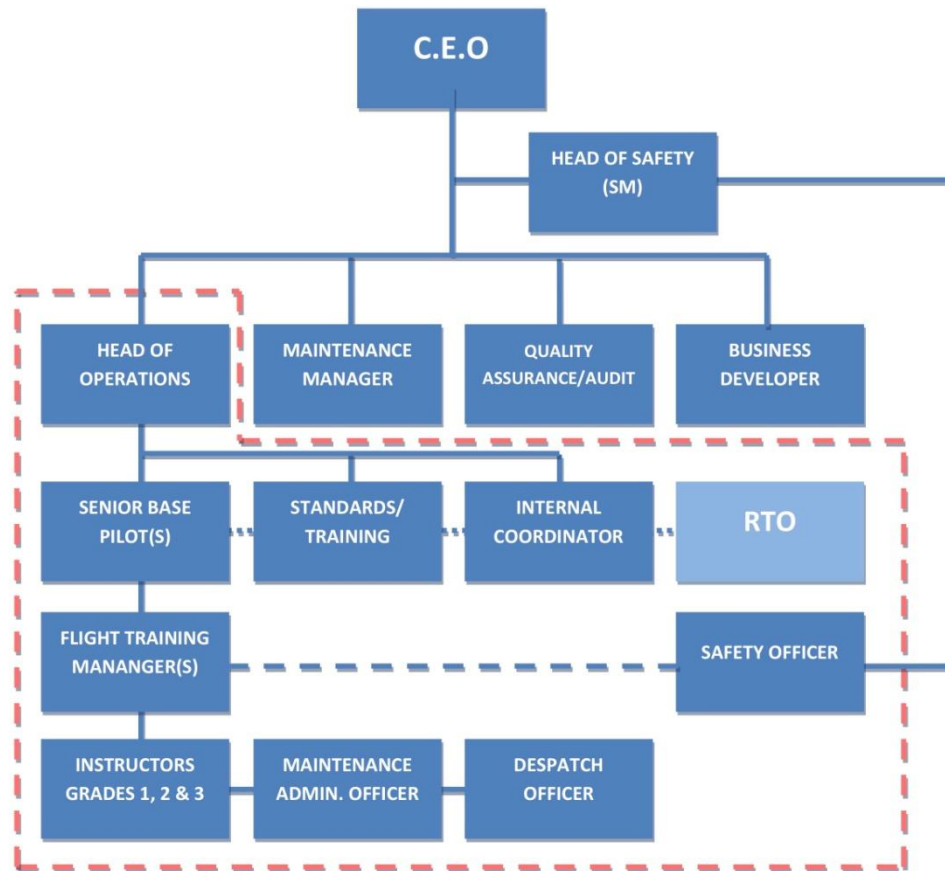
The relevant positions and responsibilities are identified in the reporting lines illustrated in the organisation chart below and in the detailed key positions following.

NOTE

CASA shall be informed of any changes to the above details where required by law.

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Figure 0-2 Integrated Pilot Training Part 141/142 Organisational Structure



NOTE:

The names of individual personnel other than Key Personnel are listed in FSM under the relevant Base Location.

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0.4.8 CASR Part 141 and Part 142 Key Personnel

Personnel appointed to key positions required under the various extant and projected Civil Aviation law and regulations.

The Table below specifies the Key Personnel referred to in the Part 142 Exposition.

The information following deals with Standby Personnel.

Table 0-2 CASR Part 141 and Part 142 Key Personnel

Title	Name	Standby
Group Chief Executive Officer	Glen Anthony Buckley	Ermin Guido Javier Jr.
Group Head of Operations	Ermin Guido Javier Jr.	Glen Anthony Buckley
Group Head of Safety (Safety Manager)	Andrew John Warland-Browne	Cameron Raymond Meyer

0.5 Operations Duties and Responsibilities

0.5.1 General

The Civil Aviation Act 1988, section 28BE, requires the holder of an approval, at all times, to take all reasonable steps to ensure that each activity covered by the authorisation (Authorised Activities) and everything done in connection with such activity, is done with reasonable degree of diligence.

Furthermore, section 28BF requires the holder of an authorisation to maintain an appropriate organisation, with a sufficient number of appropriately qualified personnel and a sound and effective management structure. The operations division has been developed to satisfy these requirements.

The following duties and responsibilities stem from the Company's own requirements and the legal responsibilities outlined above.

0.5.2 CASR Part 142 Organisational Structure

The Part 142 organisational structure of Australian Pilot Training Alliance Pty Ltd includes the following sections:

- The Type Rating Training Section – (when and if applicable) will report through the CASR Part 142 Group Head of Operations to the Group Chief Executive Officer. The Type Rating Training Section is managed by the CASR Part 142 Senior Training Captain. This is headed by the Group Head of Operations (HOO).
- The CASR Part 142 Internal Training and Checking Section – reporting through the CASR Part 142 Head of Operations to the Group Chief Executive Officer. The Internal Training and Checking Section is managed by the CASR Part 142 Head of Operations (HOO).
- The CASR Part 142 Safety Management Section – reporting directly to the Group Chief Executive Officer. The section is managed by the

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CASR Part 142 Safety Manager. This is headed by the Group Head of Safety who is the CASR Part 142 Safety Manager for the purposes of the CASRs.

0.5.3 Group Executive

The Director(s) and the Chief Executive Officer (CEO) provide the strategic direction for the Company and the provision of adequate financial backing and resources for the conduct of operations under the AOC. The CEO must be capable of complying with the provisions of the Act, the applicable Regulations (including relevant CARs, CASRs and CAOs).

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0.5.4 Group Chief Executive Officer (CEO)

The Group CEO fulfils the role described in Section 28 of the Civil Aviation Act. The Director and the CEO (comprising the Group Executive) provide the strategic direction for the Company with the CEO ensuring the provision of adequate financial backing and resources for the conduct of operations.

The CEO must be capable of complying with the provisions of the Australian Civil Aviation Act, the Regulations (including CARs and CASRs) and the Civil Aviation Orders, specifically; CASR Part 141.120 and CASR Part 142.180 that relate to safety, including provisions regarding the competence of persons whose responsibilities are covered by approval(s). Competency review and performance are managed through the Company Performance Review Process in line with Form 4-002.

In summary the CEO is the Accountable Person for the Company Operations and must:

- Ensure that all operations under the various approvals (CASR Part 141 and Part 142 as outlined in the Exposition), including the safety management system (OM5), training and other activities, are financed and carried out to the standard required by CASA under the Act, the Regulations which extends to the maintenance and execution of the Exposition, monitored via CEO chairing the regular meetings/agenda outlined via Form 1-043.
- Establish and monitor the effectiveness of the SMS (OM5), including safety policy, safety objectives and planning and perform safety management reviews in accordance with regulations.
- Ensure that the Exposition complies with:
 - Australian aviation law, including the Act and the Regulations; associate Orders; and
 - Any applicable foreign aviation law.
- Ensure that finances and resources are made available such that:
 - The Group Head of Safety is independent and has direct access to the Group CEO at all times and is not subject to undue influence;
 - The Company organisation is suitable to ensure that the operations can be conducted or carried out safely, having regard to the nature of the operations through periodic review of the Company operations through the Safety Review and Audit processes and Continuous Improvement processes outlined in Operations Manual, Volume 5 (OM5);
 - The Company organisation chain of command is appropriate to ensure that the operations can be conducted or carried out safely;
 - The Company organisation has a sufficient number of suitably qualified and competent employees to conduct or carry out the operations safely;
 - Key Personnel in the organisation have appropriate experience in air operations to conduct or to carry out the operations safely;

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- The facilities of the Company organisation are sufficient to enable the operations to be conducted or carried out safely;
- The Company organisation has suitable procedures and practices to ensure that the operations can be conducted safely;
- Ensuring that the Company:
 - Sets and maintains standards for the activities in accordance with the Company exposition; and
 - Complies with civil aviation legislation;
 - Implements and manages the Company's SMS; and
 - Has procedures that ensure that all of the Company's personnel understand the operator's safety policy; and
 - Advises CASA if the Company enters into a leasing, financing or other arrangement for the supply of a turbine engine aircraft for use in the activities; and
 - Advises CASA if the Company becomes aware that any arrangement in relation to the entry into a leasing, financing or other arrangement for the supply of a turbine engine aircraft may affect the operator's safe conduct of the activities or contravene a provision of civil aviation legislation or the law of the country in which the aircraft is registered; and
 - Establishing and regularly reviewing the operator's safety performance indicators and targets;
 - The Company exposition is monitored and managed for continuous improvement;
 - That Key Personnel satisfactorily carry out the responsibilities of their positions in accordance with the operator's exposition and relevant Civil Aviation legislation; and
 - He/She is accountable to the Company and CASA for ensuring the responsibilities mentioned CASR 142.180 (1) are carried out effectively.

The CEO may delegate Tasks to various Company operations and departmental, senior managerial positions. Such delegation does not relieve the CEO of any of the responsibilities listed above. CEO delegations to senior management are:

- Head of Operations for overall management of the Company flight operations and flying training operations.
- Safety Manager for overall responsibility for the Company safety management system.
- Head of Aircraft Airworthiness and Maintenance Control for overall management of the regulatory requirements for the provision of maintenance by the contracted maintenance organisations (HAAMC not currently required for APTA Operations).

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Responsibilities

- Liaison between the Company and its major clients to ensure that the Company is meeting expectations of its customers, and that these expectations comply with Company policies and procedures.
- Negotiate, maintain and audit the Service Level Contract(s) between the Company and the authorised/approved service provider for the provision of resources (e.g. including but not limited to aircraft maintenance providers).
- Manages and maintains the organisational establishment to ensure that the Company recruits and trains sufficient personnel to achieve the corporate business objectives, including appropriate succession planning.
- Review operating results, compares them to established objectives, and takes steps to ensure that appropriate measures are taken to correct unsatisfactory results.
- Develop and maintain a system of internal reporting that supports Company financial performance modelling and data for aircraft operations.
- Develop and maintain excellent customer/client relationships with clients and service providers.
- Provide direct access to the Safety Manager and promote the development of a 'Just' Culture integral to the Company's operations.
- Represent the Company with the regulatory authorities, Government agencies and service providers.

Reports to:

- Group Executive.

Direct Reports:

- Group Head of Operations
- Safety Manager (Group Head of Safety) (SM)
- Head of Aircraft Airworthiness and Maintenance Control (currently N/A)
- Various non-AOC related Administrative and Support personnel identified in the Organisational Structure.

Prerequisites

As APTA is an approved CASR Part 141 and Part 142 Operator, the Group CEO must have sufficient relevant experience in organisational, operational, financial and people management of air operations to enable the Company to conduct safe operations in accordance with the Exposition and all relevant Civil Aviation legislation. Specifically, pre-requisites for the Group CEO are as follows:

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- Sufficient experience in the management of an organisation engaged in air operations of a similar or comparable nature to those proposed with such experience being acceptable to CASA;
- Demonstrated experience in the provision of adequate finance, resourcing, planning and operational control and due diligence required to ensure safe operations, to the satisfaction of CASA;
- An open and consultative management style demonstrated through experience and results achieved in previous similar roles or through activities outside the aviation industry that is appropriate to the effective management of safety, just culture and continuous improvement in an environment that encourages participation and openness; and
- The ability to demonstrate via interview or other method the competence required of a manager at CEO level sufficiently so as to satisfy CASA that the proposed operations can be conducted safely;
- Any other prerequisites specified or required by CASA in accordance with CASR Part 142.215

Recruitment and Selection

The Director(s) of APTA Pty Ltd is/are responsible for the recruitment of the Group Chief Executive Officer (CEO) and for retaining fully documented and auditable records of the recruitment process.

The recruitment process for the selection of the CEO includes a determination of whether the proposed appointee is a fit and proper person for the position. The determination will take into consideration any criminal record, bankruptcy, serious behavioural problems, regulatory non-compliance and attitude to regulatory compliance.

The selection criteria for the Chief Executive Officer assesses whether the applicant has:

- An appropriate understanding of the responsibility for regulatory compliance;
- A demonstrated understanding of aviation legislation including Part 142 of CASR;
- An ability to exercise due care and diligence;
- A demonstrated ability to describe appropriate corporate and safety policy;
- An understanding of risk management and safety management;

A record of the recruitment process, curriculum vitae and appointment details relating to the CEO are held in the appointee's employment file.

CASA may elect to conduct an assessment of the suitability of the person appointed to the position. The Company will ensure resources required for the assessment are provided as required.

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Communications with CASA and Third Party Suppliers

The Group CEO is to be the point of contact and liaison with CASA and third party service providers as required on behalf of the Company with respect to all administrative and Company (i.e. corporate) related matters and those matters arising out of the Company's change management process.

Examples of communications may include items such as:

- Negotiating contractual arrangements with prospective maintenance providers
- Requesting CASA approval of the nomination of Key Personnel
- Negotiating contractual or cross hire arrangements for the supply of new or additional aircraft
- Communicating with computer equipment providers with respect to the Company's IT infrastructure and needs.
- Communicating and pursuing resolution with CASA on matters resulting from audits or other surveillance.
- Communicating with contractors and service providers for the supply of trade services to maintain, improve or update Company infrastructure such as buildings, furniture and other office equipment.

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0.5.5 Group Head of Safety/(Part 142 Safety Manager)

The Safety Manager (SM) is the leader and accountable manager for the safety, risk & environment activities, principally the development of an integrated Safety Management System (SMS) and for overseeing and monitoring current Company Safety Policy and existing safety policy and procedures employed by the Company. The SM is responsible for the deployment of the Company's safety, security, quality assurance audit and investigative assets to regularly assess and report on the compliance and safety goals of the Company as developed and set by the Group Executive. The SM is the principal safety adviser to the CEO and Group Executive.

Responsibilities

- Development and Management of a Company SMS as required in CASR Part 142.200 through achievement of:
 - Corrective, remedial and preventative action in relation to the system and as outlined in the Company SMS;
 - Regular reporting to the Group Chief Executive Officer on the effectiveness of the Company SMS; and
 - The maintenance and continuous improvement of the Company SMS; and
 - Documentation development in relation to an integrated SMS with a view to developing and maintaining such a system in preparation for future CASR Part 142 approval; and
- Managing the maintenance and continuous improvement of the following systems:
 - The Company SMS as above; and
 - The Company Fatigue Risk Management System (FRMS), if applicable;
- Any other responsibilities that support the achievement of the above as outlined in the Company SMS.

Reports to:

- CEO.

Direct Reports:

- Nil.

Pre-Requisites:

- Sufficient relevant safety management experience to capably lead, manage and set standards to enable safe implementation and maintenance of an SMS in accordance with the Exposition; and
- A satisfactory record in the conduct or management of air operations; and

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- Sufficient safety and regulatory knowledge to enable the conduct of safe Part 142 activities in accordance with the Company's current Approval(s) and Part 142 Exposition.

Recruitment and Selection

The CEO is responsible for verifying the qualifications and experience of the person nominated for the HOS position.

Following verification, the CEO will exercise sole responsibility for appointment of the HOS. For audit purposes, the CEO must maintain a record of the process and outcome of the verification and appointment.

The recruitment process for the selection of the HOS includes a determination of whether the proposed appointee is a fit and proper person for the position. The determination will take into consideration any criminal record, bankruptcy, serious behavioural problems, regulatory non-compliance and attitude to regulatory compliance.

A record of the recruitment process, curriculum vitae and appointment details relating to the HOS are held in the appointee's employment file.

CASA may elect to conduct an assessment of the suitability of the person appointed to the position. The Company will ensure resources required for the assessment are provided as required.

Communications with CASA and Third Party Suppliers

The Group Head of Safety is to be the point of contact and liaison with CASA, the ATSB and third party service providers on behalf of the Company with respect to all SMS and safety related matters.

Examples include items such as:

- Liaising with the ATSB following aviation related incidents involving Company aircraft and/or Company personnel or students.
- Liaising with training providers for the delivery of HF/NTS training.
- Communicating with CASA with regard to changes to the Company's SMS or SMS Manual – Operations Manual, Volume 5 (OM5).
- Communicating with internal and external stakeholders when investigating matters covered by the Company SMS.
- The Group Head of Safety is to ensure that other Key Personnel are kept informed as appropriate, in accordance with published internal Company communication protocols with respect to the above matters.
- When contacting CASA, it is preferred that initial contact is made by phone with the manager of the overseeing CASA CMT or the applicable CASA Inspector, to discuss options available and the best way of initiating CASA involvement in the relevant matter.
- When contacting other third party service providers, identify an appropriate person to discuss the issues and decide on the best means of working toward a resolution of the matter.
- Once initial contact has been made, this should be always be followed up by email. The Key Person communicating with CASA or

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the third party service provider should always include the other relevant Company Key Personnel on the distribution list of the email.

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0.5.6 Group Head of Operations (HOO)/(Part 142 Head of Operations)

The Head of Operations as approved by CASA manages all aspects of Company flight operations and flying training activities, specifically, as required in CASR Part 141.130 and Part 142.190 as well as CASR Part 61 in respect of training activities.

The Part 142 Head of Operations is also the head of the Part 142 Internal Training and Checking section and the Type Rating Training section. The Group Head of Operations acts as the Part 141/142 Senior Training and Part 141/142 Senior Check Captain.

Responsibilities

- Ensuring the Company's approved CASR Part 141 and Part 142 activities are conducted in a safe manner through the Safety Review and Audit programs outlined in Operations Manual, Volume 5 (OM5) and through regular meetings that have a set, recurring agenda that feature the key requirements of CASR Part 142.190 as described in Form 1-043; and
- Ensuring that the Company's training operations are conducted in accordance with principles of competency based training in a consistent and systematic manner; and
- Monitoring, maintaining and reporting to the CEO with respect to the Company's compliance with the provisions of applicable Civil Aviation Legislation and in compliance with the Company's Operations Manual (OM) and any associated documentation, that applies to the Company's training activities including the maintenance of a Reference Library as outlined in 0.11 of this Volume (OM1) of the Exposition; and
- Setting and maintaining the Company's standards for all training activities, in accordance with the Exposition and
- Developing, managing and maintaining the Company's dangerous goods manual (if required); and
- Ensuring the proper allocation and deployment of aircraft and personnel for use in connection with the Company's training activities; and
- Ensuring that the Company's personnel are provided with the information and documentation necessary to properly carry out their responsibilities; and
- Ensuring that the Company has procedures that include the following information:
 - A training plan and syllabus for each kind of training;
 - A description of the Company's process to determine the competency of course participants;
 - A description of the Company's process to manage underperformance of course participants;
 - A description of how the Company ensures supervision of course participants when they are receiving training;

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- Information about how the Company;
 - Plans, delivers and reviews the training; and
 - Monitors the progress of course participants to clearly defined knowledge and flight standards; and
 - Maintains records of the results achieved by course participants in training activities and assessments; and
 - Ensures that the Company has the training facilities and resources to provide the training; and
 - Maintains those Company training facilities and resources.
- Ensuring that the requirements following are complied with for the training:
 - The conduct of the training is effectively monitored;
 - Each instructor who conducts the training must:
 - Be authorised under CASR Part 61 to conduct the training; and
 - Meet the requirements in the Company OM in respect of training in human factors principles and non-technical skills; and
 - Have an understanding of the training syllabus for the training; and
 - Hold a valid standardisation and proficiency check for the Company under CASR Part 141.190; and
 - Be supervised effectively; and
 - Comply with the Company's OM.
- For the flight simulation training device utilised by the Company:
 - Ensuring the correct operation and maintenance of the device; and
 - Ensuring that the device is used only in accordance with the Company's OM; and
 - Ensuring that the simulator or device is qualified under Part 60;
 - Ensuring that the trainer is approved under Civil Aviation Order 45.0;
- If any training is conducted in any other device—ensuring that the device:
 - Meets the qualification standards prescribed by a legislative instrument under CASR Part 61.045; or
 - Is qualified (however described) by the national aviation authority of a recognised foreign State (within the meaning of CASR Part 61.010);
- Managing the maintenance and continuous improvement of the fatigue risk management system (if applicable);
- Ensuring the Company's personnel understand the Company's Safety Policy; (refer 0.3);

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- Implementing and managing the Company process for identifying and addressing deficiencies in training outcomes for CASR Part 141 and Part 142 training, including the following processes:
 - For auditing the training;
 - Promoting the continual improvement of the training;
 - Evaluating the training outcomes from pre-flight test assessments and post-flight test feedback from Flight Examiners;-
 - Regularly assessing the suitability of facilities and resources for conducting the training;
- Process improvement procedures;
- If the training activities include flight training or contracted recurrent training—ensuring that the training is conducted in accordance with the FSM system;
- Ensuring that the activities are monitored effectively; and
- Ensuring the proper allocation and deployment of aircraft, flight simulation training devices and personnel for use in the activities; and
- Ensuring instructional personnel have access to the relevant parts of the Company's exposition that relate to the instructor's duties; and
- Hold a valid standardisation and proficiency check for the Company under CASR Part 142.325;
- Ensuring that each examiner who conducts an activity for the Company has access to the parts of the Company's Exposition that relate to the examiner's duties;
- Ensuring that each instructor or examiner who conducts an activity for the operator:
 - Is authorised to conduct the activity under CASR Part 61; and
 - Has successfully completed the training set out in the internal training and checking system manual; and
- Ensuring that if an Instructor attempts but does not successfully complete a standardisation and proficiency check mentioned in the Company Internal Training and Checking system (refer to Operations Manual, Volume 4 – OM4) – advising CASA, in writing, within fourteen (14) days after the date of the attempt, of the person's name, position and ARN; and
- Ensuring that the Company establishes and maintains effective communication, in relation to the activities, with CASA; and
- Ensuring that the Company complies with section 28BH of the Act in relation to Flight Crew.

NOTE:

The discharge of responsibilities of the HOO, in addition to meetings conducted under Form 1-043 Agenda (scheduled weekly but not less than twenty-six

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(26) in each twelve month period), will be carried out through Base Inspections (at least 2 in each 12 month period with no less than 3 months between each) as well as through the Internal Training & Checking System.

Reports to:

- Group CEO.

Direct Reports

- All Company Pilots engaged in Flying Training activities (Flight Instructors, all Grades), Senior Base Pilot and Flight Training Manager(s).

Prerequisites

- Holds or is eligible to hold or to exercise the privileges of, a Flight Examiner rating; or
- Hold CASA issued CPL(A) and the following additional CASR Part 61 qualifications:
 - Single and Multi Engine aeroplane Class Rating; and
 - Night VFR Rating with an aeroplane night VFR endorsement; and
 - Flight Instructor Rating with the following Training Endorsements:
 - Grade 1 (Aeroplane);
 - Night VFR;
 - Multi Engine aeroplane class rating; and
 - Design Feature.
-
- Hold a Valid Class 1 Medical Certificate; and
- Have at least 500 hours flight time on an aircraft of a type used to conduct a significant proportion of the relevant Company activities and at least six (6) months experience in the conduct or management of air operations conducted under an AOC or equivalent foreign authorisation.
- For CASR Part 142 operations hold an approval under regulation CASR Part 142.040 to be the head of operations,
- Possess evidence of a satisfactory record in the conduct or management of air operations under an AOC for at least six (6) months; and
- Be sufficiently knowledgeable in matters regarding safety and aviation regulation so as to be able to lead and safely manage Company activities in accordance with this Exposition & civil aviation legislation.

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The approval of HOO is valid for such periods and with such limitations or conditions as the CASA may specify in writing. In the absence of a specified period the approval remains valid subject to the approved person maintaining a satisfactory level of performance.

Approval for persons to act as HOO must be in writing from the CASA, setting out any limitations or conditions that may apply.

NOTE:

The Standby HOO shall have the above Pre-requisites or be able to obtain them within fourteen (14) days of assuming the duties of HOO in a Standby Capacity.

Recruitment and Selection

The Part 142 Safety Manager (Group Head of Safety) (HOS) is responsible for verifying the qualifications and experience of the person nominated for the Group Head of Operations (HOO) position.

Following verification, the CEO will exercise sole responsibility for appointment of the HOO. For audit purposes, the HOS will maintain a record of the process and outcome of the verification.

The recruitment process for the selection of the HOO includes a determination of whether the proposed appointee is a fit and proper person for the position. The determination will take into consideration any criminal record, bankruptcy, serious behavioural problems, regulatory non-compliance and attitude to regulation compliance.

A record of the recruitment process, curriculum vitae and appointment details relating to the HOO are held in the appointee's employment file.

CASA may elect to conduct an assessment of the suitability of the person appointed to the position. The Company will ensure resources required for the assessment are provided as required.

Communications with CASA and Third Party Suppliers

The Group HOO is to be the point of contact and liaison with CASA and third party service providers on behalf of the Company with respect to all flight operations matters.

Examples may include items such as:

- Requesting approval for plans to set up a secondary training base.
- Communicating with CASA to facilitate Company personnel being assessed for a Flight Examiner rating.
- Communicating with a maintenance provider to organise planned maintenance or discuss matters of significance with regard to aircraft operated by the Company. The Maintenance Administration Officer would typically also be included in communications of this type.
- Managing Company access to facilities such NAIPS.

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- Communicates with relevant providers regarding the procurement of aviation related documents such as AFMs, the AIP and Civil Aviation legislation.
- Communicating with external Flight Examiners to coordinate Instructor proficiency checks for Company personnel.

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0.5.7 Internal Coordinator

The Internal Coordinator is the channel via which all information from Bases will be progressed to the appropriate personnel. The Internal Coordinator (IC) manages effective communication through the organisation across various platforms and aids personnel in attaining engagement in their workplace including organising and managing Company events, attending corporate events as a representative of the Company and supervising the reception desk.

Responsibilities

Coordinate inquiries and correspondence and liaise with appropriate company personnel:

- Manage contracts for all APTA Bases;
- Prepare & Update Policies and Procedures;
- Assist Key Personnel with document editing/preparation/distribution;
- Conduct Internal Audits along with Company Key Personnel;
- Provide customer service contact (telephone and other customer enquiries);
- Coordinate the provision of appropriate equipment and resources for Company personnel;
- Maintain Company files (including personnel files);
- Assist Key Personnel with Mapping of Syllabuses/Creation of Courses;
- Management of the RTO;
- Management of CRICOS;
- Management of Company Registers;
- Management of Company Calendar;
- Management of Company Website;
- Preparation of Meeting Minutes;
- Assist with New Employee Induction;
- Maintain familiarity with APTA Operations Manual for quick referencing and assisting others with queries;
- Maintain familiarity with APTA Procedures to assist Company personnel.

Reports to:

- Key Personnel and Other Management Personnel as required/directed.

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Direct Reports:

- Various Operational and Training Personnel as required and in relation to Company activities.

Pre-Requisites:

- Sound organisational skills;
- Knowledge of Flight Training and Aviation Industry experience;
- Sound written and oral communication skills;
- Ability to coordinate complex and multiple tasks; and
- Sound computer skills across a range of Company IT platforms including but not limited to FSM, Microsoft Office, etc.

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0.5.8 Senior Base Pilot(s) (Senior CASR Part 142 and/or Part 141 Instructor(s))

A Senior Base Pilot (SBP) may be featured at certain bases in order to facilitate regulatory compliance when the base is remote from other bases. The following SBP responsibilities shall be approved by the HOO including any changes or amendments to same.

The Senior Base Pilot at each location is also the Senior CASR Part 142 and/or Part 141 Instructor.

The SBP plays a key role in providing Supervision and Oversight at Remote Bases. This role is most similar to what was previously referred to as CFI. Often this role will entail other duties such as Sales and Marketing as well as a number of other tasks that arise in a Flying School. One of the challenges of this position is the 'pull' of both the Regulatory and Commercial considerations. It is therefore important to appreciate that the 'primary responsibilities' are listed below and take precedence in all situations. If the Senior Base Pilot experiences excessive workload, he/she should consult with the HOO in order to reduce any workload not associated with compliance.

Responsibilities

As the most senior Instructor on-site, the SBP is required to lead by example and any individual appointed to the position demonstrate an uncompromising approach to following APTA Policy and Procedures.

- Responsible for the day-to-day running of the Flying School in both an administrative and operational capacity.
- Between Monday and Thursday, review Base Flight and Duty for all personnel with particular attention paid to the timely completion, compliance and accuracy. Initiate any required action. Present any anomalies for the attention of the HOO as soon as practicable but no later than the next Wednesday Management Meeting.
- Communicate as far as practicable on a daily basis with the Safety Officer.
- Arrange meetings for all Base personnel at intervals not exceeding three (3) months.
- Ensure that rostering is in accordance with the applicable Regulations.
- Conduct a detailed analysis of at least two (2) sets of Student Training records per week – a summary of the findings is to be presented at the Weekly Management Meeting(s).
- Ensure that operations are conducted in accordance with the relevant regulatory requirements and the APTA Operations Manual (OM) insofar as those elements of the OM that pertain to the Flying School's operations.
- Monitor all aspects of the Flying Training practices and procedures, particularly from a safety perspective. Immediate remedial action is to

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be taken should any evidence of unsafe practices be observed or come to the attention of the SBP.

- Via close cooperation with the Training Manager(s), continually assess that the workload is manageable and that there are no compromises to Safety or Quality.
- Attend Weekly Management Meetings as frequently as is practicable.
- Attend Safety Meetings held on the last Wednesday of each Month.
- Liaise with Maintenance Administration Officer (MAO).
- Conduct Annual Pilot Standardisation and Proficiency Check(s) when delegated to do so by the HOO.
- Be mindful that the best Safety results are achieved through the cultivation of a positive working relationship and thus, image of the Regulator, amongst Company Personnel and Customers.
- Utilise existing where available – when new policies and/or procedures are to be designed, be mindful of the likely effect on increased Instructor workload, particularly where that workload may impinge on the Instructor(s) primary task in the delivery of high standards of Flight Training.
- If qualified as a Flight Examiner, conduct test(s) appropriate to approval(s).
- Cultivate a culture of continuous improvement across the Base.
- Supervision of Instructional Personnel.
- Monitor of standards of Flight Instruction.
- Meet at least monthly with the Flight Training Manager(s) in regard to matters including (but not limited to), the following:
 - Review of any two (2) subsequent test 'fails' with specific attention to the remedial plan(s);
 - Review any Student that has exceeded the minimum total hours of their qualification by 50%; i.e. –
 - RPL – 40 hours;
 - PPL – 60 hours;
 - Consider any case where a Student has had the same Instructor for more than ten (10) consecutive flights;
- Assist in the preparation (or approval) of all Flight Training programmes and arrange for their implementation so as to comply with the course outlines or instructional schedules specified in the relevant regulations.
- Maintenance of Instructional Personnel and Student Training records at the applicable Base, including Duty and Flight Time Records.
- Fulfil the responsibilities and duties of a Flight Training Manager if the applicable Base has no assigned FTM personnel.
- Planning staffing resources to ensure that all Supervisory obligations are met.

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- Notify HOO of upcoming Annual Leave/Plan and supervision of Base accordingly.
- Booking of flight test and the coordination of those tests including any associated remedial plan.
- Preparation of pre-flight test documentation.

Reports to:

- HOO.

Direct Reports:

- Flight Training Manager(s); and
- All Base Instructors.

Pre-Requisites/Requirements:

- Grade 1 Instructor Rating and appropriate Training Endorsements for the training being delivered in the respective Base; and
- A clear understanding of Key Personnel with particular attention to the Responsibilities of the HOO. An incumbent with clear understanding of the HOO Responsibilities will provide the ability to perform more effectively in the position of SBP; and
- Comprehensive understanding of the content and intent of the Operations Manual (OM) suite, the CASR Part 61 MOS, other relevant CASRs and associated/relevant Legislation relevant to Flying School Operations; and
- A comprehensive knowledge of FSM, with demonstrated ability to produce reports with regard to operational matters; and
- Ability to work five (5) days in any seven (7) day period, including weekends; and
- Comprehensive knowledge of the Rules and Regulations as appropriate to a Senior Grade 1 Instructor. The incumbent must be capable of communicating directly with CASA personnel up to and including FOI level with regard to applicable Regulatory matters; and
- Hold a Commercial Pilot License CPL(A) or Air Transport Pilot License ATPL(A); and
- Be authorised under CASR Part 61 to Pilot a kind of aircraft that is used to conduct a significant proportion of the operator's authorised activities; and
- Have a satisfactory record in the conduct or management of air operations; and
- Have sufficient safety and regulatory knowledge to enable the operator to conduct the activities safely and in accordance with the Exposition and Civil Aviation Legislation; and

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NOTE:

These requirements (above) may only be varied by the HOO.

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0.5.9 Flight Training Manager(s) (Location Dependent)

The Flight Training Manager(s) (FTM) are person(s) who are qualified Flight Instructor(s) holding Grade 1 Training Endorsement or appropriately qualified Grade 2 Training Endorsement.

Responsibilities

- Assignment of new Student(s) to Instructor(s) in accordance with their capacity qualification, availability and compatibility, meet and respond to new Student enquiries;
- Oversight of current Student (domestic and international Student) progression and attendance utilising the Flight School Manager (FSM) system;
- Oversight of Flight and Duty, Rostering and Availability utilising the Flight School Manager system;
- Provide assistance and conduct 'sample' flights when required, for all Grades of Instructors;
- Conduct First Solo Checks and Pre-License Checks, when applicable;
- 'Mentor' Instructors to ensure that they have any assistance required to meet the responsibilities of their job function and where applicable, working within the internal Personal Development Programme, recommend or nominate personnel for Instructor upgrade;
- Monitor Instructor(s) and meet periodically to assess and discuss current workload, progression of Student(s) under their supervision (utilising progress records) and provide advice, document discussion and ensure that remedial training, briefing and guidance is provided accordingly;
- Liaise with the International Student Manager to ensure that Student(s) who are required to hold a current International Student Visa have met and continue to meet the attendance and progression requirements in accordance with the Certificate of Enrolment – schedule further meetings with the Student (as and when required) to correct any deficiencies and/or carry out disciplinary action, as appropriate;
- Supervise the day-to-day operations of the Flight School on behalf of and at the direction of the HOO and/or SBP and/or perform certain functions as delegated in his/her absence;
- Meet at least monthly with the Senior Base Pilot in regard to matters including (but not limited to), the following:
 - Review of any two (2) subsequent test 'fails' with specific attention to the remedial plan(s);
 - Review any Student that has exceeded the minimum total hours of their qualification by 50%; i.e. –
 - RPL – 40 hours;
 - PPL – 60 hours;

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- Consider any case where a Student has had the same Instructor for more than ten (10) consecutive flights;
- Address any concerns within the Team and formulate and propose solutions where required, to policy, procedure and technique in order to meet any shortfall in performance or effectiveness that exists (in accordance with Company Policy and the Regulations);
- Act as a representative of the Team to Management and of Management to the Team to ensure the most effective communication and efficient management of resources and workload.

Reports to:

- HOO and/or SBP (as applicable at each Base whether CASR Part 141 only or Part 141 and Part 142 is approved at that Base/Alliance Member).

Direct Reports:

- Subordinate Instructors and other Team Members, as applicable to each Team.

Pre-Requisites:

- Demonstrated leadership ability via ongoing performance and results and/or selection process (as applicable);
- Grade 1 Training Endorsement or appropriately qualified Grade 2 Training Endorsement.
- Minimum twelve (12) months continuous employment service within APTA or Member Organisation or otherwise at the discretion of the Head of Operations (HOO).

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0.5.10 Flight Instructor(s)

This position conducts relevant aspects of Company flight training operations and flying training activities in accordance with the privileges and responsibilities of the relevant Flight Instructor Grade as detailed in Chapter 1 of Volume 4A (OM4A) and in accordance with CASR Part 61.T.

Responsibilities

- Instructor(s) conduct is to be professional at all times and be the basis of all that the Instructor(s) undertake.
- Display respect for the craft of Instructing.
- Actively participate in the Company's Safety Management System (SMS).
- Participate in the flight operations component of the Company's Safety Management System.
- Report all perceived or potential safety risks associated with flying operations in accordance with the Company Safety Management System (SMS), including reporting of all Accidents and Incidents.
- Adherence to policy and procedures in support of safe operations.
- Ensure flight operations are conducted in such a manner that maintains compliance with CASA requirements at all times.
- Foster open and trusted relationships with all stakeholders.
- Liaise with CASA where/if required and/or directed by the HOO on operational matters to facilitate compliance with requirements for a safe operation, ensuring that the HOO is fully informed of any dealings where appropriate.
- Provide quality aviation training services and operational performance that consistently meets or exceeds customer expectations.
- Regularly provide feedback to – and seek guidance from – other members of the team.
- Provide leadership and exhibit teamwork in respect of flying training personnel.
- Ensure all training is conducted in accordance with regulatory standards and is compliant with the CASR Part 61 MOS (Manual of Standards).
- Ensure that all operational policies, manuals and procedures are adhered to at all times.
- Report any breach of procedures to the HOO in line with the Company's 'Just Culture'.
- Carry out administrative processes as required, associated with training activities and related duties as delegated by the HOO.
- Provide feedback and advice to facilitate analysis of training performance to ensure quality aviation services and continuous improvement.

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- Dependent on Instructor Grade, participate in recruitment of Flight Instructors in liaison with the HOO.
- Review Student Pilot operational performance.
- Maintain mutually agreed levels of Productivity wherever they can reasonably be achieved.
- Present for work in a clean and well presented uniform that is consistent with a professional Company image.
- Ensure compliance with qualifications, recency, recording, duty times and proficiency in line with duty to remain current.

Reports to:

- HOO.
- Senior Base Pilot.
- Flight Training Manager(s).

Direct Reports

- .Nil.

Prerequisites

- Relevant qualifications, experience and knowledge acceptable to the CASA as a Flight Instructor.
- Command recency on the major type of aircraft engaged in the operation and for which Training Instruction is to be conducted.
- Demonstrated ability in maintaining a level of knowledge and expertise that is thoroughly conversant with the content of the Safety Management System (SMS).
- Demonstrated ability to continually maintain active involvement in the SMS program at all times – active involvement in the Safety Program is a determinant in career development and will be raised wherever practical when providing written or verbal reference checks.
- Demonstrated knowledge and ability in respect of processes for Accident and Incident Reporting.
- Demonstrated ability to acquire and expectation to maintain conversance with Company Policies and Procedures.
- Demonstrated 'working knowledge' of the Regulations, especially CASRs and those elements associated with and related to CASR Part 61, Part 141 and Part 142.
- Demonstrated positive attitude toward the Regulator. Irrespective of personal views or experiences Instructor(s) must recognise that no positive safety benefit can be achieved by undermining confidence in the Regulator. Instructor(s) will work toward developing a positive image of CASA at every opportunity. All comments in relation to CASA must be professional, cooperative and not contain generalisations or be non-factual.

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- Demonstrated ability to work as an active member of a team – the team approach being fundamental to the Company's method of operating and demonstrated preference for such a style of environment as opposed to individualistic approach to the workplace.
- A preparedness to assist the Employer by offering assistance in reasonable tasks associated with Flying School operations i.e. have a "sense of ownership" of the Business that you work in.
- Preparedness to be diligently involved in the Companies process of Continuous Improvement. You will be expected to be conversant with the process and continually seeking improvements in every aspect of your job. You will be working for an organisation that is obsessed by Continuous Improvement and seeks to learn from its errors and omissions at every opportunity. A mindset that is not in line with this approach will not be conducive to employment within members of APTA.
- A thorough knowledge of the Flight School Manager Program.
- Demonstrated proactive, driven, co-operative, calm and risk averse behaviour and demonstrate an even temperament, be a good listener, positive, act with integrity and fairness, be diplomatic, sincere, loyal, consistently demonstrated high levels of personal and professional integrity and confidentiality.
- Ability to communicate effectively and efficiently with all Stakeholders.
- Strong organisation and time management skills and record keeping and administrative compliance.
- Computer literacy and ability to embrace technology.
- Highly attuned to the concepts of organisation and structure.
- Strong demonstrated planning ability with concern for precision and structure.

Additional Pre-Requisites – Grade Specific

Grade 3:

- Demonstrated working knowledge of Legislative requirements appropriate to the training that is to be delivered.
- Demonstrated willingness to request guidance and clarification on any doubts or concerns.

Grade 2:

- Demonstrated thorough knowledge of Legislative requirements appropriate to the ability to mentor and undertake development of Grade 3 Instructor(s) – including the ability to resolve most matters that are likely to arise.
- Demonstrated ability to set lead by example and provide a superior standard of performance in order to provide Grade 3 Instructor(s) a template for the level of performance required at a higher Grade level.

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Grade 1:

- Demonstrate an 'expert' level of knowledge in respect of all Legislative requirements relevant to all Flying School Operations. Grade 1 Instructor(s) are expected to be able to resolve almost all matters that may arise in the course of operations. The level of knowledge should be at a level where you are able to engage CASA Personnel directly when/if required.
- Demonstrate a strong desire to mentor junior Instructor(s). Grade 1 Instructors are expected to demonstrate a 'leadership role' in the organisation and devote time specifically to mentoring and developing other Instructional personnel.
- A Grade 1 Instructor is expected to demonstrate an ability to identify problems and offer well reasoned solutions.
- Ability to participate in recruitment of Flight Instructors in liaison with the HOO.

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0.5.11 Flight Examiner(s)

This position conducts relevant aspects of Company flight training operations and flying training activities in accordance with the privileges and responsibilities of Flight Examiner(s) as detailed in Volume 4A (OM4A) and in accordance with CASR Part 61.T.

Responsibilities

In addition to the Duties and Responsibilities of a Flight Instructor, the Company requires Flight Examiner(s) to also perform the following duties:

- Conduct Flight Tests on behalf of the Company for Students that have been trained by the Company;
- Liaise with the CASR Part 141 and Part 142 Senior Instructor (Senior Base Pilot), the HOO and the Internal Coordinator in relation to the Student Testing programme;
- Provide feedback and advice in relation to test standards to the HOO; and
- Ensure that their Flight Examiner Rating remains current and advise the HOO of any Flight Review conducted so that the information held within the Company records (FSM) can be updated.

Reports to:

- HOO.
- Senior Base Pilot.
- Flight Training Manager(s).

Direct Reports

- Nil.

Prerequisites

- A valid Class 1 Medical Certificate issued by CASA;
- A CASA issued CPL(A) with aeroplane category rating and the following CASR Part 61 qualifications:
 - A Flight Instructor Rating with the following Training Endorsements:
 - Grade 1 Training Endorsement;
 - Multi Engine Class Rating Training Endorsement;
 - Night VFR Rating Training Endorsement; and
 - Spinning Training Endorsement.
 - A Flight Examiner Rating with the following Flight Test Endorsements:
 - PPL(A) Flight Test Endorsement;
 - CPL(A) Flight Test Endorsement;
 - Night VFR Rating Flight Test Endorsement; and

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- Multi Engine aeroplane Flight Test Endorsement.
- Training and Checking, Chief Pilot or HOO/CFI experience is desirable but not essential.

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0.5.12 Maintenance Manager

The Maintenance Manager position holder is responsible for the management of the continuing airworthiness of the aircraft operated by and that the aircraft are in a condition to conduct their proposed operations safely.

In carrying out this role the following must be satisfied from the AOC airworthiness perspective to ensure the operations can be conducted or carried out safely:

- The organisation is suitable and the chain of command is appropriate within a sound and effective management structure.
- The organisation has a sufficient number of suitably qualified and competent employees.
- Facilities of the organisation are sufficient.
- The organisation has suitable control procedures and practices.
- Continuous compliance with the Civil Aviation Act, the regulations and the Civil Aviation Orders applicable to the AOC.
- At all times take all reasonable steps to ensure that everything done in connection with the AOC airworthiness activity is done with a reasonable degree of care and diligence.
- Maintain the airworthiness aspects of the AOC reference library in an orderly fashion and must be regularly updated and maintained.
- Responsibility for the Service Level Agreements and contracts with relevant maintenance providers for aircraft operated by the Company. The responsibility is discharged via receipt of reports, meetings and communications between the maintenance provider and the Maintenance Manager to ensure that the SLA requirements are being met.

Responsibilities:

The responsibilities and duties of the Maintenance Manager include, but are not limited to ensuring that appropriate arrangements are made for:

- Maintenance scheduling; and
- The monitoring and recording of aircraft hours and other information; relevant to maintenance scheduling; and
- The monitoring and scheduling of maintenance due and deferred maintenance actions (including deferred defects); and
- The review of Airworthiness Directives for applicability and compliance; and
- Defect rectification and unscheduled maintenance; and
- The investigation and reporting of defects; and
- System of Maintenance is maintained by the Maintenance Provider for aeroplanes operated by ; and

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- Permissible unserviceability schedule or minimum equipment list as required by the manufacturer and the CASA is maintained; and
- Inspection and maintenance of aircraft performed appropriately and in a compliant manner ; and
- Functions set out in the Civil Aviation Regulations, Civil Aviation Safety Regulations and Civil Aviation Orders are maintained via a system of service level agreements; and
- Appropriate QA process is maintained; and
- Communication maintained with CASA; and
- Coordination with Maintenance Organisations and section manager(s) be responsible for regarding any Audit Findings; and
- Day to day management of the continuing airworthiness of the aircraft operated, including:
 - Managing the approval of modifications and repairs and ensuring that appropriate processes are undertaken for such tasks as per SLAs;
 - Required maintenance carried out through a combination of Pilot procedures and/or SLAs.

Reports to:

- CEO

Direct Reports:

- Nil.

Prerequisites:

- Relevant qualifications, experience and knowledge acceptable to CASA for the duties to be performed in respect of airworthiness.
- Possession of relevant recency in respect to training and qualifications necessary for the role of Maintenance Manager.
- A demonstrable 'working knowledge' of aircraft airworthiness and maintenance control.
- Knowledge of aircraft airworthiness and maintenance control relevant to the type(s) of aircraft that may be engaged in the intended operation(s).
- Ability to communicate effectively and efficiently with all stakeholders.
- High level of personal and professional integrity and confidentiality.
- Strong organisation and time management skills and record keeping (administrative) compliance.

NOTE:

This position is not currently filled and is not required by CASR Part 141 and Part 142 Operations however

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the position is retained to provide for future appointment or apportionment of duties.

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0.5.13 Maintenance Administration Officer (MAO)

The MAO coordinates the daily communications and information flow between the Company and Maintenance Provider(s) whilst keeping the Maintenance Manager informed of all actions.

The MAO position is present at each Base to provide timely support to the Maintenance Manager in meeting the Responsibilities of the Maintenance Manager position. The MAO will conduct a number of duties on a daily basis. On days when the MAO may not be available, provision must be made for a suitable person(s) to execute the duties in his/her absence. These procedures are designed to ensure that APTA's personnel and customers fly in safe and airworthy aircraft. The MAO constitutes an important element in ensuring this is the case at all times. All appointees to the position should use their best endeavours to ensure that they acquit the responsibilities in a diligent and responsible manner.

Responsibilities:

- Confirm, via emailed notification or via access to CASA website as soon as practicable each day, that there are no ADs affecting aircraft operating from the applicable Base. If doubt exists as to the applicability of any notification, the relevant/affected aircraft are to be withdrawn from operation until such time as the applicability can be verified and/or applicable action taken;
- Utilise Flight School Manager (FSM) and Maintenance Releases to ascertain that the calculations present are correct with regard to any limiting Flight Hours or Dates applicable to any airworthiness action(s);
- Review all Maintenance Releases (MRs) on a daily basis;
- Assist in the education of Pilot(s) on the importance of utilising the MR as the primary 'capture point' for all Maintenance;
- Review any submitted Maintenance Request forms – ensure that ALL entries on the Maintenance Request forms have also been logged on the Maintenance Release;
- Communicate effectively to appropriate parties with respect to Maintenance issues, with attention given to ensuring that the Maintenance Manager, AMO, Pilot Instructor(s), SBP and customers are kept informed and taken into consideration;
- Liaise with all interested parties in respect to scheduling all maintenance;
- Arrange delivery of aircraft to maintenance at the pre agreed time;
- Monitor Fuel Usage utilizing reports extracted from FSM from time to time and report any unexplained variances to the HOO for further action, where required;
- Ensure that aircraft are suitably secured in inclement weather such as windy conditions, that could result in aircraft damage;

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- Ensure the booking system reflects changes and relevant Pilots affected are notified;
- Any periods of unserviceability and therefore unavailability, will be entered onto the Flight School Manager (FSM) system by the MAO;
- The Maintenance Administration Officer will notify and update personnel via the internal email system of any updates in respect to aircraft maintenance. Any customers affected will be informed by direct contact with by the MAO or someone nominated by the MAO for the task;
- Assist Maintenance Manager with Aircraft Induction procedures as tasked; and
- The MAO (or their nominee) will check all maintenance releases at least once a week. The minimum expectation would be that an aircraft will have at least one quart of oil added per 10 hours of operation. Importantly, the expectation is that oil consumption would exceed that figure, but oil consumption of less than 1 quart per 10 hours of operation, would most likely indicate a procedural error. To confirm this check has been done, make a discrete entry alongside running totals with your initials corresponding to the applicable date; and
- If a procedural error is identified, the MAO will contact all Pilots that have flown during the previous 15 hours to confirm that in fact no oil has been added. If the MAO is satisfied that oil has been added, he/she will indicate as such on the MR retrospectively but will place their initials against that entry on the Maintenance Release.

Table 0-3 Suggested MAO Checks

Item	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Review CASA Website for relevant Ads for Aircraft Operated at that Base							
Check MRs for addition of oil. At least 1 Quart per 15 Hours of Operations							
Review Aircraft Folders for content – e.g. Air Sick Bags							
Consider Ordering Oil							

Reports to

- Maintenance Manager, (HOO).
- (Close liaison/working relationship with; AMOs, Pilot Instructors, Customers and Aircraft Owners).

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Direct Reports

- Nil.

Pre-Requisites

- Having Registered for AviationWorx via the CASA Website – this will provide access to e-learning materials that will assist in carrying out the MAO responsibilities;
- Have received comprehensive handover from previous incumbent or appropriately qualified, alternative person(s);
- Undertaken on-site visit to each AMO and has met with appropriate personnel from each Approved Maintenance Organisation (AMO);
- Has conducted or observed a Daily Inspection of all Aircraft in the fleet;
- Has reviewed and indicated understanding of Operations Manual, Volume 2 (OM2) and Form 2-040 (listed in Forms under OM2) no less than two (2) weeks prior to commencement of the duties outlined;
- Has reviewed the following:
 - CAAP 42ZC;
 - CAAP 43-1(1);
 - CAAP 51-1(2);
- Has reviewed relevant education and guidance material(s) from the CASA Website with particular attention to the following areas:
 - ‘Aircraft’ tab from the home page to ‘Airworthiness’;
 - ‘Education’ tab from the home page to ‘E-Learning’;
 - ‘Publications and Resources’ tab from the home page to ‘Guidance Materials’; and
 - ‘Licenses and Certifications’ tab from the home page to ‘Individuals and Organisations’ to ‘Pilot Guides and Education’ and ‘Maintenance Guide for Owners and Operators’;
- Introduced oneself to the Aircraft Owner(s) as MAO; and
- Capable of executing all required maintenance related functions within FSM.

NOTE 1:

The CASA Website ‘home page’ functions and content may vary from time to time – if any of the options change, ensure that confirmation is sought from the Maintenance Manager as to the required areas of the CASA material to be reviewed by the MAO.

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NOTE 2:

MAO(s) are required to monitor MRs for excessive oil usage.

The Lycoming formula for maximum oil consumption of a Lycoming engine is $0.006 \times \text{BHP} \times 4$ divided by 7.4 which equals the maximum oil consumption per hour.

To illustrate, consider a 180 HP engine. Applying this formula indicates that maximum oil consumption of 0.583 quarts of oil per hour can be expected.

If a 180 HP engine uses 6 quarts per flight hour, that would require a notification onto the the MR and determination by a LAME.

It should be noted that this example is for Lycoming ONLY and further information can be located in Lycoming Service Instruction 1427c which has been promulgated as a Form via Form 2-043.

$$= 0.006 \times \text{BHP} \times 4 \div 7.4 = \text{Quarts/Hour}$$

$$= 0.006 \times 180$$

$$= 1.08 \times 4$$

$$= 4.32 \div 7.4$$

$$= 0.583$$

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0.5.14 Despatch Officer

Appointees to the position are intended as the first point of contact for Company Personnel. The Despatch Officer will conduct duties on a daily basis. Appointees to the position are present at each Base to provide support to the Senior Base Pilot, Pilot Instructors and Maintenance Administration Officer (MAO) in conducting a seamless operation. All appointees to the position should use their best endeavours to ensure that they acquit the responsibilities in a diligent and responsible manner.

Responsibilities

- Facilitate Flight Despatch and Return Procedure as per Operations Manual, Volume 2 (OM2), Chapter 3;
- Coordinate and execute Emergency Response Plan as required;
- Assistance with the management of unplanned disruptions to daily flight operations;
- Manage overdue flights;
- Provide support with day to day tasks including management of disruptions;
- When dispatching cross-hired aircraft, enter 'Aircraft Call Sign and Operator' in the comment section on 'Booking' on Flight School Manager;
- Assist the MAO with any allocated maintenance tasks, including scheduled and non-scheduled maintenance;
- Liaise with Senior Base Pilot (SBP) to ensure despatch coverage during rostered periods;
- Utilise Flight School Manager (FSM) for the following:
 - Accurate recording of fuel, oil and flight times;
 - Verification of Maintenance Release to Total Time in Service and/or Maintenance records in 'Aircraft Maintenance';
 - Creating and/or updating Student profiles;
 - Provide oversight of Company flight's status;
- Monitor Maintenance Releases for oil usage;
- Perform flight scheduling in cooperation with all relevant stakeholders;
- Dissemination of relevant updates within the Company via the internal email system;
- Confirm accurate customer details held on file when Despatching/Returning a flight;
- Foster a positive Company image amongst customers;

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- Assist with administrative and housekeeping tasks subject to availability;

Reports to

- Senior Base Pilot

Liaison with

- Maintenance Administration Officer
- Flight Instructors
- AMO
- Customers

Pre-Requisites

- Demonstrated knowledge of Flight Operations specific to the operator;
- Clear communication and management skills;
- Effective time management;
- Ability to hold an ASIC (as applicable);
- Training in Flight School Manager (FSM);
- Completed APTA Induction, including but not limited to:
 - Pre-Employment Drug and Alcohol tests;
 - Safety Management System Induction;
- Sound knowledge of Emergency Response Plan.

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0.5.15 Office Manager, Accounts and Administration

For details of this position which is not related to the regulatory compliance of the Company, refer to the Company Administration Manual.

0.5.16 Publications and Compliance Officer

The Publications and Compliance officer provides operations manual and publication support to the Company as required.

Responsibilities:

- Undertake desktop publishing activities within the time frame agreed with the document sponsor.
- Liaise with document sponsor for the editing, standardisation, production and publishing of documents that are required to support the operation.
- Provide guidance on standard layout and specification of documentation.
- Liaise with the HOO, CEO and administrative support to have appropriate documents printed and distributed as requested by document sponsor.
- Maintain necessary computer and software skills.
- Manage all technical document files in accordance with applicable Data Management practices.
- Maintain a central document register including form and manual revision and version control.
- Create and maintain the suite of electronic manuals.
- With the prior approval of the HOO or CEO, assist other personnel with their desktop publishing or document control requirements.
- Update the Company Exposition as required and in line with the documented process employed by the Company so that the Company may comply with the requirements and instructions of CASA for Exposition Amendment(s).

Reports to:

- CEO.

Direct Reports

- Nil.

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0.6 Communication with CASA and Third Party Providers

In the course of the day-to-day operation of the Company, regular and open communication with CASA and third party service providers is essential for a range of administrative and operational issues associated with the activities conducted by APTA.

In order to clarify responsibility or provide clarification of the communication structure in respect of external agencies such as CASA and third party provider(s), the Director(s) have authorised the Key Persons to manage external communications in accordance with the protocols outlined in the Duties and Responsibilities for each Key Person which are contained in 0.5 of this Chapter.

0.6.1 Unavailability

In the event that the nominated Key Person is not able to handle the matter the other Key Person (Key Personnel are the Group Chief Executive Officer, the Group Head of Safety and the Group Head of Operations), or their nominated standby are authorised to initiate communication and action, pending the matter being taken over by the appropriate person when they become available.

0.7 Organisational Reporting Structure and Internal Communication(s)

In addition to the Organisational Structure outlined in the Exposition and the Structure featured in 0.4 (above) the following information in respect of reporting and communication by personnel within the organisation is provided to ensure that internal communications are both clear and conducted in accordance with an effective protocol:

0.7.1 Scheduled Communications

It should be noted that while the information below indicates the general communication protocol, several communications are set by scheduled activities that are designed to ensure the effective management of the Company's CASR Part 141 and Part 142 Activities such as OM5 Safety Review and that contained in Form 1-043.

0.7.2 General Communications

- The Group CEO reports to the Company Director(s) and communicates with the Group HOO and Group Head of Safety.
- The Group HOO reports to the Group CEO and communicates with the:
 - Senior Base Pilot(s) (SBP)
 - Flight Training Managers (CASR Part 141 and Part 142 Senior Instructors)
 - Flight Examiner(s)
 - Ground Instructor(s)

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- Operations Officer (if applicable) and/or Maintenance Administration Officer and/or Internal Coordinator
 - Head of Internal Training and Checking (presently, this is the Group HOO)
- The Group Head of Safety reports to the Group CEO and communicates with the Group HOO.
- The Head of Internal Training and Checking (presently the Group HOO) communicates with the Flight Training Manager(s) and with the Senior Base Pilot (the 'SBP', who is the CASR Part 141 and Part 142 Senior Instructor as applicable at each Base) and liaises with Instructors.
- The Senior Base Pilot(s) at each location report to the HOO and are the Senior CASR Part 142 and/or Part 141 Instructor(s) as applicable at each location (e.g. Part 141 only if a particular Location/Alliance Member is only approved by APTA to perform Part 141 activities).
- The Flight Training Manager(s) and Flight Examiner(s) report to the Group HOO and communicate with the Group HOO (as the Head of Internal Training and Checking) through the Senior Base Pilot (SBP).
- The Ground Instructor reports to the Group HOO and communicates with the Senior Instructor(s) Part 142 (being the Flight Training Manager(s)).
- Instructors report to their Flight Training Manager(s) (FTMs).
- The Operations Officer (presently spread across the MAO and Internal Coordinator personnel) reports to the Group HOO and liaises with all personnel. The MAO liaises with third party maintenance personnel on behalf of the Company with respect to all maintenance issues but must report all activity to the Maintenance Manager (performed by HOO).
- The Internal Coordinator reports to the Key Personnel of the Company and liaises with Key Personnel and other Operational/Training personnel and Students as required and as directed by the Key Personnel from time to time.

0.8 Recruitment of Key Personnel

The requirements for Recruitment and Selection of Key Personnel (Group CEO, Group HOS and Group HOO) are outlined under the individual Duties and Responsibilities of those positions, featured in 0.5 of this Chapter.

0.9 Authorities, Duties and Responsibilities of Pilot in Command

The authority invested in the Pilot In Command is derived from, in order of priority:

- The privileges and responsibilities of the holder of an Australian Flight Crew Licence, issued pursuant to CASR Part 61;

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- Related Australian laws and regulations; and
- The policies and standard operating procedures of the Company as detailed in the Operations Manual and associated documentation; and
- Appropriate knowledge of the Company Organisational Structure, Exposition and Operations Manual (OM) particularly in respect of the reporting structure and policies and procedures based on different operations conducted by the Company – e.g. Pilots engaged in Flying Training activities report to the HOO.

0.9.1 Additional Information

The authority for the release of all flights with respect to operating conditions is vested exclusively in the PIC. Operational limitations require operational interpretation and judgement and this can be accomplished only by the PIC operating the flight.

The PIC of each flight has authority to discharge all his/her statutory and Company responsibilities for the operation, disposition and safety of the aircraft, and the safety of all persons on board. Nothing in the Operations Manual shall be construed as limiting or derogating from that authority.

The PIC retains authority and responsibility when an aircraft is being pushed back or towed, except for avoidance of obstacles and for proper operation of the towing or pushback device ('tug').

The Company designates one (1) Captain to operate as PIC on each flight.

The PIC must:

- Be responsible for the safe operation of the aircraft and safety of its (where applicable) occupants and cargo;
- Have authority to give all commands he/she deems necessary for the purpose of securing the safety of the aircraft and of persons or property carried therein, and all persons carried in the aircraft must obey such commands;
- Have authority to disembark any person, or any part of the cargo, which in his/her opinion, may represent a potential hazard to the safety of the aircraft or its occupants;
- Not allow a person to be carried in the aircraft who appears to be under the influence of alcohol;
- Have the right to refuse transportation of inadmissible passengers, deportees or persons in custody if in his/her opinion their carriage poses any risk to the safety of the aircraft or its occupants;
- Ensure that all passengers are briefed on the location of emergency exits and the location and use of relevant safety and emergency equipment, smoking and use and adjustment of seatbelts;
- Ensure that all operational procedures and check lists are complied with, in accordance with the relevant Aircraft Flight Manual (AFM) or Pilot Operating Handbook (POH);

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- Ensure that weather forecast and weather reports for the proposed operating area including any possible alternate airports indicate that the flight may be conducted with safety and comfort without infringing Company operating minima;
- Satisfy himself/herself that the aircraft is airworthy and its configuration and equipment are in accordance with the maintenance release requirements.
- Ensure that the provisions specified in the AFM and/or POH with respect to fuel, oil and other requirements such as (but not limited to), minimum safe altitudes, airport operating minima, carriage of overwater equipment and/or other emergency equipment required for the intended operation and availability of alternate airports, where required, can be complied with for the planned flight;
- Ensure that the correct type of fuel, oil and hydraulic fluid is loaded and useable in sufficient quantity to meet the requirements for the proposed flight including any policy variations published in accordance with Company policy;
- Ensure that all information relating to the planning and execution of the flight has been studied (such as but not limited to, NOTAMS, ERSA and relevant documentation);
- Take all reasonable steps to ensure the load is properly distributed and safely secured in accordance with the AFM/POH and that the aircraft weight and balance is within the calculated limits for the operating conditions;
- Confirm that the aircraft's performance will enable it to complete the proposed flight safely;
- Not permit any Flight Crew member to perform any activity during Take-off, initial climb, final approach and landing except those duties required for the safe operation of the aircraft;
- Ensure that all occupants are properly secured in their seats whenever the aircraft is in motion or in any phase of flight and other items of equipment or baggage are stowed and secured in an appropriate stowage area;
- Ensure that the required documents and manuals are carried and will remain valid throughout the flight or series of flights including for any diversion that may reasonably be expected;
- Ensure that the pre-flight inspection has been carried out;
- Ensure a post-landing walk-around of the aircraft has been carried out;
- Ensure that ground facilities and services required for the planned flight are available and adequate;
- In an emergency situation that requires immediate decision and action, take any action he/she considers necessary under the circumstances. The PIC of an aircraft is authorised under the Regulations to depart from those rules as necessary to avoid immediate danger;

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- Ensure that a continuous listening watch is maintained on the appropriate radio communication frequencies at all times whenever the Pilot is occupying the aircraft for the purpose of commencing and/or conducting a flight and when taxiing;
- Ensure all Crew are fit to perform their duties. In particular, Crew members must not act as part of the Crew if their capacity to perform is impaired following the consumption of alcohol, drugs, pharmaceutical products or other substances that may affect their ability to perform their role;
- Review latest Company fuel policy update;
- Study any relevant Company correspondence;
- Ensure all instructions and policies issued by the Company, CASA or other appropriate authorities have been complied with;
- Have final authority as to the disposition of the aircraft and for the maintenance of discipline of all people on board.

0.9.2 Pilot in Command during Line Check Flights

When a check flight is being carried out:

- The full responsibility for the efficient and safe conduct of a check flight rests with the Pilot conducting the checking;
- Any suggestions of divided responsibility must be avoided as it may lead to misunderstanding, resulting in inefficient, unsafe control of the flight;
- The Pilot conducting the check must ensure that all manoeuvres are conducted in a safe manner, having regard to other aircraft, particularly under simulated IFR conditions;
- Simulated Emergency situations shall be conducted in accordance with the requirements outlined in Chapter 3 of OM4; and
- Relevant responsibilities listed under 0.9.1.

0.9.3 Pilot 'In Command Under Supervision' (ICUS)

A person may log PIC under supervision (ICUS) in accordance with CASR Part 61.095 in Company operated aircraft, provided that, in accordance with Sub-Paragraph (1) and (3) of the Part:

- They hold a Pilot licence; and
- Perform all the duties of the PIC for the flight; and
- The person is supervised by a flight instructor or flight examiner; and
- The person is not receiving flight training.

Flights where Pilots intend to record ICUS hours must be approved by the Head of Operations. In addition to meeting the requirements stated above, the HOO will only consider a request for approval if:

- The purpose of the flight is to accrue command experience under the Instrument Flight Rules or the Night Visual Flight Rules; and

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- The Pilot logging the ICUS hours holds the qualification allowing the specific type of operation; and
- The Pilot supervising holds the qualification allowing the specific type of operation.

A Pilot may also be approved to record ICUS hours if, in accordance with CASR 61.385, the Pilot is qualified to operate the type and class of aircraft and the operation being conducted but is undertaking familiarisation on an aircraft of that type/class that the Pilot has not previously flown.

0.9.4 Crimes (Aviation) Act – Powers of the Pilot In Command

The Pilot In Command has been granted powers under the Crimes (Aviation) Act 1991. It should be noted that these powers are given to and only to, the person in command of an aircraft.

0.10 Compliance with Regulations and Company Policy

Both the Company and its personnel are required by law (where their duties and responsibilities and/or position require) to be familiar with, and work in compliance with, the legislation set out in the Civil Aviation Act 1988 (Cwth), Civil Aviation Regulations, the Civil Aviation Safety Regulations 1998 (Cwth) and the associated Civil Aviation Orders and supporting documentation. Penalties exist for non-compliance. The Civil Aviation Safety Authority conducts an audit programme so that it can be reasonably assured that the Company continues to be legally compliant and abide by the commitments contained within the Company's CASR Part 141 and Part 142 Exposition. The result of these audits directly impacts the retention of the Company's CASR Part 141 and Part 142 approval(s).

Under normal operations, compliance with all policies and instructions contained within any of the documents described within the Company suite of manuals is mandatory. Non-compliance by an individual may require written justification.

Any Non-Conformance is to be recorded utilising the Non-Conformance Notice Form (Form 5-006) and added to the Non-Conformance Register.

Ignorance of the contents of the operations manual will not normally be a defence if a Flight Crew member is required to justify certain actions.

0.10.1 Primacy of Civil Aviation Laws

Nothing in this Exposition, of which this Operations Manual forms a part, shall be construed so as to contradict and/or supersede the requirements set out in the Civil Aviation Act 1988 (Cwth), the Civil Aviation Safety Regulations 1998 (Cwth), any applicable Civil Aviation Regulations (CARs), Civil Aviation Safety Regulations (CASRs), Civil Aviation Orders (CAOs) or any related CASA Instruments or other requirements that are applicable to the Company's operations.

Where any contradiction exists, the applicable legislation shall take precedence and the applicable Company Policy(ies) shall be invalid to the extent of the inconsistency except where variations and/or exemptions are authorised by CASA.

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0.11 Reference Library

The Group Head of Operations is responsible for maintaining an operational reference library, including a database indicating the current amendment status of each publication held in the library as required by CASR Part 142.075 and Part 142.125.

In accordance with CASR 142.340(3) a list of the material contained in the Reference Library is listed in this subsection of the Exposition (below).

A list of all documents and their location and source is identified here and the Library will be part of the Training Reference Library referred to in each Base Procedures Manual (BPM).

The content of the Library, the mandatory to hold items are listed below and the current status of the document is assured by providing access to each via the responsible organisations' websites via the Company internet connection or any of the fall-back options listed below and accessible via FSM or SharePoint. Where possible, a link is provided along with the 'physical' location or access point/method.

All personnel must be aware that the primary source of all legislative requirements is accessed via SharePoint and the appropriate link. Once any legislation is printed it immediately becomes an uncontrolled copy. No printed legislation is to be marked as a controlled copy although it can be marked as an uncontrolled copy.

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Table 0-4 Mandatory to Hold (Reference Library)

Document or Resource(s)	Location (including 'hyper-link' if available)
CASR Part 142 Exposition: This Document (Including all Volumes of the Operations Manual, the Base Procedures Manual(s) and any material controlled by the OM and contained within FSM).	FSM Within this document and all OM Volumes and BPMs contained within and accessible via FSM. The current version is held on FSM at all times.
Civil Aviation Act 1988 (Cwth) as amended	CASA Website
Civil Aviation Regulations 1988 (Cwth) as amended	CASA Website
Civil Aviation Safety Regulations 1998 (Cwth) as amended	CASA Website
CASR Part 61 Manual of Standards (MOS) (as amended)	CASA Website
Civil Aviation Order(s) (CAO)	CASA Website
Civil Aviation Advisory Publication(s) (CAAP)	CASA Website
Aeronautical Information Publication (AIP)	AirServices Website
En Route Supplement Australia (ERSA)	AirServices Website
Aircraft Flight Manual (AFM)	Company Server
Pilot Operating Handbook (POH)	Company Server
Synthetic Trainer Operations Manual (STOM) for each FSTD operated	Company Server
Dangerous Goods Manual	Not Required
Fatigue Risk Management System (Manual) (FRMS)	FSM (Contained within the Exposition – Operations Manual, Volume 5 (OM5))

0.11.1 Access to Reference Library

The Reference Library is accessed as indicated on the above Table via the system indicated (e.g. FSM) or via the link embedded in the above stated location.

0.11.2 No Access to Reference Library

Should access not be available in accordance with the location(s) specified in the above Table, the following is to apply:

- If Company Internet connection is not available, in order of sequence:
 - Attempt to access via an external internet connection such as a '4G' 'Smart Phone' using a tethering function; if still unable then

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- Request another Base Location access the data and provide an emailed or PDF copy to the relevant location via the Internal Coordinator at APTA Head Office; if still unable then
- Advise the Group Head of Operations to ascertain if operations may continue on a manual basis if the access (e.g. FSM not available) prohibits access to required Forms.

If access is unable to be provided the HOO may at his/her discretion, approve the continuation of operations on a manual basis if he/she is satisfied that no risk to operational safety is likely to result.

The HOO may suspend operations if the inability to access key document(s) is likely to constitute a breach of the Exposition, Policies, Procedures and documentation requirements and pose a potential risk to operational safety.

0.11.3 Manual Forms to be used during Internet Outage

Flight Authorisation, Fuel and Finance Records and Daily Booking Sheet (Form 1-020 and Form 1-021 respectively) are provided for use if/when automated systems are not available.

When possible, a member of personnel should tether an internet connection to a computer (laptop type) and obtain a snapshot of bookings to be entered manually onto the relevant Forms.

0.12 Abbreviations, Definitions and Conversions

The tables located in the covering pages of this Volume provide a summary of the various abbreviations, acronyms, definitions and conversions used throughout the Operations Manual suite and related documents and/or that may be encountered as a result of carrying out duties and responsibilities relevant to the Operations Manual (OM).

The information contained in those tables in the covering pages apply equally to OM1 through OM5, all BPMs and the FM due to the potential for cross-utilisation of the entire manual suite, thereby ensuring references for both normal operations and Training and Checking Departments are available to all personnel and same are included here for easy reference.

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0.13 Cautions and Notes

This page has been included to provide information about the use of cautions and notes. These symbols or 'icons' may be utilised if/when necessary throughout OM1, OM2, OM3, OM4, OM4A and OM5 and associated documents such as BPMs and the Forms Manual.

CAUTION

A caution immediately precedes an operating procedure or maintenance practice which, if not correctly followed, could result in damage to or destruction of equipment or corruption of data.

NOTE

A note immediately precedes or follows an operating procedure, maintenance practice or condition that requires highlighting.

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1 Resources

1.1 Duty to Remain Qualified

Although the Company maintains appropriate Flight Crew records, Flight Crew members are responsible for ensuring they are licensed and current, and will remain so for the planned tour of duty.

1.2 Training Qualifications and Experience of Other Personnel Required

Reserved.

1.3 Registered Aircraft Details

The Company operates a variety of single-engine and multi-engine aircraft, with various design features and with all aircraft being less than 5,700 kg Maximum (Gross) Take Off Weight.

NOTE:

As the Company operates a variety of aircraft under various leasing and cross-hire arrangement, specific aircraft registration may not be present on the Company's approval documentation. The specific aircraft registration details are maintained within the FSM system.

1.3.1 New Aircraft Induction Checklist

With the exception of the ad-hoc use of an airframe, the type of which is generally consistent with other airframes operated by the Company, aircraft joining the fleet for an extended period of time are to be inducted in such manner that standard operational information including, but not limited to; weight and balance and other specific operational limitations are captured and incorporated into appropriate operational procedures and documentation for the use of Pilots and other relevant operational personnel.

To facilitate the capture necessary operational information, an aircraft induction checklist will be utilised (the Checklist is contained within OM2).

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1.3.2 Instrument Flight Rules Recency

The Pilot In Command (PIC) of flights operated under the Instrument Flight Rules (IFR) is required to have completed the requirements listed below prior to operating a Company aircraft under the IFR.

- The Pilot must hold the Instrument Rating required for the operation; and
- The Pilot has conducted at least three (3) instrument approach operations within the previous 90 days in an aircraft or an approved flight simulation training device for the purpose; and
- For operations in a particular category of aircraft, the Pilot has conducted at least one (1) instrument approach operation within the previous 90 days in the same category of aircraft as that to be operated or an approved flight simulation training device for the purpose; and
- The Pilot is authorised to conduct a 2D instrument approach operation only if the Pilot has conducted a 2D instrument approach operation within the previous 90 days in an aircraft or an approved flight simulation training device for the purpose; and
- The Pilot is authorised to conduct a 3D instrument approach operation only if the Pilot has conducted a 3D instrument approach operation within the previous 90 days in an aircraft or an approved flight simulation training device for the purpose; and
- The Pilot is authorised to conduct an azimuth guidance operation only if the Pilot has conducted an azimuth guidance operation within the previous 90 days in an aircraft or an approved flight simulation training device for the purpose; and
- The Pilot is authorised to conduct a course deviation indicator operation only if the Pilot has conducted a course deviation indicator operation within the previous 90 days in an aircraft or an approved flight simulation training device for the purpose.

NOTE:

Azimuth guidance operations and course deviation indicator operations are instrument approach operations.

Limitations

The following limitations on the exercise of the privileges of instrument ratings and recent experience for single pilot operations are:

- The holder of an instrument rating is authorised to Pilot an aircraft under the IFR in a Single Pilot operation only if the Pilot has conducted a flight or simulated flight under the IFR in a Single Pilot operation within the previous 6 months provided the flight:
 - Had a duration of at least one hour; and

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- Included at least one instrument approach or simulated instrument approach.

1.3.3 Navigation Aid Recency

A Pilot In Command (PIC) of flights operated under the Instrument Flight Rules (IFR) who intends to fly an instrument approach must ensure they meet the required currency for the applicable approach as per the table below.

Table 1-1 Navigation Aids

Requirement/ Criteria	Rating Requirement	Number Required	Time Frame Not to be Exceeded	Exceptions
ILS / LLZ	Aid endorsed on instrument rating	1	90 Days	
VOR	Aid endorsed on instrument rating	1	90 Days	Completed ILS / LLZ approach in the last 90 days.
NDB	Aid endorsed on instrument rating	1	90 Days	
DME Arrival	Aid endorsed on instrument rating	1	90 Days	Completed GNSS Arrival in the last 90 days.
GNSS Arrival	Aid endorsed on instrument rating	1	90 Days	Completed DME Arrival in the last 90 days.
GNSS / RNAV	Aid endorsed on instrument rating. GPS same as receiver in the aircraft or CASA has determined as the same fitted to the aircraft.	1	90 Days	

1.4 Procedures in the event of a loss of Qualifications or Recency

Qualification and Recency information for each Pilot is held within the Flight School Manager system. The presence of such information enables the Flight School Manager system to prevent the assignment of a Pilot to any

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activity for which he or she is not qualified and contains the applicable information regarding the required recency.

1.4.1 Loss of Qualification(s)

Any Company Pilot who has lost a qualification must as soon as practicable update their Flight School Manager file and advise the Head of Operations or his/her delegate who shall immediately or as soon as practicable, ensure that the Pilot's Flight School Manager file has been updated by the Pilot to reflect the loss of qualification.

The Head of Operations or delegate shall then ensure that any required roster changes are actioned and arrangements are made, when personnel are available, for re-training and/or testing of the Pilot in question in order to regain the lost qualification.

1.4.2 Loss of Recency

Any Company Pilot who has failed to maintain recency must as soon as practicable update their Flight School Manager file and advise the Head of Operations or his/her delegate who shall immediately or as soon as practicable, ensure that the Pilot's Flight School Manager file has been updated by the Pilot to reflect the loss of qualification.

The Head of Operations or delegate shall then ensure that any required roster changes are actioned and arrangements are made, when personnel are available, for re-training and/or testing of the Pilot in question in order to regain the lost qualification.

Internal Training and Checking policies in relation to Company Personnel are detailed in the Operations Manual, Volume 4 (OM4) – Training and Checking (Internal).

1.5 Power Outages affecting Operational Resources

In the event of a power outage or similar event that affects access to critical operational systems such as FSM and/or external systems used for Flight Preparation and conduct and assessment must be made by the HOO as to whether operations can be safely conducted.

Fallback procedures initially should be of a similar nature to those outlined in 0.11.2 of this Volume (OM1) with respect to the Reference Library – i.e. attempt to access systems via other methods such as portable equipment, via another Base, etc.

The HOO, after considering available options, may suspend operations to avoid any risk to flight safety.

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2 Operations Manual Administration

2.1 Requirements for all Personnel to comply with the Operations Manual

The Company demands the highest standards of personal conduct from Flight Crew at all times.

It is a Company requirement for all Flight Crew to:

- Maintain up-to-date knowledge of the Operations Manual and its content so far as it applies to the discharge of their duties and ensure that they operate strictly in accordance with the procedures set out in the manual and all associated instructions.
- Keep informed on all pertinent regulations and instructions issued by both the Civil Aviation Safety Authority and the Company.

2.2 Record of Endorsements by Operational Personnel that they have read and understood the Exposition

The Head of Operations shall ensure that records are maintained that identify the endorsement by relevant operational personnel that they have read and understood the content of the Exposition, including the Operations Manual and associated documentation and committed to remaining current with the manual as amended, from time to time as well as relevant associated documentation.

One (1) copy of each component of the Exposition and Operations Manual and any required or related manuals including the applicable Base Procedures Manual will be held within the Flight School Manager (FSM) system.

These documents can thus be directly accessed by authorised personnel at any time and when updates are made to any component, the entire manual will be uploaded to FSM as a new version and the HOO or delegate will ensure when uploading the new copy that confirmation is requested electronically from each registered user of the manual to enable tracking of receipt/understanding of the content.

Any member of personnel who saves or retains an electronic copy of any Company manual acknowledges that such action results in the person holding an uncontrolled copy of the relevant document.

Further, any printed component of any Company manual is uncontrolled once printed.

In order to facilitate correct distribution of all components of the Operations Manual suite, including BPMs and the Forms Manual, a distribution list is provided in the covering pages of each document which is applicable that document.

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2.3 Operations Manual Distribution and Availability

The Operations Manual will be made available electronically and the current version will be held within FSM.

The Head of Operations or his/her delegate will ensure that a record is maintained of the distribution of the Exposition and the Operations Manual and that this information is stored either in paper or electronic form. A distribution list is also featured in the covering pages of each Operations Manual (OM) Volume, BPM and the FM as noted in 2.2.

In practical terms, the distribution of the manual via FSM provides the administrator of the system on behalf of the HOO, the ability to identify the personnel authorised to access the documentation and enable flagging and acknowledgement electronically of any re-issues and/or updates.

A copy of the current Exposition, including the Operations Manual will be provided to the Civil Aviation Safety Authority (CASA) via FSM or in any such manner as the CASA requests with the proviso that any non-FSM copies are uncontrolled.

2.4 Exposition/Operations Manual Review and Amendment Procedures

Any proposed change that is submitted via the Company continuous improvement process (refer to 2.8) as well as any necessary changes to the Operations Manual component of the Exposition which become evident as a result of operational experience and/or change of regulations/processes are to be submitted and approved on the Document Change Request Form (Form 1-001), a sample of which is provided in the covering pages of this Volume and is applicable to all Volumes, BPMs and the FM. Notwithstanding the above, the Head of Operations shall ensure that the manual is subject to a review at least once in every twelve (12) consecutive months.

The signature recorded in FSM by the HOO (required every 12 months) shall be taken as evidence that the review of content has been carried out. Similarly, any revision or re-issue of the manual within a twelve (12) month period constitutes a review as do records minutes of safety and/or management meetings conducted where 'Operations Manual Review' is an agenda item and is covered during such a meeting. Any major changes to the Operations Manual or any of its components, including the Base Procedures Manual(s) constitutes a change to the Exposition and requires prior CASA Approval (e.g. change of post-holders, etc.).

CAUTION

While the above provides a general guide to changes, no changes shall be made to the Exposition including the Operations Manual and associated documents and files except in accordance with the requirements and definitions specified under what constitutes a 'Significant'

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and an 'Insignificant' change (as applicable) in the Company Change Management process outlined in Operations Manual, Volume 5 (OM5) (SMS).

2.5 Amendment Record Sheet

The HOO, or his or her delegate, are the only persons who can authorise revisions to the Operations Manual after such changes have been formally approved by the continuous improvement process referred to in 2.4 and expanded upon in 2.8 and have received CASA approval (where applicable) or Company approval where the relevant change is minor. Any Company personnel can initiate amendments – refer to 2.7.

All changes must be submitted on Form 1-001 (Document Change Request) identified in 2.4.

The first issue of each Volume is shown in the footer as Edition 1 with revisions shown as 'Revision' and a number. Re-issues are shown as Edition 2, Edition 3, etc. A 'revision will therefore show Edition 1 (being current Edition) and Revision number and may be abbreviated to 'Ed.' And 'Rev.' Respectively (e.g. 'Ed. 1, Rev. 3').

Amendments are marked with revision bars beside the text and the insertion of revisions is to be recorded in the Amendment Record Sheet table shown in Chapter 0 of each Operations Manual, component. The List of Effective Pages, also located in Chapter 0 of (as per the Revision Record above) shows a revision bar against the applicable Chapter number to indicate which Chapters have changed. The Amendment Record Sheet details the DCR (Document Change Request) Number (e.g. DCR-001) that instigated the change, the Edition/Revision Number, Revision Date, Amended By and Date of Insertion.

Amendments are by page replacement or addition.

Acknowledge the new version in FSM. The table below will be completed in the new revision or edition, indicating the revision number and its date, including the 'Amended by' column which records the date on which the Volume with the updated pages was approved for release or the date when it becomes effective.

Electronic copies of the manual will be issued at all times and controlled via FSM. These result in a complete re- issue of the manual, featuring the changed content but being re-issued as a complete document (including unchanged content). However, if minor changes are applicable (no prior CASA Approval required) the information that has changed is highlighted by the change bars mentioned above.

Please note that electronic copies if printed must be marked as 'uncontrolled' or will be watermarked as such in their electronic form and if the latter is the case, no mark need be added by the person printing the page(s).

NOTE:

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Changes to the Exposition are in accordance with the change process detailed within the Exposition document.

2.6 Operational Standing Orders (OSO)

When urgent matters arise and it is not practical to apply policy and procedural changes through the normal review/revision process, the HOO will issue an OSO. However, under normal circumstances, OSOs will be a product of the continuous improvement process.

OSOs may be informational in nature or they may constitute a change to policy and/or procedure in respect of standard operating procedures.

As the Operations Manual is approved by CASA, OSOs that constitute changes to local or Base policy and/or procedure only require Company approval however, where a change of policy may require/trigger amendments to 'approved' manuals within the Operational Manual Suite CASA approval is required as this may constitute a change to the Exposition of which the Operations Manual and its components form part.

Where CASA approval is applicable, the appropriate box on the OSO form should be ticked/checked.

As a general rule, all OSOs should be sent to CASA regardless of content.

Once Issued, OSOs will have an OSO Number and an effective date and an expiry date. If the subject is temporary in nature, an expiry date will be featured, however, if the OSO constitutes a permanent change to policy and/or procedure and is CASA approved it may simply state as the expiry of the notice 'upon amendment to Volume 1' or similar.

A record of OSOs shall be maintained in Flight School Manager where they may be accessed by personnel. As per Operations Manual updates, OSOs will trigger a requirement for confirmation electronically by the reader of understanding/receipt. The Pilot is responsible for ensuring that all OSOs have been read and understood prior to conducting any operations.

Expired Temporary OSOs are to be removed as appropriate in respect of their expiry date. Where there is no expiry date, the expiry is to be marked as 'on re-issue' meaning that the OSO is removed when content is added to the manual text permanently on the next re-issue of the manual.

Personnel should regularly check the OSOs and if reviewing a matter of policy and/or procedure within the relevant Volume, should ensure that no changes are instigated by an OSO contained within the folder.

The processes for consulting the manual should therefore be as follows:

1. Check the relevant Chapter/sub-section/paragraph of the manual; then
2. Check all current OSOs to ensure no changes are applicable to the manual content.

OSOs issued by the HOO, in accordance with the above, are uploaded to FSM with appropriate electronic safeguards that will not allow a Pilot to undertake their duties until each OSO is read and acknowledged, thereby

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ensuring that critical changes to policy/procedure that may affect the safety of flight are acknowledged and understood prior to any operation being conducted.

2.6.1 Queries Regarding Operational Standing Orders (OSOs)

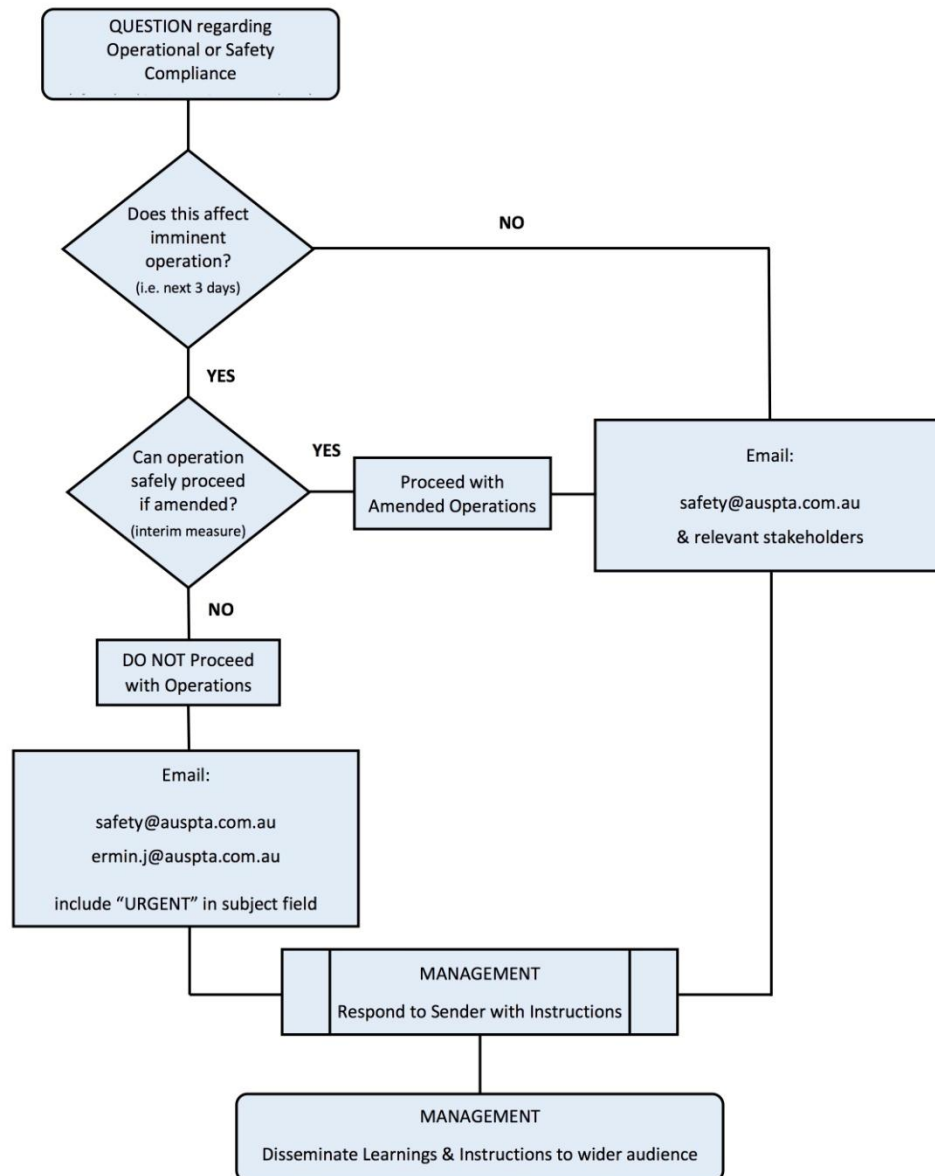
Where a question arises regarding compliance for a pending operation consideration shall be given to:

1. Guidance in relevant publications, incl. CASA Regulations and Company Exposition, including the Operations Manual;
2. The urgency of the matter; and
3. Temporary amendments that could be made to operations to eliminate doubt.

In all cases where reference to publications etc. Does not clarify requirements the matter must be raised with APTA Management via e-mail, if necessary as a matter of urgency.

The following page contains a 'flow-chart' for guidance on the process to be followed in such instances.

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Figure 2-1 Operational Queries

2.7 Controlled Document Manual Change Request

Suggested changes to the Company Operations Manual (all Volumes) are to be lodged, together with any supporting documentation on Form 1-001, in accordance with 2.4. A sample of Form 1-001 is featured in the covering pages of this Volume (and in the Covering Pages of all other Volumes).

2.8 Continuous Improvement Process

The Operations Manual (OM) is a living document and any member of personnel may suggest changes to the various components of the OM at any time, via the Company Continuous Improvement Process.

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All personnel should be aware that only Company approved systems and procedures are to be utilised. Potentially, APTA is in breach of its obligations if it permits non-approved material to be utilised. APTA maintains a robust culture of Continuous Improvement and strongly encourages feedback.

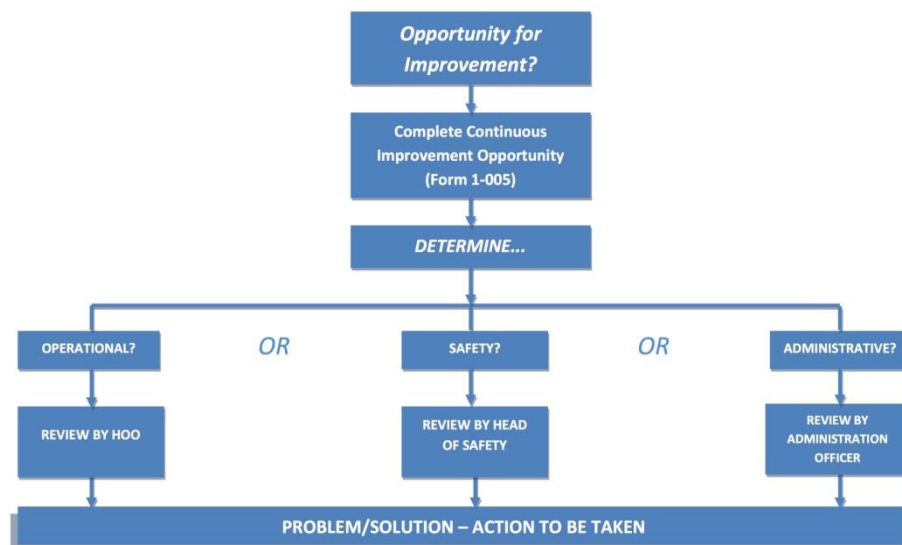
If a member of personnel feels that additional supporting material is required, the procedure is to submit that opportunity to improve our systems by way of the following change process.

All personnel are strongly encouraged to utilise the following procedures to develop a culture that embraces continuous improvement

Below is a flow-chart illustrating the steps that must be followed in respect of any continuous improvement activity.

All Continuous Improvement Opportunity Forms (Form 1-005) are to be filed and retained along with results of any investigative, review or corrective action taken.

Figure 2-2 Continuous Improvement Process



2.9 CASA Exemptions

There are currently no specific exemptions applicable to Company operations other than standard industry exemptions applicable to all CASR Part 61, Part 141 and Part 142 operations.

Current standard exemptions may be found on the CASA Website at the time of issue of this Volume via the following link:

<https://www.casa.gov.au/standard-page/flight-crew-licensing-legislative-instruments-0>

(Home > Regulations and Policy > Regulation Reform > Flight Crew Licensing and Legislative Instruments).

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2.10 Record Keeping – Operational

The Head of Operations shall ensure that a process is communicated which identifies that appropriate records are to be maintained for the period required by law for each type of record.

The preferred method of retention is electronic for the majority of records (e.g. Flight School Manager or FSM) but other supplementary recording methods may be utilised from time to time to ensure that the Company meets its obligations in this area and under Civil Aviation Law.

2.10.1 Control

Control of records shall be performed by a person or persons nominated and responsible to the Head of Operations. Such person(s) shall:

- Ensure that records are filed/updated as soon as practicable utilising the system of retention nominated by the HOO – this is accomplished by one of two methods – either manually via Forms controlled by each OM Volume and listed in the Forms Chapter of each or via direct entry into FSM by the Instructor Examiner or other Training personnel – no later than twenty-one (21) days after the completion of the activity – stored in an auditable form so that the HOO may ensure the auditing of records as part of the Safety Review and Auditing processes outlined in Operations Manual, Volume 5 (OM5);
- Ensure that information is provided to the HOO when/if required in the event that a situation prevents him/her from meeting the above requirements;
- The Company shall retain records for the required periods in accordance with the records/description listed below and the retention periods identified in the table following;
- That a copy of records relating to a specific Student are made available and provided upon request from the Student to which they relate upon verification of the Student's identity; and
- That the HOO ensures that upon request from another Flight School for the records of a specific Student who has elected to continue their training at another school, such records will be released within seven (7) days only upon request from the relevant school and presentation of approval from the Student concerned (refer to OM4A, Chapter 1 and Form 4A-026) authorising release of such record(s). Student Records will be retained for a minimum of seven (7) years from the date of the training being completed.

2.10.2 Records

The following identifies what records shall be maintained or the organisation responsible for retaining them where applicable (Note that details of where such records will be physically retained and/or where they are to be deposited for retention by the Pilot may vary by location and thus will be specified in the applicable Base Procedures Manual):

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NOTE:

Record retention in relation to DAMP and Examinations, Student Records and Flight Test Documentation are covered in the applicable Manual Volume (e.g. OM4A for Student related records and applicable OM for DAMP). All records retained are maintained electronically on Company server.

Aircraft

Refer to FSM for relevant Aircraft Records.

Flight Plans

Where a Flight Preparation Form (as identified in CAR 233) is required, such record shall be retained in accordance with the table below along with applicable Flight Plans.

NOTE:

Flight Preparation Forms as described in CAR 233 are not required for current Company Operations.

Navigation, Trip and Fuel Logs

Where directed by CASA to maintain Navigation, Trip and Fuel Logs pursuant to CAR 7, such records shall be retained under that Regulation for the period specified.

In the absence of direction on retention period by CASA, the Company shall maintain such records until the completion of the flight in question (i.e. arrival at the destination specified in the Flight Plan or other document) or for an appropriate period where they are required for review of fuel records and fuel usage rates as directed by the HOO and outlined within the Operations Manual (OM) or associated documents.

Loadsheets, Manifests and Dangerous Goods Documents

Records of Manifests (where required), Dangerous Goods (if required) and Loading documents (Loadsheet) shall be retained for a period of 3 months from the date of commencement of the flight in accordance with Civil Aviation Order CAO 20.16.1 or as CASA otherwise directs.

Flight Crew

Numerous Records relating to Flight Crew – required by CASR Part 61, CAO 48 and CAR 216 are required to be retained. The details of retention periods are identified in the table following.

Student Records and DAMP Records Confidentiality

All Company Records are confidential however, in particular, the HOO will be responsible for ensuring the protection of DAMP and Student Records and that they are not released without the authority of the Student or

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Company Personnel to whom they relate and in the case of DAMP records, to relevant regulatory authorities who may be exempt in certain circumstances in accordance with CASR Part 99 with respect to application of that Part.

Student(s) may request and be provided, copies of their individual Student Record(s) at any time.

Aircraft Flight Manual Amendments

Refer to the OM2 and Form 2-040 for the relevant aircraft.

Retention Periods

Table 2-1 Retention Period by Document Type

Type of Record	CASR, CAR, CAO, ANR, ANO Part	Retention Period
Aircraft	CASR Part 42	Record Maintained by Maintenance Provider and/or Aircraft Owner
Flight Plans	CAR 233	Until the completion of the operation being undertaken
Navigation, Trip and Fuel Logs	CAR 7	Until completion of the operation (arrival at destination that the records relate to) unless otherwise specified by CASA or the HOO where they are to be utilized for the purposes of calculating fuel usage rates
Loading Documentation and Manifests	CAO 20.16.1	A period of three (3) months from the date of commencement of the operation
Flight Crew Licensing, Training and Medical	CASR Part 61 CAR 216 CAO 82	Until the expiration of one (1) year following the cessation of the Flight Crew member's employment with the Company.
Flight Crew Duty Time	CAO 48	Until the expiration of ten (10) years following the cessation of the Flight Crew member's employment with the Company.

2.10.3 AOC Holder's Safety Questionnaire

As an Air Operator Certificate (AOC) Holder or other approval holder, will be in receipt of the annual CASA AOC Holder's Safety Questionnaire.

The Questionnaire will normally be transmitted to the Company via electronic means and is to be completed by the Head of Operations (HOO) within the time frame specified by CASA (usually 28 days although an extension may be applied for prior to 28 days as per CAO 82.1 (7)).

In the event that the Questionnaire is transmitted to personnel other than the HOO, the Questionnaire is to be forwarded to the HOO for completion.

The HOO must complete the Questionnaire accurately in accordance with the instructions provided by CASA.

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2.11 Forms

Chapter 6 (6.1) provides a list of the Company Forms that are associated with the Operations Manual, Volume 1 (OM1).

NOTE:

Any forms listed in this Volume, whether a sample is included in the Manual Suite or not, are controlled by the Operations Manual (OM) and are held in the Training Resources Library or FSM as applicable. The above table identifies which are the current versions of each form, checklist or similar document and the current effective version/date. Regardless of the type of document, all feature a Form Number as above so all ancillary documents are identified in a consistent manner. To ensure adequate back up and redundancy should any systems or access be temporarily unavailable, the OM also includes a Forms Manual which features each current Form in printable format and/or suitable for photocopying.

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3 Operational Personnel

The Operational Personnel that hold key positions within the Company are outlined within this manual, in order to provide clear information and guidance on duties and responsibilities in accordance with CAR 215 and CASR Part 141 and Part 142.

3.1 Duties and Responsibilities

The Duties and Responsibilities for positions alluded to in this Chapter are listed here so as to provide a relationship to the guidance provided within CAAP 215(2) (Cwth) but where these duties and responsibilities are listed elsewhere within this Volume, an appropriate cross-reference has been included to link the information to its location within the Volume appropriately. Similarly, the standard recommended sub-headings are included to preserve consistency with the aforementioned CAAP however, where the position is not applicable to, the text is shown as 'Reserved'. As stated in Chapter 0, the Duties and Responsibilities are contained within this Volume (OM1) and apply to all other Volumes (OM2, OM3, OM4, OM4A and OM5 except for certain Safety or Maintenance related items which may be covered in OM5) as well.

3.1.1 Pilots-In-Command (PICs)

Refer to 0.6.

3.1.2 Co-Pilots

Reserved.

3.1.3 Check Pilots

Reserved.

3.1.4 Senior Base Pilots

Refer to 0.4 of this Volume.

3.1.5 Flight Examiners

Refer to 0.4 of this Volume.

3.1.6 Flight Instructors

Refer to 0.5.10.

3.1.7 Cabin Crew

Reserved.

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3.1.8 Air Crew

Reserved.

3.1.9 Flight Training Managers

Flight Training Manager(s) are appointed from Grade 1 Instructor(s) to provide overall management of a Training Team at certain locations.

Refer to 0.5.9 for a detailed list of the Duties and Responsibilities of Flight Training Manager(s).

3.1.10 Flight Despatch/Load Controllers/Ground Support Personnel

Reserved.

3.1.11 Ground Instructors

Refer to 0.4 of this Volume.

3.1.12 Engineering/Maintenance Personnel

Refer to 0.4 of this Volume and to Operations Manual, Volume 2 (OM2) and the applicable Aircraft Hire Agreement (Form 2-040).

3.2 Flight Time Limitations/Fatigue Management

The limitation of duty hours for Company personnel along with the rostering policy associated with the limitations are detailed in Operations Manual, Volume 2 (OM2), Chapter 1.

3.2.1 Policy

The limitation of duty hours for Company personnel along with the rostering policy associated with the limitations are detailed in Operations Manual, Volume 2 (OM2), Chapter 1.

3.2.2 CAO Part 48

The limitation of duty hours for Company personnel along with the rostering policy associated with the limitations are detailed in Operations Manual, Volume 2 (OM2), Chapter 1.

3.2.3 Standard Industry Exemption

Reserved.

3.2.4 FRMS

Reserved.

3.2.5 Civil Aviation Order 48.1

The limitation of duty hours for Company personnel along with the rostering policy associated with the limitations are detailed in Operations Manual, Volume 2 (OM2), Chapter 1.

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3.2.6 FRMS

Reserved.

3.2.7 Conditions and Process for Exceeding Limitations

The limitation of duty hours for Company personnel along with the rostering policy associated with the limitations are detailed in Operations Manual, Volume 2 (OM2), Chapter 1.

3.3 Medical

3.3.1 General

All Company Pilots must hold at least a current Class 2 Medical Certificate in accordance with the Regulations. For flights carrying passengers a Class 1 Medical Certificate must be held.

Student Pilots must hold a current Class 1 or Class 2 Medical Certificate prior to undertaking any solo flight exercises in line with the approved syllabus.

3.3.2 Medical Certificate

While each Pilot is responsible for the maintenance of their individual medical status and certification, the Company must retain a record of each Company Pilot's current Medical Certificate as per the table featured in 2.10.

3.3.3 Medical Equipment to be Carried on Aircraft

Reserved.

3.3.4 Health Requirements for International Flights

Reserved.

3.3.5 Drug and Alcohol Prohibitions

Company policy prohibits any person or persons from entering or operating an aircraft while in a state of intoxication in order to ensure the highest levels of safety and operational integrity are maintained at all times pursuant to CAR 256.

Specifically, to ensure total clarity for Company Pilots and operational personnel, the following is to be adhered to at all times:

No person(s) shall:

- While in a state of intoxication, enter any aircraft; and
- While acting as a member of the operating crew of a Company aircraft, or carried in the aircraft to act as a member of the operating crew, while so acting or carried, be in a state in which, by reason of his or her having consumed, used, or absorbed any alcoholic liquor, drug, pharmaceutical or medicinal preparation or other substance, his or her capacity so to act is impaired; and

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- Act as, or perform any duties or functions preparatory to acting as, a member of the operating crew of an aircraft if the person has, during the period of 8 hours immediately preceding the departure of the aircraft consumed any alcoholic liquor; and
- While being a person who is on board an aircraft as a member of the operating crew, or as a person carried in the aircraft for the purpose of acting as a member of the operating crew, consume any alcoholic liquor.

3.3.6 Temporary Loss of Class 1 Medical Certificate

In the event where an Instructor staff member temporarily loses their Class 1 Medical Certificate for reasons that will not impair nor physically impede their ability to exercise ground duties and privileges granted by their qualifications, the Company may allow continuous, limited operational performance of duties strictly governed by the conditions listed below, as approved by the Head of Operations.

Conditions:

- Management, through the Training Organisational Structure, must be informed of the situation (for deliberation and approval).
- No flying is to be conducted under CASR Part 141 or Part 142 Approved activity until the individual's Class 1 Medical has been reinstated.
- When taking medication in the course of any related associated treatment, ensure compliance with the Company Drug and Alcohol management plan when on Duty.
- In the absence of the Senior Base Pilot and acting as Instructor Supervisor for the day, a check-is to be made with the HOO (via any available means) for every commencement and end of daily flying activities at the relevant Training Base.

3.4 Drug and Alcohol Management Plan(s) (DAMP)

3.4.1 Drug and Alcohol Management Plans (DAMP)

The Company shall maintain a DAMP programme as detailed in this Chapter of the Operations Manual (OM1, Chapter 3). The Head of Operations shall be responsible for maintaining compliance with CASR 99 in respect of the DAMP and to ensure that updates to the programme information are made to this manual in accordance with legislative changes and directions from CASA from time to time, in a timely manner. The HOO shall also ensure that the contact and supervisor information below is amended as required from time to time as applicable to each Base, via the applicable Base Procedures Manual.

Contact Officer

Refer to applicable Base Procedures Manual as Contact Officer may vary by Base location.

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Supervisor

Refer to applicable Base Procedures Manual as Supervisor may vary by Base location.

3.4.2 DAMP/Drug and Alcohol Education Register

Personnel engaged in Safety-Sensitive Aviation Activity (SSAA) for and on behalf of Australian Pilot Training Alliance (APTA) have who have familiarised themselves with the Drug and Alcohol Management Plan and completed the Drug and Alcohol Education Program shall be recorded electronically in the Flight School Manager system.

As the DAMP constitutes a component of the Operations Manual suite, electronic acknowledgement of having read and understood the OM and its content is a record of having been briefed in respect of DAMP.

3.4.3 Definitions

Accident means an occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies:

- The occurrence results in the death of, or serious harm to, a person;
- The occurrence results in serious damage to an aircraft or property.

Aerodrome Testing Area means:

1. Any surface in a certified aerodrome or a registered aerodrome over which an aircraft is able to be moved while in contact with the surface of the aerodrome, including any parking areas; and
2. Any part of the surface of a certified aerodrome or registered aerodrome:
 - That is not covered by paragraph 1; and
 - That does not have a building on it; and
 - From which access to a surface mentioned in paragraph 1 may be had; and
3. A building located on a certified aerodrome or registered aerodrome that is used:
 - For maintenance of an aircraft or an aeronautical product; or
 - For the manufacture of aircraft or aeronautical products; or
 - By an air traffic service provider to control air traffic; or
 - By the holder of an AOC for flying training; and
4. Any part of an aircraft, aerobridge or other moveable structure in a certified aerodrome or a registered aerodrome.

Airport security guard has the meaning given in section 9 of the Aviation Transport Security Act 2004.

Allocated number, in relation to an approved tester, means the number allocated to the tester under sub regulation 99.445 (5).

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Applicable SSAA means a safety-sensitive aviation activity to which this Part applies under regulation 99.015.

Appropriately qualified alcohol and other drug professional means a person who:

1. Materially works as a provider of clinical drug and alcohol treatment services; and
2. Holds a bachelor degree, or postgraduate degree, in at least 1 of the following fields:
 - Health sciences;
 - Medical science;
 - Social sciences;
 - Behavioural sciences.

Approved breathalyser means a breathalyser approved by CASA under paragraph 99.130 (a) for alcohol testing.

Approved drug testing device means a device approved by CASA under paragraph 99.130 (b) for testing for testable drugs.

Approved laboratory means a person authorised under sub regulation 99.450 (3) to conduct confirmatory drug tests for Subpart 99.C.

Approved person, in relation to an approved laboratory, means a person who is authorised under the laboratory's National Association of Testing Authorities accreditation to declare the results of drug tests conducted by that laboratory.

Approved tester means a person who is authorised to:

1. Take body samples for drug or alcohol tests under sub regulation 99.450 (1); and
2. Conduct initial drug tests or alcohol tests under sub regulation 99.450 (2).

ASIC has the meaning given in the Aviation Transport Security Regulations 2005.

CASA medical review officer means a medical practitioner who for drug and alcohol testing under Subpart 99.C, and for Subparts 99.E and 99.H has:

1. Been appointed by CASA under sub regulation 99.390 (1) for the purposes of Subpart 99.C; and
2. Training and competence in the field of interpreting drug and alcohol test results; and
3. Knowledge of substance use disorders; and
4. Knowledge of the contents of this Part.

Commencement date means the date on which this Part commences.

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Comprehensive assessment, in relation to a person's drug or alcohol use, means an examination of the person's physiological and psychosocial indicators carried out:

1. By a psychiatrist; or
2. By a medical practitioner who is a Fellow of the Australasian Chapter of Addiction Medicine; or
3. Jointly by:
 - A person entitled to practice as a medical practitioner under a law of a State or Territory; and
 - An appropriately qualified drug and alcohol professional.

Confirmatory alcohol test means an alcohol test given in respect of an initial alcohol test to determine the presence and level of alcohol in a body sample.

NOTE:

See paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.

Confirmatory drug test means a drug test given in respect of an initial drug test to determine the presence and level of a testable drug in a body sample.

NOTE:

See paragraph (b) of the definition of drug or alcohol test in subsection 33 (1) of the Act.

DAMP or drug and alcohol management plan means a drug and alcohol management plan that complies, or purports to comply, with the requirements of regulation 99.045.

DAMP contact officer, in relation to a DAMP organisation, means a person appointed by the DAMP organisation to liaise with CASA in relation to the organisation's responsibilities under this Part.

DAMP contractor means a person, or the employee of a person, who is:

1. A party to an ongoing written or ongoing oral contract with a DAMP organisation; or
2. A DAMP subcontractor to an ongoing written or ongoing oral contract with a DAMP organisation.

DAMP medical review officer means a medical practitioner who for drug or alcohol testing under a DAMP has:

1. Competence in the field of interpreting drug and alcohol test results; and

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2. Knowledge of substance use disorders; and (c) knowledge of the contents of this Part.

DAMP organisation means a person that is required to have a DAMP under sub regulation 99.030 (1).

DAMP reporting period, for a DAMP organisation, means the period of 6 months immediately before each:

- 1 March; and
- 1 September.

DAMP subcontractor, means a person who is a party to:

- An ongoing written or oral contract with a DAMP contractor within the meaning of paragraph (a) of the definition of DAMP contractor; or
- An ongoing written or oral contract with another DAMP subcontractor (under a previous application of this definition).

DAMP supervisor, in relation to a DAMP organisation, means a person who:

- Has had relevant training to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol; and
- Is authorised by the organisation to do so for the purposes of paragraph 99.050 (2) (c).

Donor means a person who is asked to give, or has given, a body sample to an approved tester.

Drug and alcohol education program, for a DAMP organisation, means a program that includes the following components:

- For SSAA employees — awareness of:
 - The organisation's policy on drug and alcohol use; and
 - Drug and alcohol testing in the workplace; and
 - Support and assistance services for people who engage in problematic use of drugs and alcohol; and
 - Information about the potential risks to aviation safety from problematic use of drugs and alcohol;
- For DAMP supervisors — education and training to manage people who engage in problematic use of drugs or alcohol.

Drug or alcohol intervention program, in relation to a person who has a drug or alcohol problem, means a program that includes any of the following measures for that problem:

1. Assessment;
2. Treatment, including any of the following:
3. Education;
 - Counselling;

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- Consultation with health care professionals; (iv) pharmacotherapy;
 - Residential or non-residential treatment programs;
4. Monitoring and follow-up action.

Employee, in relation to a DAMP organisation, includes a DAMP contractor of the DAMP organisation.

Foreign operator means:

1. The holder of a foreign aircraft AOC; or
2. The operator of an aircraft operating in Australia in accordance with a permission granted by CASA under section 26 of the Act; or
3. The operator of an aircraft operating under a permission granted under section 27A of the Act; or
4. The holder of a New Zealand AOC with ANZA privileges; or
5. The operator of an aircraft that is operating in Australia in accordance with section 14 of the Air Navigation Act 1920.

Initial alcohol test means an alcohol test to determine the presence of alcohol in a body sample.

NOTE:

See paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.

Initial drug test means a drug test to determine the presence of a testable drug in a body sample.

NOTE:

See paragraph (a) of the definition of drug or alcohol test in subsection 33 (1) of the Act.

Nominated drug or alcohol intervention program, in relation to a person who has undergone a comprehensive assessment, means a drug or alcohol intervention program considered suitable for the person by:

1. If the person is an employee of a DAMP organisation — a DAMP medical review officer; or
2. In any other case — a CASA medical review officer.

Passenger, in relation to an aircraft, means a person:

Who:

- Intends to travel on a particular flight on the aircraft that has not as yet boarded; or
- Is on board the aircraft for a flight; or

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- Has disembarked from the aircraft following a flight; and

Who is not a member of the crew of the aircraft.

Passport means an Australian passport within the meaning of the Australian Passports Act 2005, or a passport issued by the Government of a country other than Australia.

Permitted level means:

For a testable drug — a level of the drug specified in sub regulation (2A) for the purposes of this paragraph; and (b) for alcohol — a level of alcohol of less than 0.02 grams of alcohol in 210 litres of breath.

Positive result means the following:

- For an initial drug test — a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act;
- For a confirmatory drug test — a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act;
- For an initial alcohol test — a test result within the meaning of paragraph (a) of the definition of positive test result in subsection 33 (1) of the Act;
- For a confirmatory alcohol test — a test result within the meaning of paragraph (b) of the definition of positive test result in subsection 33 (1) of the Act.

Regular SSAA employee means a SSAA employee who is reasonably likely to perform an applicable SSAA at least 2 or more times every 90 days.

Relevant Standard means:

- AS 3547, Breath alcohol testing devices for personal use; and
- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers; and
- AS 4760, Procedures for specimen collection and the detection and quantification of drugs in oral fluid; and
- AS/NZS 4308, Procedures for specimen collection and the detection and quantification of drugs of abuse in urine.

Sample identifier means a number allocated to a body sample using the method specified in a legislative instrument made by CASA under regulation 99.150.

Screening officer has the meaning given in the Aviation Transport Security Act 2004.

Serious incident means an occurrence that arises out of a person performing or being available to perform an applicable SSAA if either or both of the following applies:

- The occurrence gives rise to a danger of death or serious harm to a person;

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- The occurrence gives rise to a danger of serious damage to an aircraft or property.

SSAA means a safety-sensitive aviation activity.

SSAA employee, in relation to a DAMP organisation, means an employee of the DAMP organisation who performs or is available to perform an applicable SSAA.

Substantial compliance, in relation to a drug or alcohol test, has the meaning given in sub regulation 99.020 (2).

Suitable test conditions has the meaning given by sub regulation (3).

NOTE:

The definition given above for 'Accident' and 'Serious Incident' differ to those given in 4.1.1. The reason is that the above is intended in the context of DAMP and the performance of an SSAA. The definition(s) given in 4.1.1 are provided in the context of the operation of an aircraft and thus, refer to an aircraft accident, incident or serious incident as applicable.

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NOTE 1:

A number of other expressions used in this Part have the meanings given in the Act.

For example:

- Aeronautical product
- AOC
- Body sample
- Civil aviation authorisation
- Drug or alcohol test
- Foreign aircraft AOC
- New Zealand AOC with ANZA privileges
- Positive test result
- Safety-sensitive aviation activities
- Testable drug.

NOTE 2:

Testable drugs are specified in a legislative instrument made by the Minister under subsection 33 (2) of the Act.

3.4.4 References to Standards and Reports

In this Subsection:

AS followed by a number is a reference to the Australian Standard so numbered or identified, as in force or existing from time to time, published by Standards Australia.

AS/NZS followed by a number is a reference to the Australian/New Zealand Standard so numbered or identified, as in force or existing from time to time, published jointly by Standards Australia and Standards New Zealand.

NMI R followed by a number is a reference to the report so numbered or identified, as in force or existing from time to time, published in that year by the National Measurement Institute, Department of Innovation, Industry, Science and Research. (2A) For paragraph (a) of the definition of **Permitted level**, the permitted level for each testable drug is specified in the following list:

Testable Drug Concentration – ng/mL

Δ9-tetrahydrocannabinol 10

6-Acetyl morphine 10

Amphetamine 25

Benzoylecgonine 25

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Cocaine 25

Codeine 25

Ecgonine methyl ester 25

Methylamphetamine 25

Methylenedioxyamphetamine 25

Methylenedioxymethylamphetamine 25

Morphine 25

Suitable test conditions

(3) Suitable test conditions means conditions that exist after an accident or serious incident if:

- Testing can be conducted within:
 - For drug testing — 32 hours after the accident or incident occurred; and
 - For alcohol testing — 8 hours after the accident or incident occurred; and
- It is practicable to conduct a test.

3.4.5 Policy Statement

The health, wellbeing and safety of personnel are of paramount importance to APTA. All individuals have a right to be safe at a APTA workplace. Alcohol and Other Drugs (AOD), when present in persons in the workplace, have the potential to increase risk of harm in the workplace and adversely impact upon fitness for work.

APTA has a duty of care to minimise the risk of accident, incident and injury in the workplace arising from the consumption of alcohol or other drugs. The purpose of this policy is to outline the strategies and processes that will be used by the APTA to manage the risks associated with use, or recent use, of alcohol or other drugs by persons in the workplace.

APTA takes a multi-strategy approach that incorporates education, support, testing and performance management. The policy is based on safety outcomes and not whether a positive test result is illicit or legal. This policy also recognises permissible therapeutic drug use under the guidance of a physician or pharmacist.

3.4.6 Introduction

This document is APTA Drug and Alcohol Management Plan (DAMP). APTA is required by Part 99 of the Civil Aviation Safety Regulations 1998 (CASRs) to develop and implement a DAMP, covering persons who perform, or are available to perform, a safety-sensitive aviation activity (SSAA).

The requirement for various organisations, including APTA to develop and implement a program has been introduced into the CASRs in order to enhance safety benefits and other outcomes for the aviation sector.

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In addition to meeting its statutory obligations, APTA also seeks to achieve the following additional aims through this program:

- A responsibility to ensure the safety of all team members, contractors, passengers and the general public. Consistent with this responsibility, APTA manages the risks associated with the presence of drugs and/or alcohol in a team member or contractor's system whilst they perform work.
- Team members and contractors should be aware that they have a responsibility to ensure the safety of all team members, contractors, passengers and the general public. Being 'fit for work' and ensuring that you work safely is part of that responsibility.
- APTA encourages team members and contractors to recognise the risks associated with the presence of drugs and/or alcohol in a team member or contractor's system whilst performing work.
- APTA recognises that drug and alcohol dependency can be a medical condition and actively encourages and supports team members and contractors with a potential or known dependency to seek confidential referral, support, treatment and rehabilitation.

This policy reinforces APTA's unwavering commitment to the health, safety and wellbeing of team members, contractors, passengers and the public. It is therefore imperative that the policy and related processes are upheld by all team members and contractors. Non-compliance by a team member/contractor may result in disciplinary action (up to and including termination of their employment).

APTA is obliged to develop, implement and maintain a program meeting the requirements of the CASRs from 23 March 2009.

This policy is an important document with which all personnel should read carefully and familiarise themselves.

3.4.7 Application

This DAMP applies to all APTA personnel that perform, or are available to perform, an SSAA.

These personnel are:

- Persons employed directly by an APTA Alliance Member;
- Contractors engaged by APTA;
- Subcontractors engaged by contractors of APTA; and
- Persons employed by those contractors and subcontractors.

In this program these personnel are all referred to as "SSAA employees" even though they may not be directly employed by APTA.

The APTA personnel to which this program applies will generally be engaged in the following employment categories:

- Flight training.

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3.4.8 Content

This program comprises three key elements:

- A drug and alcohol education program (see 3.4.10);
- A drug and alcohol testing program (see 3.4.11); and
- A drug and alcohol response program. (see 3.4.12)

3.4.9 Responsibilities

APTA is legally required to, and will, comply strictly with its obligations under this program.

APTA expects that all SSAA employees will similarly comply with their obligations under this program. SSAA employees need to be aware that failure to do so may result in:

- Them committing an offence against the CASRs, for which prosecution or infringement action may be taken by the Civil Aviation Safety Authority or the Commonwealth Director of Public Prosecutions; and/or
- APTA taking disciplinary action against its employees or contractual action against contractors or sub-contractors

APTA Responsibilities

APTA must:

- For new SSAA employees, make this program available to each SSAA employee before the that person begins to perform, or become available to perform, an SSAA;
- For current SSAA employees, make this program available to each SSAA employee by the end of the working day on which the employee next performs or is available to perform an SSAA;
- Not permit a SSAA employee to perform or be available to perform an SSAA in the following circumstances:
- If a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or of alcohol;
- If an accident or serious incident has occurred which involved the employee while he or she is performing or available to perform an SSAA and either:
- For the period that suitable test conditions exist for conducting drug or alcohol tests on the employee – a test has not been conducted; or
- If tests have been conducted – APTA has not been notified of the test results;
- If an SSAA employee has been required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, not permit that SSAA employee to again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met; and

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- Provide periodic reports to the Civil Aviation Safety Authority about its administration of this DAMP or its dealings with its SSAA employees who have been subject to alcohol or drug testing by CASA.

Responsibilities of SSAA Employees of APTA

SSAA Employees:

- Are encouraged to disclose to APTA if they have consumed a level of alcohol, or have taken any drug, that may affect their ability to carry out an SSAA;
- Must not perform, or be available to perform, an SSAA if aware that they are adversely affected by a testable drug or by alcohol, until they are no longer adversely affected;
- Are subject to drug and alcohol testing under this program while performing, or being available to perform, a SSAA for APTA
- Will be required to provide a body sample if they are to be tested for drugs and alcohol by APTA for the purposes of conducting such tests;
- Must cease performing or being available to perform SSAA if they:
- Return a positive result for a drug or alcohol test
- Fail to comply with a request by an approved tester to provide a body sample for CASA drug and alcohol testing;
- Fail to comply with a request to provide a body sample for APTA drug and alcohol testing under this program;
- Interfere with a body sample they provide for drug or alcohol testing by CASA or APTA;
- If required to cease performing, or being available to perform, SSAA duty because of an incident related to alcohol or drugs, must not again perform or be available to perform SSAA duty until all mandatory pre-conditions have been met.

Responsibilities of APTA DAMP Contact Officer

APTA has appointed DAMP contact officers and their role is to liaise with the Civil Aviation Safety Authority in relation to APTA responsibilities in connection with this program.

Responsibilities of APTA DAMP Supervisors

APTA has appointed Key Personnel as DAMP Supervisor.

DAMP Supervisors have been trained about how to form an opinion as to whether a person may be adversely affected by a testable drug or under the influence of alcohol, and are authorised by APTA to form such an opinion in appropriate cases. Where a DAMP Supervisor forms that opinion, they must require an SSAA employee to cease performing or being available to perform an SSAA. Where required to do so by a DAMP Supervisor, SSAA employees of APTA must cease performing or being available to perform an SSAA.

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3.4.10 Drug and Alcohol Education Programme

All SSAA employees and DAMP Supervisors of APTA are required to attend a drug and alcohol education program.

APTA will ensure that all SSAA employees and DAMP Supervisors have access to a drug and alcohol education program.

APTA will additionally provide refresher education to all SSAA employees at an interval of no longer than thirty (30) months.

The APTA drug and alcohol education program contains the following components:

- For SSAA employee's—awareness of:
 - APTA policy on drug and alcohol use; and
 - Drug and alcohol testing in the workplace; and
 - Support and assistance services for people who engage in problematic use of drugs and alcohol; and
 - Information about the potential risks to aviation safety from problematic use of drugs and alcohol; and
- Additionally for DAMP Supervisors—education and training to manage people who engage in problematic use of drugs or alcohol.

3.4.11 Drug and Alcohol Testing Programme

NOTE:

In addition to the drug and alcohol testing conducted by or on behalf of APTA under this program, SSAA employees (including all persons who perform duties in an aerodrome testing area) may also be subject to random drug and alcohol testing by CASA under Part 99.C of the CASRs.

Substances that will be Included in Testing.

APTA will test for the following substances:

- Alcohol
- Opiates
- Cannabinoids
- Cocaine
- Amphetamines

How Testing will be Conducted

Any drug and alcohol testing done under this program will be conducted as follows:

- For breath testing for alcohol — using a device that meets either:
- AS 3547, Breath alcohol testing devices for personal use; or

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- NMI R 126, Pattern Approval Specifications for Evidential Breath Analysers;
- For oral fluid testing for drugs — in accordance with AS 4760, Procedures for specimen collection and the detection and quantification of drugs in oral fluid;

Any devices used in drug or alcohol testing under this DAMP must be used in a way that is not inconsistent with the instructions of the manufacturer of those devices.

When Testing will be Conducted

Drug and alcohol testing of all SSAA employees under this program will be conducted in the following circumstances:

Prior to commencement in a role performing SSAA

A person will be tested for alcohol and testable drugs when they first join APTA if the person will be working as a regular SSAA employee, or when the role of an existing employee is to change to that of a regular SSAA employee, unless:

- The person has been drug and alcohol tested less than 90 days before the person is required to begin performing or being available to perform an SSAA; and the test results were not positive results;

Post accident or serious incident

A person will be tested for alcohol and testable drugs after an accident or serious incident involving a SSAA employee that occurs whilst they are performing, or available to perform, an SSAA, provided that suitable test conditions exist.

- Suitable test conditions exist where, after an accident or serious incident, testing can be conducted:
 - Within 32 hours of the accident or incident for drug testing
 - Within 8 hours of the accident or incident for alcohol testing; and
 - It is practicable to conduct a test

On Reasonable Suspicion

A person will be tested if a DAMP Supervisor has reasonable grounds to believe that a SSAA employee may be adversely affected by an alcohol or testable drugs while performing, or available to perform, an SSAA.

On Return to SSAA Work

A person will be tested for alcohol and testable drugs if a SSAA employee is returning to work after a period during which the employee was not permitted under the CASRs to perform or be available to perform an SSAA because of alcohol or testable drug use or a related incident.

Drug Test Results

If a confirmatory drug test conducted under this program returns a positive result, APTA will consult a DAMP medical review officer to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source.

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3.4.12 Drug and Alcohol Response Programme

SSAA Employees Ceasing SSAAs

APTA will not permit an SSAA employee to perform, or be available to perform, an SSAA in any of the following circumstances:

1. Where APTA is aware that a positive result for an initial drug test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory drug test that is not a positive result;
2. Where APTA is aware that a positive result for an initial alcohol test has been recorded and the employee has not, in respect of that test result, recorded a test result for a confirmatory alcohol test that is not a positive result;
3. Where APTA is aware that:
 - A positive result for a confirmatory drug test has been recorded for the employee; and
 - A DAMP medical review officer has not determined that the result recorded could be because of legitimate therapeutic treatment or some other innocuous source; and
 - Mandatory preconditions for return to work have not been met (see below);
4. Where APTA is aware that:
 - A positive result for a confirmatory drug test has been recorded for the employee; and
 - A CASA medical review officer has not determined that the result recorded could be as a result of legitimate therapeutic treatment or some other innocuous source; and
 - Mandatory preconditions for return to work have not been met (see below);
5. Where APTA is aware that a SSAA employee who has been required to take a drug or alcohol test has:
 - Refused to take the test; or
 - Interfered with the integrity of the test.
6. If a DAMP Supervisor suspects the employee's faculties may be impaired due to the person being under the influence of a testable drug or alcohol;
7. If an accident or serious incident has occurred involving the employee whilst they are performing or available to perform an SSAA and either:
 - For the period that suitable test conditions exist for conducting drug or alcohol tests on the employee — a test has not been conducted; or
 - If tests have been conducted under suitable test conditions — APTA has not been notified of the test results.

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Returning to Safety Sensitive Aviation Activities

Where APTA has not permitted a SSAA employee to perform, or be available to perform, an SSAA as a result of a drug or alcohol testing related suspension event, APTA will only permit the employee to again begin performing or being available to perform an SSAA in the following circumstances:

1. The employee has undergone a comprehensive assessment for drug or alcohol use;
2. If the comprehensive assessment recommended the employee commence a drug or alcohol intervention program — the employee has begun participating in a nominated drug or alcohol intervention program;
3. The employee is considered fit to resume performing or being available to perform, an SSAA by:
 - A DAMP medical review officer; and
 - The employee's treating clinician, if any;
4. If the suspension event related to a drug test – at the time the employee was considered fit to resume performing, the employee receives a confirmatory drug test and records, for the test, a result that:
 - Was not a positive result; and
 - A DAMP medical review officer is satisfied indicates the absence of testable drug use.

APTA will permit a SSAA employee time to attend a nominated drug or alcohol intervention program, if:

- A DAMP medical review officer has advised APTA that the employee should attend the program; and
- The employee is returning to work after a period during which the employee was not permitted to perform or be available to perform an SSAA because of a positive test result for testable drug use or alcohol use.

3.4.13 Self Referral

An aim of this policy is and the educational material available is to encourage APTA personnel to recognise problematic use of substances and to obtain the assistance they need.

Any employee who seeks assistance from APTA will be afforded all necessary assistance. The matter will be treated in the strictest confidence.

Personnel seeking assistance from APTA management will be offered assistance, by way of counselling or other treatment / rehabilitation program. They may be provided with flexible leave arrangements in order to complete any treatment / rehabilitation program. Any employee who wishes to seek professional counselling assistance in relation to an alcohol or drug related problem is directed to the services listed below

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Odyssey House Victoria 03 9420 7600
 Family Drug Support 1 300 368 186

3.4.14 Role of Medical Review Officer

APTA will appoint and consult a DAMP medical review officer as part of its responsibilities under this program and the CASRs.

What is the role of a Medical Review Officer?

APTA will consult a DAMP medical review officer in the following circumstances:

1. If a drug test conducted under the program returns a confirmatory drug test result for a SSAA employee of APTA that is a positive result — to determine if the presence and level of a testable drug detected by the test could be the result of legitimate therapeutic treatment or some other innocuous source; and
2. To review medical information concerning a person's failure to give a body sample for drug or alcohol testing because of a claimed medical condition;
3. To determine, in consultation with the employee's treating clinician (if any) if the employee is fit to resume performing or being available to perform a SSAA after being required to cease performing or being available to perform SSAA for a drug or alcohol testing related incident.

3.4.15 Disciplinary Action

Reserved.

3.4.16 Procedural Reviews

Reserved.

3.4.17 Privacy

The Privacy Act 1988 (Cwth) may apply to information gathered under this program and information held in relation to the outcomes of drug and alcohol testing, whether conducted under APTA or by CASA.

The APTA program is consistent with the requirements of the Privacy Act 1988 (Cwth) and APTA will comply with any obligations it may have under that Act in the handling of personal information collected under the program.

3.4.18 Review, Audit and Compliance

APTA will review this program at regular intervals of at least every five (5) years, or as directed by CASA, in order to ensure its continued compliance with the requirements of the CASRs.

To ensure the appropriate development, implementation and enforcement of the APTA program, CASA may audit APTA and require it to provide relevant documentation.

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3.4.19 Provision of Information and Record Keeping

Provision of Information

APTA will ensure it records and supplies information in respect of:

- Drug and alcohol testing;
- Drug and alcohol education; and
- Drug and alcohol response

as required by CASA.

The information reported to CASA will not contain any additional detail, beyond that required by the CASRs, which might identify individuals employed by APTA, its contractors or subcontractors.

Additionally, where requested to do so, APTA will supply information about the identity of a DAMP employee to a CASA approved tester within one hour of such a request being made.

Record Keeping

APTA will keep all records pertaining to this DAMP that are used to provide information to CASA for a period of five (5) years. This information will be kept in a secure location.

Within six (6) months of the expiry of the five (5) year record keeping period, APTA will ensure such records are destroyed or deleted.

3.4.20 Variations

APTA may at any time be required by CASA to make specific changes to this program, or to prepare a new program, to ensure ongoing compliance with the CASRs.

APTA may implement variations or amendments to this program from time to time and, where relevant, will provide written notice to its employees setting out these changes.

APTA may implement variations or amendments to this Program at any time. If these changes have not been directed by CASA, three (3) months written notice will be given to employees to that effect.

Unless otherwise determined, such variations or amendments shall have the same force and effect as if included in this Program, from the time at which the three (3) months notice expires.

3.5 Drug and Alcohol Education Programme

3.5.1 Impact of AOD use on the Workplace

AOD use can have a substantial negative impact on the workplace. For example, studies show that lost production due to harmful AOD use is costing Australian industry in excess of \$4.5 billion per year. In addition, research indicates that up to 15 per cent of all Australian workplace accidents may be associated with alcohol use and that at least 5 per cent of all Australian workplace deaths are associated with alcohol use.

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AOD use can have a variety of negative outcomes that are costly for both employers and employees, including:

- Accident costs, including accidents resulting in injury or death
- Absenteeism costs
- Lower productivity costs (co-workers covering for affected employees)
- Staff turnover costs
- Costs to the individual employee, including possible injury to self and others
- Costs to other employees, including an unsafe work environment with risk of accidents and covering for poor work performance.

3.5.2 Drugs and their Effects

The most common drugs used by Australians are alcohol, coffee, nicotine and various medications. Less commonly used are illegal drugs such as cannabis (marijuana), ecstasy, heroin and methamphetamines (speed).

What is a drug?

A drug is any substance — solid, liquid or gas — that brings about physical and/or psychological changes. The drugs of most concern in the community are those that affect the central nervous system. They act on the brain and can change the way a person thinks, feels or behaves. These drugs are known as 'psychoactive drugs'.

How are drugs classified?

Drugs are commonly classified according to their legal status or their effects on the central nervous system. There are three main types of drugs that affect the central nervous system:

Depressants are drugs that slow down the functions of the central nervous system. They include:

- Alcohol
- Cannabis
- Barbiturates, including Seconal, Tuinal and Amytal benzodiazepines (tranquillisers), such as Rohypnol, Valium,
- Serepax, Mogadon, Normison and Eupynos
- GHB (gamma-hydroxybutyrate), or 'fantasy'
- Opiates and opioids, including heroin, morphine, codeine,
- Methadone and pethidine
- Some solvents and inhalants, of which many are household products.

In small quantities, depressants can cause the user to feel more relaxed and less inhibited. In larger quantities, they can cause unconsciousness, vomiting and even death. Depressants affect concentration and

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coordination. They slow down a person's ability to respond to unexpected situations.

Stimulants act on the central nervous system to speed up the messages to and from the brain. They can make the user feel more awake, alert or confident. Stimulants increase heart rate, body temperature and blood pressure. Other effects include reduced appetite, dilated pupils, talkativeness, agitation and sleep disturbance. Mild stimulants include ephedrine used in medicines for bronchitis, hay fever and asthma; caffeine in coffee, tea and cola drinks; and nicotine in tobacco.

Stronger stimulants include:

- Methamphetamines, including illegal methamphetamines
- Cocaine
- MDMA/Ecstasy
- Slimming tablets such as Duromine, Tenuate Dospan and Ponderax.

Large quantities of stimulants can 'over-stimulate' the user, causing anxiety, panic, seizures, headaches, stomach cramps, aggression and paranoia. Prolonged use of strong stimulants can mask some of the effects of depressant drugs, such as alcohol, making it difficult for a person to judge their effects.

Hallucinogens affect perception. People who have taken hallucinogens may believe they see or hear things that are not really there, or what they see may be distorted in some way. The effects of hallucinogens vary a great deal, so it is impossible to predict how they will affect a particular person at a particular time. Hallucinogens include:

- Datura
- Ketamine
- LSD magic mushrooms
- Mescaline.

Cannabis is an hallucinogen as well as a depressant. Ecstasy can also have hallucinogenic qualities.

Some effects of hallucinogens include dilation of pupils, loss of appetite, emotional and psychological euphoria and wellbeing, jaw clenching, sweating, panic, paranoia, loss of contact with reality, irrational or bizarre behaviour, stomach cramps, nausea and increased activity, talking or laughing.

How do drugs affect a person?

The effects of a drug depend on the type of drug, how much is used, how it is ingested, the characteristics of the person taking the drug (for example, body type and mood), the situation or place where the drug is taken, and whether other drugs are taken at the same time. Some factors to consider are outlined below.

- How much of the drug is taken and how often. Generally, the greater the quantity of a drug taken, the greater its effect. Overdose occurs

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when the amount of a drug taken exceeds the body's ability to cope with it.

- How the drug is taken. Generally, drugs that are injected or inhaled act very quickly and the effects are more intense. Snorting through the nose is the next fastest-acting method, followed by drugs that are eaten or swallowed.
- A person's physical characteristics. Height, weight and gender influence how a drug affects a person. The proportion of body fat, rate of metabolism and, for women, stage of the menstrual cycle can all influence the intensity and duration of drug effects.
- A person's mood and environment. How a person is feeling and the social setting can have a significant impact on the effects of a drug. A person is more likely to enjoy the experience in a comfortable social atmosphere rather than in a threatening environment.
- A person's tolerance to the drug. The first time a person uses a drug; they have a very low tolerance and are likely to feel the effects very strongly. Generally, the more often the drug is taken, the less intense the effects will be. This means that larger amounts need to be consumed to obtain the desired effect.
- Other drugs used (poly-drug use). Combining drugs can increase or alter their effects, often in unpredictable ways.

3.5.3 Alcohol

What is alcohol?

The term 'alcohol' describes a series of organic chemical compounds, but only one type — ethyl alcohol or ethanol — is found in drinks intended for human consumption.

Alcohol and safety

Alcohol is a depressant drug, even though it may feel stimulating at first. Within minutes of drinking, some alcohol will be absorbed into the bloodstream. The rate of absorption can be affected by certain things, for instance eating food while drinking slows down absorption. Even a small amount of alcohol affects decision-making skills.

Alcohol also slows down reaction time. This means that driving, using machinery

or undertaking activities such as swimming, even after a small amount of alcohol, is dangerous. Females have less water in their bodies, so do not dilute alcohol as easily as males. This is one of the reasons women feel the effects of alcohol more quickly than men.

Mixing alcohol with other drugs, whether illicit, prescribed or over the counter, can be dangerous and the results unpredictable. Your pharmacist or doctor is in the best position to offer sound and knowledgeable advice on how different drugs interact with each other and how this might impact on your health and capacity to undertake different tasks.

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Long-term and short-term effects of alcohol

Drinking alcohol has health, social and economic costs and benefits for both the individual and general population. People who drink small quantities of alcohol have better health outcomes than those who do not drink, although abstainers achieve much better health outcomes than heavy drinkers. It does not follow, however, that abstainers, either at the individual or population level, would achieve a better health outcome by drinking; there are many valid, and often compelling, health and social reasons why people choose not to drink.

At high levels of consumption, costs far outweigh benefits, and the higher the consumption, the greater the costs to individual health and society.

The short-term effects of alcohol consumption may include:

- Feeling of relaxation
- Reduced concentration
- Slowed reflexes
- Fewer inhibitions
- Increased confidence
- Reduced coordination
- Slurred speech
- More intense moods (for example, feeling more sad, happy or angry)
- Confusion
- Blurred vision
- Nausea and vomiting
- Drowsiness
- Coma
- Death.

The long-term effects of alcohol consumption may include:

- Malnutrition
- Depression and anxiety
- Cancer of the mouth, throat, oesophagus, lips and liver
- Brain injury, loss of memory, confusion and hallucinations
- High blood pressure, irregular pulse and enlarged heart
- Weakness and loss of muscle tissue
- Sweating, flushing and bruising of the skin
- Inflamed stomach lining and ulcers
- Increased risk of lung infections
- Severe swelling of the liver, hepatitis and cirrhosis

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- Inflamed pancreas
- Tingling and loss of sensation in the hands and feet
- Impotence, shrinking of the testicles and damaged/reduced sperm
- Increased risk of gynaecological problems.

How risky is your drinking?

The most widely used screen for alcohol use in Australia is the Alcohol Use Disorders Identification Test (AUDIT). The AUDIT was developed and validated by the World Health Organization in 1989. It is used by Australian health professionals to assist them to make appropriate treatment decisions for those consuming alcohol in excess of low-risk levels. You can complete the AUDIT below to work out your level of risk.

3.5.4 Methamphetamine

What is methamphetamine?

The term 'amphetamine' refers to a family of synthetic drugs that are all chemically related to amphetamine and all have quite similar effects.

Currently in Australia amphetamine comes in many different forms and users refer to it by many different names including speed, goey, crystal, crystal meth, base, pure, ice, shabu and ox blood. No matter what form it comes in, almost all speed available in Australia today is methamphetamine. Methamphetamine is slightly different in chemical terms to amphetamine, but the two have very similar effects.

Tablets that are prescribed for attention deficit hyperactivity disorder (ADHD), such as Dexamphetamine, Duromine and Ritalin, are occasionally used by methamphetamine users for their stimulant properties.

Methamphetamine and safety

The amphetamine family of drugs falls into the class of drugs known as 'stimulants'. Stimulants increase the activity of the central nervous system and produce effects similar to the body's naturally occurring hormone, adrenalin.

Some of the usual side effects of methamphetamine use include increased risk- taking, motor restlessness, aggression, disorientation and lack of coordination, all of which have a potential impact on safety. It has also been argued that the rebound fatigue following lengthy periods of methamphetamine use presents a considerable risk to road safety.

Long-term and short-term effects of Methamphetamine

The short-term effects of using methamphetamine may include:

- Euphoria and a sense of wellbeing
- Increased alertness, energy and hyperactivity
- Talkativeness
- Reduced appetite
- Improved concentration

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- Dry mouth and a metallic taste in the mouth
- Increased blood pressure and heart rate
- Nausea.

The long-term effects of using methamphetamine may include:

- Sleep problems
- Extreme mood swings
- Compulsive repetition of actions
- Paranoia
- Depression and anxiety
- Panic attacks
- Seizures
- Social and financial problems.

One of the greatest problems experienced by amphetamine users is amphetamine-induced psychosis or 'speed psychosis'. The symptoms of speed psychosis are similar to those of paranoid schizophrenia, and may include:

- Hallucinations
- Paranoid delusions
- Uncontrolled violent behaviour.

These symptoms usually disappear after the drug has been eliminated from the body, although the user remains vulnerable to further episodes. If the drug is used again, the psychosis may recur.

3.5.5 Ecstasy (MDMA)

What is Ecstasy?

Ecstasy is the street term for a number of substances that are similar to methylenedioxymethamphetamine (MDMA). It is classified as a stimulant with hallucinogenic properties. Although ecstasy users are seeking the MDMA effects of the drug, there is no quality control during the manufacturing process and therefore a user can never be sure what they are actually taking. Some of the tablets sold as ecstasy in Australia today do not contain MDMA at all, and are more likely to contain methamphetamine, perhaps in combination with an hallucinogenic such as ketamine (a dissociative anaesthetic used in human and veterinary surgery). They might also contain illegal chemicals such as MDA, PMA or MDEA, or substances such as caffeine or paracetamol. Some ecstasy tested has contained no active stimulant at all.

Ecstasy and Safety

Ecstasy is classified as a stimulant drug with hallucinogenic properties. A recent driving-simulator study in Germany indicated that ecstasy use

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impairs specific cognitive performance, has a moderate negative impact on vehicle control and a decreased sense of risk-taking.

Long-term and short-term effects of Ecstasy

The short-term effects of using ecstasy may include:

- Euphoria and a feeling of wellbeing
- Feelings of increased closeness with others
- Increased self-confidence
- Lack of inhibitions
- Tongue and cheek chewing
- Teeth grinding
- Dry mouth
- Increased body temperature
- Nausea and anxiety
- Sweating
- Inability to sleep.

Little is known about the long-term effects of ecstasy due to the paucity of research. Many of the early results are very controversial but it is generally accepted that, particularly at high doses, some health problems will result from long-term use. Some of these may include:

- Neurotoxicity
- Memory and cognition problems
- Depression.

Severe reactions after taking the drug have occurred and there have been a number of ecstasy-related deaths. These deaths, however, have usually been related to the circumstances of use rather than the toxicity of the drug alone.

3.5.6 PMA

What is PMA?

PMA (para-methoxyamphetamine) is an amphetamine-type drug with both stimulant and hallucinogenic properties. It has no medical use. Its effects are similar to those of MDMA (ecstasy), although PMA is much more potent and far more toxic. The chemical precursors of PMA and MDMA are different.

PMA and safety

Little research evidence exists regarding the safety impact of PMA. The drug has been linked to a number of Australian deaths over the years. Six people died in South Australia between September 1995 and January 1996 after taking PMA, either alone or combined with MDMA. All indications are that the users believed they were taking MDMA alone and did not realise that PMA was present in the tablet they consumed.

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Long-term and short-term effects of PMA

The toxicity of PMA is related to excessive central nervous system stimulation. Users may experience hallucinations, delirium, restlessness, agitation, muscle contractions, thrashing around, rigidity, sweating, high fever, seizures, coma and death. It has been estimated that PMA's effects can be seen after consuming approximately 50 mg of the drug. An ecstasy tablet can weigh anything from 150–200 mg and can contain up to 50 per cent of active material, so it may not take many PMA tablets to lead to significant health issues.

Ingesting a dose of PMA of less than 50 mg without other drugs or alcohol induces symptoms similar to MDMA. These effects may include:

- Increased pulse rate and blood pressure
- Increased and laboured respiration
- Elevated body temperature
- Erratic eye movements
- Muscle spasms
- Nausea
- Heightened visual stimulation.

Doses over 50 mg are considered potentially lethal, especially when taken with other drugs, such as amphetamine derivatives, cannabis, cocaine, prescription medications like fluoxetine (Prozac), and alcohol. Higher doses may produce:

- Cardiac arrhythmia and arrest
- Breathing problems
- Pulmonary congestion
- Renal failure
- Hyperthermia
- Vomiting
- Convulsions
- Coma
- Death

3.5.7 Cannabis

What is Cannabis?

Cannabis is the generic term for the various psychoactive preparations of the Cannabis sativa or Cannabis indica plants. The term covers marijuana leaf, flowers, seeds, oil and resin from the plant. The principal psychoactive component is delta-9-tetrahydrocannabinol (THC). THC is concentrated in the heads of the plant, and lower levels are found in the leaves.

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Cannabis and Safety

Most of the research on the impact of cannabis on safety centres on driving. The evidence regarding cannabis-related driving impairment is inconclusive. There is evidence that cannabis impairs driving, whereby drivers are more likely to hit obstacles, miss signs or drive more slowly. There is also evidence that driving ability is not dramatically impaired, with drivers compensating by slowing down and maintaining greater distance between vehicles.

Common effects of cannabis, however, include reduced coordination, slowed reaction times and slower information processing, all of which pose a potential risk to safety.

Long-term and short-term effects of Cannabis

Typically, people who use cannabis do not progress to regularly using the drug for the rest of their lives. Most users experiment with cannabis every now and then during adolescence and early adulthood, then stop in their mid to late 20s. However, some people will use cannabis for longer and more regularly, and become dependent on the drug. Historically, cannabis was not seen as a drug of dependence in the same way as heroin or alcohol, but it is now well recognised that cannabis dependence is a meaningful syndrome.

The short-term effects of using cannabis may include:

- Feeling of wellbeing
- Talkativeness
- Drowsiness
- Loss of inhibitions
- Decreased nausea
- Increased appetite
- Loss of coordination
- Bloodshot eyes
- Dryness of the eyes, mouth and throat
- Anxiety and paranoia.

There is limited research on the long-term effects of cannabis. On the available evidence, the major probable adverse effects are:

- Increased risk of respiratory diseases associated with smoking, including cancer
- Dependence
- Decreased memory and learning abilities
- Decreased motivation in areas such as study, work or concentration.

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Cannabis and Mental Health

The link between the use of cannabis and mental health problems receives a lot of attention in both research and the media.

There have been reports of people experiencing psychotic symptoms after smoking a lot of cannabis or more than they are used to. This is rare and the symptoms, although frightening at the time, usually go away once cannabis use stops. Cannabis has been shown to make psychotic symptoms worse in those who already have a psychotic disorder such as schizophrenia. Evidence suggests that cannabis may trigger schizophrenia in those who are already at risk of developing the disorder. Those with a vulnerability to schizophrenia, such as a family history of the illness, are advised against using cannabis for this reason.

The link between cannabis and other more common mental health disorders, such as depression and anxiety, is confusing because often cannabis is used to relieve the symptoms of these disorders. Cannabis may work well at easing depression

before the effects of the drug wear off; however, smoking cannabis may ultimately make depression worse. It has been shown that those who use cannabis have higher levels of depression and depressive symptoms than those who do not use the drug. Cannabis can lead to symptoms of anxiety, such as panic, in the short term but there is a lack of evidence pointing to cannabis as an important risk factor for chronic anxiety disorders.

3.5.8 Cocaine

What is Cocaine?

Cocaine is a stimulant drug extracted from the leaves of the coca bush (*Erythroxylum coca*), which is native to South America. The coca leaf extract is processed to create cocaine hydrochloride, freebase and crack cocaine.

Cocaine and Safety

It may be dangerous to undertake complex tasks after using cocaine due to:

- Over-confidence in skill that is not supported by an actual improvement in ability
- Taking unnecessary risks
- Aggressive and dangerous behaviour impaired ability to react appropriately
- The user can suddenly fall asleep as the stimulant effects wear off.

A person using cocaine may think they can alter their behaviour to counteract any impairment in their ability. However, this is dangerous as the effects of the drug may mean that the user:

- Fails to notice something they would normally have observed
- May have an altered view and experience of reality — their actions and responses may be quite different to what is actually needed

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- May be unaware of how much their skills are impaired after using cocaine.

Long-term and short-term effects of Cocaine

The short-term effects can last anywhere from a few minutes to a couple of hours, depending on how the cocaine is taken and the person taking it. When the immediate 'rush' of the cocaine has worn off, the person may experience a 'crash'. Other immediate effects may include:

- Physiological arousal, including increased body temperature and heart rate
- Enlarged pupils
- Exhilaration
- Anxiety
- Dry mouth
- Increased breathing rate
- Increased talkativeness or quiet contemplation and rapture
- Feelings of great physical strength and mental capacity
- Increased libido and elevated sexual arousal
- Feeling of wellbeing
- Anxiety, agitation and panic
- Paranoia
- Unpredictable violent/aggressive behaviour
- Feeling more awake and alert, reduced need for sleep
- Increased performance of simple tasks
- Headache
- Increased blood pressure and heart rate (after initial slowing)
- Reduced appetite
- Increased body temperature
- Indifference to pain and localised pain relief

The immediate effects of cocaine intensify when the drug is taken in greater quantities. People may also experience tremors, muscle twitches, nausea and vomiting, rapid and weak pulse, arrhythmia, chest pain, heart attack, hyperthermia, seizures and stroke.

High quantities and frequent, heavy and long-term use of cocaine can lead to 'cocaine psychosis', which is characterised by paranoid delusions, hallucinations, and bizarre, aggressive or violent behaviour. These symptoms usually stop a few days after the person stops taking cocaine, although some people may need treatment.

The risk of overdose is high, since the strength and mix of street cocaine is usually unknown. An overdose of cocaine can result in increased heart rate

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and body temperature, seizures, heart attack, brain haemorrhage, kidney failure, stroke and repeated convulsions. All of these can lead to coma and death.

Long-term effects of Cocaine use may include:

- Insomnia
- Depression
- Anxiety, paranoia and psychosis
- Eating disorders and weight loss
- Sexual dysfunction
- Hypertension and irregular heart beat
- Sensitivity to light and sound
- Hallucinations — some people may even experience sensations of insects crawling under the skin
- Cerebral atrophy (wasting of the brain) and impaired thinking.

Some of the other long-term effects of cocaine are related to the method of ingesting the drug:

- Repeated snorting damages the lining of the nose and nasal passages, and can also damage the structure separating the nostrils.
- Smoking crack cocaine can cause breathing difficulties, chronic cough, bronchitis and other respiratory problems.
- Cocaine is 'cut' with substances that are poisonous when injected. They can cause collapsed veins, abscesses and damage to the heart, liver and brain.
- If injected into the skin cocaine can cause severe vasoconstriction, which may prevent blood flowing to the tissue, potentially resulting in severe tissue damage.

3.5.9 Opioids

What are Opioids?

The term 'opioids' describes the group of drugs that are derived from the opium plant and their synthetic alternatives. Morphine, codeine, pethidine, oxycodone, buprenorphine, methadone and heroin are opioids. The primary use of opioids is the relief of strong pain, as they provide a very effective analgesic (pain-relieving) effect. Other medical uses include control of coughs and diarrhoea, and the treatment of addiction to other opioids. Opioids can also produce euphoria, making them prone to abuse.

Opioids and Safety

Opioids are depressants, slowing down the activity of the central nervous system and messages going to and from the brain and the body.

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The safety impact of opioids depends largely on what type and quantity of the substance has been consumed, as well as the person's tolerance to the drug. The potential safety impacts may include:

- Drowsiness or starting to 'nod off'
- Taking longer to respond to events or situations and possibly choosing an inappropriate response
- Reduced ability to think clearly
- Blurred vision.

Long-term and short-term effects of Opioids

Low doses of opioids suppress the sensation of pain and the emotional response to pain. They may also produce:

- Euphoria
- Drowsiness
- Relaxation
- Difficulty concentrating
- Constricted pupils
- Slight decrease in respiratory rate
- Nausea and vomiting
- Constipation
- Loss of appetite
- Sweating.

With higher doses, these effects are more intense and last longer. Opioids slow down the part of your brain that controls breathing. Signs of overdose include slow breathing, bluish skin and coma. Death can result, usually because breathing stops.

Long-term use of opioids may cause:

- Mood instability
- Constricted pupils (impaired night vision)
- Constipation

Addiction to opioids can have devastating long-term social, financial and emotional effects.

3.5.10 Codeine

What is Codeine?

Codeine belongs to a group of drugs known as "opioids". Other opioids include opium, heroin, morphine, pethidine, oxycodone, buprenorphine and methadone.

Codeine is used to provide relief from a number of ailments including:

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- Mild to moderate pain (analgesics)
- Dry irritating cough (suppress the cough reflex)
- Diarrhoea.

Codeine is combined with other drugs, such as aspirin and paracetamol, for pain relief. It is also combined with antihistamines and decongestants to help relieve the symptoms of colds and the 'flu.

Codeine and Safety

Codeine may cause drowsiness and/or dizziness, and confusion or difficulty concentrating which could potentially impact on safety. The effects of codeine use may impair the user's ability to react appropriately in safety-sensitive situations, and they may also fail to notice something that they would have noticed if not for the effect of the codeine.

To reduce risks, follow carefully the directions of your health professional, or on the packaging of the analgesic, and do not exceed the recommended dose. If you are concerned about the amount of codeine you are taking, talk to a health professional.

All medicines, including those that can be purchased over the counter, can have side effects and can damage your health if they are misused.

Long-term and short-term effects of Codeine

Some of the mild side effects that may be experienced include:

- Dizziness, feeling faint on standing, lethargy
- Confusion, difficulty concentrating
- Euphoria, restlessness
- Blurred vision
- Dry mouth
- Limbs feel heavy, stiff muscles
- Mild allergic rash, itching or hives
- Decreased heart rate, palpitations
- Stomach ache, nausea, vomiting
- Difficulty urinating, even though the person feels they need to

More serious side effects and complications can include:

- Depressed breathing, stupor or coma
- Excitement, delirium, hallucinations
- (very rarely) Seizures or an allergic-type reaction, wheezy breathing and
- Tightness in the chest in adults, intense red rash with itching, swelling of the face, lips, tongue or around the eyes

Long-term misuse can lead to constipation, decreased sex drive, menstrual irregularities and mood instability

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3.5.11 Over the Counter Substances

Work safety and performance can be negatively affected by the use of over-the-counter medications due to the effect these substances have on the body, even when used as directed by a doctor or pharmacist.

Some over-the-counter preparations reduce alertness and can impair coordination and reaction time. Others, particularly cough and cold medications, can cause drowsiness or distort the user's sense of time and space. Generally, potential side effects of this nature are described in warnings printed on the packet. The effects of over-the-counter medications can become unpredictable when combined with alcohol.

Could over-the-counter or prescription drugs result in me providing a positive sample?

Some medications that are obtained over-the-counter at pharmacies, or through prescription, may contain ingredients that are the same or similar to targeted substances in a drug test. This means that if you are taking these substances and you provide a sample for a drug test, the test may indicate that the sample is positive for a targeted substance either on-site or through laboratory analysis.

This is one of the reasons CASA requires, through Regulation, a Medical Review Officer (MRO) to examine all positive results following laboratory analysis.

MROs have the necessary knowledge and experience to determine whether, in fact, a positive sample may be as a result of consumption of over-the-counter or prescription drugs.

What sort of over-the-counter or prescription drugs might result in me providing a positive sample?

As an example, some of the over-the-counter or prescription drugs that may result in you returning a positive sample are:

- Preparations containing codeine (e.g. Panadeine, Codis, Codral Cold and Flu, Nurofen Plus) and preparations containing morphine (e.g. MS Contin) positive for opiates.
- Preparations containing dexamphetamine: positive for amphetamine-type stimulants.
- Some preparations used during ear/nose/throat surgery may contain Cocaine.

This is not intended to be an exhaustive list of those substances that may result in a positive sample. The best way to avoid inadvertently providing a positive sample as a result of taking over-the-counter or prescribed drugs is to speak with your doctor, prescribing health professional or pharmacist.

Your doctor, prescribing health professional and pharmacist are in the best position to authoritatively determine whether a substance contains an ingredient which may result in you returning a positive sample, and they can recommend alternative options.

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3.5.12 Antihistamines

What are Antihistamines?

Histamines are natural chemicals produced by the body in response to allergic reactions or injury. Antihistamines are drugs that are designed to block the effects of histamine release. They are used for the treatment of hay fever, runny nose, sneezing, insect bites and stings, nausea and vomiting, travel sickness and allergies. They may be used by illicit drug users when other drugs are not available or to block withdrawal symptoms.

Antihistamines and Safety

Antihistamines may cause drowsiness and/or dizziness, which could potentially impact on safety. The effects of antihistamine use may impair the user's ability to react appropriately in safety-sensitive situations, and they may also fail to notice something that they would have noticed if not for the effect of the antihistamines.

Long-term and short-term effects of antihistamines Even in low to moderate doses, antihistamine use may cause:

- Drowsiness
- Dizziness
- Loss of concentration
- Impaired motor coordination
- Lassitude (weariness or disinterest in exerting oneself)
- Sedation or insomnia
- Mild euphoria
- Blurred vision
- Ringing in the ears
- Tremors.

Users may report palpitations and headaches, and experience reduced blood pressure, heart rate and depression. There may be gastric discomfort, loss of appetite and a physical feeling of heaviness. High doses can be hallucinogenic.

When overdose occurs, a period of hyper-excitability, including delirium and convulsions, may occur. This may end in severe central nervous system depression and death from respiratory arrest and/or cardiovascular collapse. Prior to this, coma may occur. Generally, death results from a combination of antihistamines and other drugs.

3.5.13 Prescription Medications

Work safety and performance can be negatively affected by the use of prescription medications due to the effect these substances have on the body, even when used as directed by a doctor or pharmacist.

Some prescription preparations reduce alertness and can impair coordination and reaction time. Others, particularly cough and cold

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medications, can cause drowsiness or distort the user's sense of time and space. Generally, potential side effects of this nature are described in warnings printed on the packet. The effects of prescription medications can become unpredictable when combined with alcohol.

Could over-the-counter or prescription drugs result in me providing a positive sample?

Some medications that are obtained over-the-counter at pharmacies, or through prescription, may contain ingredients that are the same or similar to targeted substances in a drug test. This means that if you are taking these substances and you provide a sample for a drug test, the test may indicate that the sample is positive for a targeted substance either on-site or through laboratory analysis.

This is one of the reasons CASA requires, through Regulation, a Medical Review Officer (MRO) to examine all positive results following laboratory analysis. MRO's have the necessary knowledge and experience to determine whether, in fact, a positive sample may be as a result of consumption of over-the-counter or prescription drugs.

What sort of over-the-counter or prescription drugs might result in me providing a positive sample?

There are a range of over-the-counter or prescription drugs that may result in a positive sample, and as a member of the Australian aviation workforce subject to a drug testing regime you should always seek the advice of your doctor, other prescribing health professional or pharmacist before using any medications or therapeutic substances.

As an example, some of the over-the-counter or prescription drugs that may result in you returning a positive sample are:

- Preparations containing codeine (e.g. Panadeine, Codis, Codral Cold and Flu, Nurofen Plus), and preparations containing morphine (e.g. MS Contin): positive for opiates.
- Preparations containing dexamphetamine: positive for amphetamine-type stimulants
- Some preparations used during ear/nose/throat surgery may contain cocaine

This is not intended to be an exhaustive list of those substances that may result in a positive sample. The best way to avoid inadvertently providing a positive sample as a result of taking over-the-counter or prescribed drugs is to speak with your doctor, prescribing health professional or pharmacist.

3.5.14 Benzodiazepines

What are Benzodiazepines?

Benzodiazepines are depressant drugs. Also known as 'minor tranquillisers', they are prescribed by doctors to relieve stress and anxiety and to help people sleep. Some people illegally use benzodiazepines to become intoxicated.

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Benzodiazepines and Safety

Like other depressants, benzodiazepines work by slowing down the activity of the central nervous system. In the short term, they can help with relaxation, calmness and relief from tension and anxiety, but they can have a range of unwanted side effects.

Benzodiazepines can cause drowsiness and fatigue, and slow reaction time. The use of benzodiazepines may result in blurred vision, lack of muscular coordination and slower information processing. Each of these effects has a potential impact on safety.

Long-term and short-term effects of Benzodiazepines

The unwanted negative effects of benzodiazepines vary according to dose. The short-term effects of low to moderate doses may include:

- Mild impairment of thought processes, memory and coordination
- Drowsiness, tiredness and lethargy
- Dizziness
- Blurred or double vision
- Dry mouth
- Slurred speech and stuttering
- Nausea and vomiting
- Loss of appetite
- Constipation or diarrhoea
- Feelings of euphoria, isolation or emotional depression.

Higher doses may result in:

- Drowsiness, over-sedation and sleep
- Confusion
- Slurred speech
- Poor coordination
- Impaired judgement
- Difficulty thinking clearly
- Blurred or double vision and/or dizziness
- Mood swings and aggressive outbursts.

Very high doses of benzodiazepines can cause respiratory depression, unconsciousness or coma. Death rarely occurs from overdose of benzodiazepines alone, but it can occur if large doses are combined with alcohol or other drugs. Death can also occur as a result of inhalation of mucus or vomit when a person is unconscious.

The use of benzodiazepines over a long period of time (more than two to three weeks) should be carefully monitored by your doctor. Some of the

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health effects of using high doses of benzodiazepines in the long term include:

- Muscle weakness
- Skin rashes
- Weight gain
- Increased risk of accidents
- Increased risk of falling
- Sexual problems
- Menstrual irregularities
- Memory loss
- Confusion and difficulty thinking clearly
- Lethargy and lack of motivation
- Drowsiness
- Difficulty sleeping and disturbing dreams
- Nausea
- Personality change and changes in emotional responses
- Anxiety

Irritability, paranoia and aggression depression

3.5.15 Incapacitation

No Company personnel, whilst incapacitated in any way shall operate a Company aircraft or act in any capacity whilst in any way incapacitated.

Incapacitation includes (but is not limited to) suffering illness, injury, fatigue or other ailment(s) or physical condition or any other form of physical or mental ailment as may be defined by CASA from time to time.

Whilst any degree of incapacitation is evident or existing in fact, the person(s) affected shall not be rostered for flight duties or shall be relieved from any flight related duties should incapacitation become evident while on duty or is observed during the performance of any duties.

3.5.16 Examples of Activities or Specific Medical Conditions Potentially Causing Incapacitation

Upper Respiratory Tract Infections (URTI)

Upper respiratory tract infections may result in blockage of the Eustachian tube and dysfunction causing middle ear pain, infection and hearing damage, or incapacitation.

A Pilot's ability to 'clear their ear' is essential before returning to flying duties.

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Blood Donations

The following restrictions apply to Pilots following a blood donation:

No flying for 24 hours following blood donation.

NOTE

Restrictions do not apply to Pilots following donations of so-called 'blood products' (i.e. plasma and platelets) as the oxygen carrying red blood cells are returned to the donor as part of the donation process.

Pregnancy

The limitations on pregnant Pilots are set out in the Australian Regulatory Framework and associated Regulations, however, continuation and calculations in relation to safety should be discussed with a Medical Practitioner.

Scuba Diving

Pilot's must ensure that the following minimum periods are met before undertaking a flight related duties:

- Following a scuba dive where decompression stops were not required, the minimum period of exposure to sea level pressure before flying is 24 hours; and
- If the dive involved decompression stops, then the minimum period before flying is extended to 48 hours.

Distress or Trauma

Should a Pilot be suffering any trauma or distress they must ensure that the Head of Operations is aware before operating any aircraft so that a decision can be made whether or not to require the Pilot to undertake flight related duties. The Head of Operations shall ensure that appropriate medical advice is sought in such circumstances.

3.5.17 Medical Clearance for Sick Passengers and Medical Equipment

Reserved.

3.5.18 Cosmic Radiation Exposure

Reserved.

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4 Safety Management and Accident/Incident Processes

4.1 Safety Management

Safety Management and policy is outlined in the Company Safety Policy, a copy of which is included in 0.3 of this manual.

Detailed Safety process as required by the Civil Aviation Regulations, Civil Aviation Safety Regulations, Civil Aviation Orders and related regulatory materials and specifics are provided in the form of process and/or flow charts within the Operations Manual, Volume 5 (OM5) – Safety Management System (SMS).

The overriding emphasis for Company safety protocol is the reporting of safety related occurrences in order to, as far as practicable, prevent safety related incidents through analysis of trends and associated risk analysis.

The Company maintains a 'Just Culture' and actively encourages all personnel to openly report safety related matters as well as lapses and errors free from the prospect of punitive measures being taken. A punitive process will only be instigated in the event of deliberate violations.

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4.1.1 Safety and Emergency Response and Reporting Procedures

The following provides a framework for occurrence reporting and details the timeframes required for such reporting.

Table 4-1 Reporting Schedule

Event	Action Required	Government Agencies	Internal Department	Time Required to be Lodged with Gov't. Agency
Accident	ASIR	ATSB CASA	Head of Operations, Safety Manager and Chief Executive Officer (and SBP where applicable)	Immediately contact. Written report 72 hours.
Dangerous Goods related Incident	ASIR	ATSB (as required)/ CASA	Head of Operations and Safety Manager (and SBP where applicable) *	Immediately contact. Written report 72 hours.
Incident	Report to HOO and Safety Manager (and SBP where applicable)	ATSB/ *CASA (optional)	Head of Operations and Safety Manager. (and SBP where applicable)	Contact within 48 hours. Written report 72 hours.
Occupational Health and Safety	Report to HOO and Safety Manager (and SBP where applicable)	OH&S (WH&S) Authorities	Head of Operations and Safety Manager. (and SBP where applicable)	Contact within 2 working days. Written report 72 hours.
* The Company does not carry Dangerous Goods however this is included to provide guidance in the event that an incident involving Dangerous Goods is experienced.				

Definition of Occurrences (Accidents and Incidents) are included below.

Accident

An occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight until such time as all such persons have disembarked, in which a person or persons are fatally or seriously injured as a result.

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Incident (and Serious Incident)

An occurrence, other than an accident, associated with the operation of an aircraft which affects or could affect the safety of operation. A 'Serious Incident' is an Incident where evidence suggests that an Accident nearly occurred.

4.1.2 Flight Data Analysis Programme (FDAP)

Reserved.

4.2 Emergency Response and Reporting Procedures

Refer to the applicable Base Procedures Manual for local Base information.

4.2.1 Accident Reporting and Processes

Refer to the above table and the applicable Base Procedures Manual.

4.2.2 Incident Reporting and Process

Refer to the above table and the applicable Base Procedures Manual which also includes information relating to risk identification, analysis and mitigation.

4.2.3 Accident and Incident Investigations

Refer to the above table and the applicable Base Procedures Manual.

4.2.4 CASA Flight Operations Inspectors (FOIs)

CASA FOIs are authorised to undertake examinations, inspections or checks of:

- The work of an aircraft's Crew;
- The operation of the aircraft or its equipment; or
- The ground organisation provided by the operator of an aircraft for use by the aircraft.

The Authorised CASA officer/Flight Operations Inspector may request carriage if his or her carriage in the aircraft does not mean the offloading of a passenger or of cargo being carried in the aircraft on the flight concerned. The authorised officer may demand carriage even if his or her carriage may result in the offloading of a passenger or of goods if the officer considers that in the circumstances, this is necessary.

4.3 Dangerous Goods and Live Animals

4.3.1 Policy

The Company does not handle or carry any consigned Dangerous Goods.

The applicable Base Procedures Manual contains a list of items that would normally be considered as Dangerous Goods, but are permitted to be carried by Passengers or Crew under the specified conditions.

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It is the responsibility of the Pilot in Command to ensure that no Dangerous Goods are carried on Company aircraft. The Pilot in Command shall have the final decision when accepting any cargo which he/she considers may be of a hazardous nature.

Cargo declared under a general description may contain hazardous articles that are not apparent. Such articles may also be found in baggage. Typical examples of hidden dangerous goods are listed in applicable Base Procedures Manual.

None of the items listed, that contain Dangerous Goods, are to be carried on Company aircraft.

The Company has no current Authority Permits or Permissions in relation to the carriage of Dangerous Goods.

Dangerous Goods Training

CASR Part 92 contains specific exemption from Dangerous Goods training where personnel and the organisation are engaged in flight instruction related operations.

While Company personnel are not required to complete Dangerous Goods Awareness Training this does not prevent individual personnel from completing such training if they do so of their own volition.

4.3.2 Carriage of Non-Categorised Dangerous Goods

Non-categorised Dangerous Goods are not carried on Company aircraft.

4.3.3 Carriage of Live Animals

Live Animals are not carried on Company aircraft.

4.3.4 Hidden Dangerous Goods

Cargo declared under a general description may contain hazardous articles that are not apparent. Such articles may also be found in baggage. Typical examples of hidden dangerous goods are listed below. None of the items listed below containing dangerous goods, are to be carried on Company aircraft unless they have been correctly classified, packaged, marked, labelled and documented in accordance with the IATA Dangerous Goods Regulations.

“AUTOMOBILES, AUTOMOBILE PARTS” (car, motor, motorcycle) may contain Ferro- magnetic material which may not meet the definition for magnetised material but which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments. May contain wet batteries, shocks / struts with nitrogen, air bag inflators / air bag modules, etc.

“BREATHING APPARATUS” may indicate cylinders of compressed air or oxygen. **“BULL SEMEN”** may involve use of dry ice or refrigerated liquefied gas.

“CAMPING GEAR” may contain flammable gas, flammable liquid, matches or other dangerous goods.

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“CARS, CAR PARTS” see **“AUTOMOBILES”**, etc. **“CHEMICALS”** often found to be dangerous.

“CRYOGENIC (LIQUID)” indicates very low temperature, liquefied, gases such as Argon, Helium, Neon, Nitrogen.

“CYLINDERS” may indicate compressed gas.

“DENTAL APPARATUS” may contain hazardous chemicals such as resins or solvents. **“DIAGNOSTIC SPECIMENS”** may contain infectious substances.

“DIVING EQUIPMENT” may contain high intensity diving lamps which can generate extremely high heat when operated in air. In order to be carried safely, the bulb or battery must be disconnected.

“DRILLING AND MINING EQUIPMENT” may contain explosives and / or other dangerous goods.

“ELECTRICAL EQUIPMENT” may contain magnetised materials or mercury in switch gear and electron tubes.

“ELECTRICALLY POWERED APPARATUS” (wheel chairs, lawn mowers, golf carts, etc.) may contain wet batteries.

“EXPEDITIONARY EQUIPMENT” may contain explosives (flares), flammable liquids (gasoline), flammable gas (propane) or other dangerous goods.

“FROZEN EMBRYOS” may contain liquid nitrogen.

“FROZEN FRUIT, VEGETABLES, ETC.” may be packed in Dry ice (solid carbon dioxide).

“HOUSEHOLD GOODS” may contain hazardous materials such as paint, aerosols, bleaching powder, etc.

“INSTRUMENTS” may conceal barometers, manometers, mercury switches, rectifier tubes, thermometers, etc. containing mercury.

“LABORATORY / TESTING EQUIPMENT” may contain dangerous chemicals.

“MACHINERY PARTS” may include dangerous goods (adhesives, paints, sealants, solvents, etc.)

“MAGNETS AND OTHER ITEMS OF SIMILAR MATERIAL” may individually or cumulatively meet the definition of magnetised material.

“MEDICAL SUPPLIES” may contain dangerous chemicals.

“METAL CONSTRUCTION MATERIAL” may contain Ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.

“METAL FENCING” may contain Ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.

“METAL PIPING” may contain Ferro-magnetic material which may be subject to special stowage requirements due to the possibility of affecting aircraft instruments.

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“PASSENGERS BAGGAGE” may contain flammable household liquids, corrosive oven or drain cleaners, flammable gas or liquid lighter refills or camping stove cylinders, matches, bleaching powders, aerosols, etc.

“PHARMACEUTICALS” may contain dangerous chemicals either listed individually by name or covered by n.o.s. entries.

“PHOTOGRAPHIC SUPPLIES” may contain dangerous chemicals.

“RACING CAR TEAM EQUIPMENT” may contain flammable aerosols, nitro methane, other fuel additives or wet batteries.

“REFRIGERATORS” may contain gases or dangerous liquids.

“REPAIR KITS” may contain dangerous goods (adhesives, cellulose paints, organic peroxides, solvents, etc.)

“SAMPLES FOR TESTING” may contain dangerous goods.

“SHOW, MOTION PICTURE, STAGE AND SPECIAL EFFECTS EQUIPMENT” may contain flammable substances, explosive or other dangerous goods.

“SWIMMING POOL CHEMICALS” may contain dangerous goods.

“SWITCHES IN ELECTRICAL EQUIPMENT OR INSTRUMENTS” may contain mercury.

“TOOL BOXES” may contain explosives (power rivets), compressed gases or aerosols, flammable gases (Butane cylinders), flammable adhesives or paints, corrosive liquids, etc.

“TOYS” may be made of flammable material.

“VACCINES” may be packed in Dry Ice (solid carbon dioxide).

NOTE:

Articles and substances which do not fall within the definitions of dangerous goods as shown in the DGR and which in the event of leakage may cause a serious clean-up problem or corrosion to aluminium on a long term basis must be checked by the shipper to at least ensure that the packaging is adequate to prevent leakage during transportation. These may include brine, powdered or liquid dyes, pickled foodstuffs, etc.

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5 Operational Specifications

The CASR Part 141 and Part 142 Approval(s) are featured in this Chapter.

5.1 CASR Part 141/142 Certificate

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Figure 5-1 Cover Letter (1 of 1)



Australian Government
Civil Aviation Safety Authority

Permissions Issue Team

regservices@casa.gov.au

136 773

☎ 07 3144 7333

28 April 2017

AUSTRALIAN PILOT TRAINING ALLIANCE PTY LTD
70 Bundora Parade
MOORABBIN AIRPORT VIC 3194

Email: glen.b@auspta.com.au

Dear Sir,

RE: Operations Specifications: CASA.TAOS.0629 Revision 8
RE: Part 141 Flight Training Certificate: CASA.141 FTO.0049 Revision 2

The enclosed certificates and associated schedules have been issued pursuant to regulations 141.060 and 142.110 of the Civil Aviation Safety Regulations 1998 (CASR).

The issue of these certificates completes your organisation's transition these regulations.

Your AOC and Part 141 Flight Training Certificate are valid from 28 April 2017 and expire on 31 January 2020.

Please review your certificates and ensure all information is correct. If any information needs to be changed or you have any questions relating to this document, please e-mail the Permissions Issue Team at regservices@casa.gov.au or call 136 773.

Yours faithfully,

h

Amy Carter
Permissions Issue Team
Client Services Centre
Sustainability Group

Enc: Operations Specifications & Part 141 Flight Training Certificate

GPO Box 2005 Canberra ACT 2601 Telephone 131 757
Canberra, Brisbane, Darwin, Cairns, Townsville, Tamworth, Sydney, Melbourne, Adelaide, Perth

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Figure 5-2 Certificate CASR Part 141 (1 of 3)

APPROVAL CERTIFICATE
Part 141 FLIGHT TRAINING
(Non-Integrated / Single Pilot)

Number: CASA.141 FTO.0049 Revision: 2

This certificate is granted pursuant to Part 141 of the *Civil Aviation Safety Regulations 1998(CASR)* to:

AUSTRALIAN PILOT TRAINING ALLIANCE PTY LTD

ARN: 759217 ACN: 119 046 285

Address: 70 Bundora Pde, MOORABBIN AIRPORT, VIC 3194

The holder of this certificate is approved to provide flight training and assessment described in the attached schedule subject to any limitations and conditions in that schedule, in accordance with its Operations Manual.

This certificate is effective from 28 April 2017 and will expire on 31 January 2020.


Virginia Hodgkins
Acting Team Leader
Permissions Issue Team
Client Services Centre
Sustainability Group

Delegate of the Civil Aviation Safety Authority

28 April 2017

safe skies for all

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Figure 5-3 Certificate CASR Part 141 (2 of 3)

Schedule to Part 141 Flight Training Approval Certificate
 Number: CASA.141 FTO.0049 Revision: 2

Training Activities Approved

The holder of this Certificate may conduct the following flight training activities for the purposes of the issue of one or more of the following licences and ratings:

Licence Training - Recreational Pilot Licence

Aircraft Category	Limitations
Aeroplane	

Licence Training - Private Pilot Licence (non-integrated)

Aircraft Category	Limitations
Aeroplane	

Licence Training - Commercial Pilot Licence (non-integrated)

Aircraft Category	Limitations
Aeroplane	

Licence Training - Aircraft Class

Aircraft Category	Limitations
Aeroplane - Multi Engine	
Aeroplane - Single Engine	

Operational Ratings (Endorsements for each approved rating is in accordance with the holder's Operations Manual)

Training - Instrument Rating

Aircraft Category	Limitations
Aeroplane	

Training - Night VFR rating

Aircraft Category	Limitations
Aeroplane	

Training - Flight instructor rating

Aircraft Category	Limitations
Aeroplane	Grade 1 Training Endorsement; Grade 2 Training Endorsement; Grade 3 Training Endorsement; Multi Engine Aeroplane Training Endorsement; Design Feature Training Endorsement; Instrument Rating Training Endorsement; Night VFR Rating Training Endorsement; Instructor Rating Training Endorsement; Multi Engine Aeroplane Class Rating Instructor Training Endorsement; Spinning Training Endorsement; Aerobatics Training Endorsement; Formation Training Endorsement

Part 141 Certificate: CASA.141 FTO.0049 Revision: 2 *MM 28/04/17* Page 2 of 3

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CIVIL AVIATION SAFETY AUTHORITY

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Figure 5-4 Certificate CASR Part 141 (3 of 3)

Schedule to Part 141 Flight Training Approval Certificate
 Number: CASA.141 FTO.0049 Revision: 2

And for training, other than for a flight crew licence or rating, in the aircraft or flight simulation training devices as specified in the holder's Operations Manual.

Conditions:

NIL

Locations:

The holder may only conduct training and assessment at the locations listed in their Operations Manual.

Part 141 Certificate: CASA.141 FTO.0049 Revision: 2 *MA 28/04/17*

Page 3 of 3

CASA402 Period 05/09/16

CIVIL AVIATION SAFETY AUTHORITY

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Figure 5-5 Certificate CASR Part 142 (1 of 2)

AIR OPERATOR'S CERTIFICATE OPERATIONS SPECIFICATIONS

Civil Aviation Safety Authority
 GPO Box 2005, Canberra, ACT 2601, Australia
 Telephone: + (61) 131 757 Fax: + (61) 2 6217 1899 Email: regservices@casa.gov.au

AUSTRALIAN PILOT TRAINING ALLIANCE PTY LTD
 ARN: 759217 ACN: 119 046 285

Schedule 1 Type of Operation: Regular Public Transport Operations

RESERVED

Schedule 2 Type of Operation: Charter Operations

RESERVED

Schedule 3 Type of Operation: Aerial Work Operations

RESERVED

Schedule 4 Type of Operation: Flight Training Operations (Aircraft)

Part 4.1

CASR PART 142 ACTIVITIES
 The holder of this certificate may conduct the following Part 142 activities:

LICENCE TRAINING

Flying Training Details	Aircraft Category	Limitations
Aircraft Class - Multi-engine	Aeroplane	
Aircraft Class - Single Engine	Aeroplane	
Commercial Pilot Licence (integrated)	Aeroplane	

Part 4.2


CONDITIONS
 The certificate holder may only conduct training and assessment at locations listed in their Operations Manual or Exposition.

Flight training is permitted in Australia

Authorised By: Virginia Hodgkins
 Acting Team Leader
 Permissions Issue Team
 Client Services Centre
 Sustainability Group

Delegate, Civil Aviation Safety Authority

Operations Specifications No.: CASA.TAOS.0629-8
 Operations Specifications Reference Number: OS1511127
 Effective Date: 28 April 2017
 AOC No. CASA.TAAOC.0629-8
 AOC Expiry Date: 31 January 2020
 Page 1 of 2



 28/04/17

CAS402 Printed 05/09/16

CIVIL AVIATION SAFETY AUTHORITY

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Figure 5-6 Certificate CASR Part 142 (2 of 2)

<p>AIR OPERATOR'S CERTIFICATE OPERATIONS SPECIFICATIONS</p> <p>AUSTRALIAN PILOT TRAINING ALLIANCE PTY LTD</p> <p>ARN: 759217 ACN: 119 046 285</p>	
<p>Schedule 5 Conditions</p>	
<p>This AOC is subject to the following conditions imposed pursuant to section 28BB(1)(a) of the <i>Civil Aviation Act 1988</i>.</p>	
<p>Condition 1</p>	
<p>The Reference Number must be used when the Civil Aviation Regulations 1988, the Civil Aviation Safety Regulations 1998, or an instrument made under any of these regulations requires a CASA reference number to be included in a Form or other document, for the purpose of the regulations or the instrument.</p>	
<p>Note: The Reference Number is the certificate holder's original or "legacy" reference number to be used and cited as it has previously been used or cited.</p>	
<p>...End this Section...</p>	
<p>Authorised By: Virginia Hodgkins Acting Team Leader Permissions Issue Team Client Services Centre Sustainability Group</p>	<div style="text-align: center;">  <div style="display: flex; justify-content: center; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-weight: bold; font-size: 1.2em;">28/04/17</div> <div style="margin-left: 10px;"> <p>Operations Specifications No.: CASA.TAOS.0629-8</p> <p>Operations Specifications Reference Number: OS1511127</p> <p>Effective Date: 28 April 2017</p> <p>AOC No. CASA.TAAOC.0629-8</p> <p>AOC Expiry Date: 31 January 2020</p> <p>Page 2 of 2</p> </div> </div> </div>
<p>Delegate, Civil Aviation Safety Authority</p>	

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6 Operational Forms

6.1 Forms

This Chapter contains a list of Forms that are applicable to this Volume and Forms listed are thus controlled by this Volume. Personnel should carefully check the related Form prior to use to ensure that the correctly dated form is selected and utilised in accordance with the information shown below.

Table 6-1 – Forms Controlled by Volume 1 (OM1)

Form Number	Name or Purpose	Effective Date
1-001	Document Change Request Form	20OCT17
1-002	Passenger Manifest	20OCT17
1-003	Project Approval Form	20OCT17
1-004	Training Base Induction Checklist	15SEP18
1-005	Continuous Improvement Opportunity	15SEP18
1-006	ASIC Request Form	15SEP18
1-007	Temporary Location Checklist	30APR18
1-008	APTA Internal Pricing	15SEP18
1-014	CAO 20.11 Emergency Equipment Proficiency Check	15APR17
1-017	Trip Record Sheet	15APR17
1-018	Trip Record Sheet	15APR17
1-019	Aircraft Trip Sheet	28MAY18
1-020	Flight Authorisation, Fuel and Finance Record	15SEP18
1-021	Daily Booking Sheets	15SEP18
1-043	Meeting Agenda Form	20OCT17

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7 Additional Information

The following provides a keyword index of this Volume for easy reference.

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- Authorisation Statement, 0-8
- Authorities, Duties and Responsibilities of Pilot in Command, 0-55
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