



**Civil Aviation Advisory
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Guide to the preparation of operations manuals

This publication is advisory only, but it gives the preferred method for complying with the Civil Aviation Regulations (CARs). It is not the only method, but experience has shown that if you follow these procedures you will comply with the regulations.

Read this advice in conjunction with the appropriate CAR Part.

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References

This CAAP should be read in conjunction with the Civil Aviation Regulations and Civil Aviation Orders.

Purpose of this CAAP

Civil Aviation Regulation 215 requires an operator to provide an operations manual for the use and guidance of the operations personnel of the operator. While there are many references in CARs and CAOs to what information must be included in an operations manual, not all of it is applicable to every operator.

This publication provides the operator with a standardised framework within which to present that information essential to the conduct of his operations. While compliance with this CAAP is not mandatory, standardisation provides benefits to the operator in terms of ease of compilation and speed of assessment by CASA, and provides a readily recognisable document for use by operations personnel.

Status of this CAAP

This is the first issue of CAAP 215-1 (0). It will remain current until withdrawn or superseded.

Additional copies

Additional copies of this CAAP may be obtained from:

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Introduction

An operations manual (OM or alternatively ‘the manual’) is provided by an operator for the use and guidance of the operations personnel of the operator. It shall contain such information, procedures and instructions with respect to the flight operation of all types of aircraft operated by the operator as are necessary to ensure the safe conduct of flight operations (CAR 215(2)).

As part of its methodology for the safety regulation of industry, CASA will place increasing emphasis on operators to use safety systems in the oversight of their operations. An operations manual itself is a safety system and it will contain many sub-systems.

Safety systems include the following elements.

- Clearly defined purposes for each part of the organisation, e.g. the outcome of the training and checking organisation should be a “proficient line pilot”.
- Clearly defined duties and responsibilities
- Comprehensive processes and procedures to cover how the business is to be carried out.
- The organisational procedures required (audit) to ensure the system is performing to specification.
- The reporting and recording procedures in place to facilitate feedback between staff and management.
- Periodic staff/management reviews of how the organisation is conducting its business.

Therefore, in compiling the OM, the safety system components should be specified clearly and in sufficient detail to ensure that all personnel working in the organisation have an understanding of the system/sub-systems in place.

Any applicant for an Air Operator’s Certificate (AOC) who believes that the purpose of the manual is merely to fulfil a requirement is unlikely to produce one which will in fact satisfy the requirements for the issue of an AOC. If on the other hand an operator accepts that the provision of written guidance to his operations personnel, in the form of information, processes, procedures and instructions, is essential for a safe and efficient operation, he will have taken the first step to satisfying the requirements of CAR 215.

Many Civil Aviation Regulations and Orders contain qualified approvals or prohibitions for the conduct of a particular action. Some orders may also include a statement requiring an operator to provide specific details in the OM in order to give effect to an approval or prohibition. Again there are other regulations and orders in which the requirement for the operator to state how he intends to comply with the regulation or order may not be quite so obvious.

Some examples are:

- CAO 20.11 relates to the briefing of passengers. The order contains specific directions for an operator to include certain information in his OM.
- CAR 234 requires an operator to take reasonable steps to ensure that one of his aircraft does not commence a flight unless it is carrying sufficient fuel to complete the flight safely. It would not be practical for an operator to personally calculate fuel requirements for each flight. The practical alternative is to promulgate a policy and processes that meets CAR 234 requirements in such a manner that it is binding on his pilots.
- CAR 153 requires a competent pilot to occupy a control seat for the purposes of acting as a safety pilot under simulated instrument flight condition but does not define 'competent'. While the law would have a view of what constitutes a 'competent person' it is in the operator's best interests to define competency rather than leaving it to the judgement of others.

The degree and scope of advice that an operator chooses to give to his staff will be dependent upon the degree of safety to which he aspires or is required to operate, the complexity and the numbers of his equipment and the size and disposition of his organisation. It is unlikely that any two operations manuals would cover a common subject in the same way or in the same detail.

Purpose of the guide

The purpose of this guide is to provide a list of subjects which, if given proper consideration, will ensure that the manual takes account of those matters which are relevant to the conduct of safe operations. Adherence to the contents of this guide will also fulfil an operator's statutory obligations in respect to CAR 215.

The guide does not show the only manner in which an OM may be presented but experience has shown that the use of this standardised format has many advantages. These include ease of compilation, speed of CASA assessment which translates into cost savings during the AOC issue process, efficiency of use by staff and ease of amendment, update and extension.

While there is no prohibition on an operator utilising a manual produced by an independent contractor, it is difficult to achieve the necessary relevance in a manual produced in this way unless the writer has a close association with the intended operation. It is therefore usually in the operator's best interest to have their Head of Flying Operations deal directly with CASA. Where the operator chooses to use an independent contractor, negotiations should preferably occur only with the Head of Flying Operations being present. In CASA's experience communication through a third party without the operator's Head of Flying Operations being present, often results in misunderstandings. Furthermore the operator's lack of direct involvement frequently leads to an inadequate awareness of what is exactly required by the text of his or her own manual. This lack of awareness is clearly not acceptable to CASA.

Where the operator uses an independent contractor to negotiate directly with CASA it should be understood that only the operator is responsible for the quality and acceptability of the operations manual, not the independent contractor.

The guide takes the form of a contents list covering subjects that could be addressed in an OM, however this list should not be regarded as exhaustive in its coverage. Because the guide covers aerial work (AWK), charter (CHTR) and regular public transport (RPT) operations, many of the subjects may not be relevant to a particular operation. It is the applicant's responsibility to ensure that the appropriate topics are covered in the particular OM.

Part of the AOC assessment process will involve a check of the applicant's OM to see that it provides adequate regulatory guidance to the operator's personnel. To aid this process CASA requires the applicant to provide a Compliance Statement. The Compliance Statement is a list of regulatory requirements governing the proposed operation individually annotated with either the

applicant's reference to specific procedures for compliance or the applicant's acknowledgement of the requirement where specific procedures are not relevant. The list of legislative requirements CASA will use in the assessment of a Compliance Statement is given to an applicant. The majority of these legislative requirements can be related to the contents list of the example OM.

Compiling the manual

GENERAL

While reference to CASA or Airservices documentation in the manual may be appropriate, official text should not be reproduced unless it is not readily available to personnel. If paraphrasing is used, care should be taken that it does not corrupt the original intent. Except when used as part of an overall explanation, recourse to statements such as "See CAR 215 or CAO 20.4" should be avoided as they contribute nothing to the education and guidance of the reader.

At times there may be a need to expand upon or explain the implications of certain Regulations and Orders. Examples are where instructions pertaining to the one subject are to be found in a number of places in regulatory documents or where the regulatory expression is somewhat obtuse because of legal considerations.

When the manual presumes to give a direction for an action to be carried out, then the person or appointment required to carry out the action should be named. It may also be relevant to state how the action is to be carried out. If it is intended that discretion is permitted then it may be important to give guidance on just what discretion is allowed, and how it should be applied. Appendices may be used to great advantage to illustrate what is to be checked and how a record is to be kept.

The manual is not intended to be a training manual and training material should not be included. It should be assumed that personnel hold the flying qualifications to carry out tasks. However it will be appropriate to include operational standards, training requirements and syllabuses of training.

USING THE CONTENTS LIST

Subjects that must be addressed are identified with an asterisk (*). The test of whether subjects should be

addressed can be met by asking the question, “is the subject relevant to the company’s operations?” Where the subject is not to be addressed it should be followed by the word “Reserved “ in the contents list and need not appear again in the body of the manual. In this way the standardised and sequential numbering of sub sections will be preserved and a subject may be addressed at a later date if required.

The manual is divided into five parts, not all of which will be required by all operators. Where a complete part is not required it should be marked “Reserved” in the list of parts.

The parts are further divided into sections. The identification of these parts and sections, and the supporting subsections and paragraphs, is as follows:

- Parts A,B etc,
- sections A1, C2 etc
- subsections C1.5, E2.3 etc, and
- paragraphs C3.17.3, D1.2.4 etc.

Explanation Of Headings. An explanation of various headings has been added where experience has shown that the heading itself is insufficient to generate the expected subject coverage or regulatory provisions would benefit from an explanation.

Appendices. Additional information appropriate to the content of a dangerous goods manual, either as a part of the OM or as a separate manual, has been included as a separate appendix. Similarly the greater detail that might be encountered in an OM applicable to an RPT operation is also shown in a separate appendix.

Directions Given Pursuant To CAR 215(3). Directions made under paragraph (a) of subregulation 215 (3) will be routinely used by CASA to require the publication of an approval or exemption in the OM so that operations personnel will have direct access to the terms of such an approval or exemption. Examples of such information are a permanent flight and duty time exemption and a low flying approval.

Directions made under paragraph (b) of subregulation 215 (3) will be made when it is deemed that certain information, instructions or procedures should be revised,

included or removed in the interests of safety. During the AOC application process it is unlikely that CASA will need to give a direction under this paragraph. This is simply because S 28(1)(b)(vi) of the Civil Aviation Act requires the OM to be in order before the AOC can be issued. It will therefore be in the interests of the operator to instigate any recommended changes to the OM during the application stage.

Revising The Manual. A manual that is no longer relevant because it fails to take account of changing circumstances will lose credibility. CAR 215(5) requires an operator to revise his manual from time to time. CAR 215(8) requires that amendments be properly incorporated in the manual and all holders of the manual receive such amendments. In order to maintain the integrity of the manual and to cope with amendments made from time to time, the manual should contain a list of effective pages and amendment pages which indicate that they are amendments together with the date and number of the amendment (see the amendment record in the preamble of the example manual).

Distribution Of The Manual. An operator may provide an individual copy of the manual to each person required to comply with the manual. A manual shall be made available by locating it in a central location, for example the operations room. Each manual should be able to be recognised by reference to a discrete copy number.

Compliance. CAR 215(9) makes the OM binding on certain of the operator's personnel. Irrespective of whether the manual is issued to each of the operator's personnel or is retained at a central location, each person who is required to comply with the manual should sign to that effect. The signature sheet in the example manual is designed for this purpose and its use should remove any necessity for other compliance undertakings in the body of the manual. The signature sheet to be signed should be incorporated in a master or central manual and not that of a manual provided to an individual.

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(Company Title)
OPERATIONS MANUAL

LIST OF PARTS

- PART A: General operating procedures. (Common to all operations for which an OM is required).
- PART B: Specific aircraft operating procedures.
- PART C: Training and checking.
- PART D: Specialised operations.
- PART E: Flying school operations.

Note: Reserve any part that is not applicable to your operation.

(Company Title)
OPERATIONS MANUAL

PART A

GENERAL OPERATING PROCEDURES

CONTENTS

A0 Preface pages.

A1 General.

A2 Flight crew administration.

A3 Aircraft administration.

A4 Passenger and freight administration.

A5 Emergency procedures other than flight deck emergency procedures.

A6 Flight conduct.

Appendices: As required — may be inserted after each section or at the end of part A.

SECTION AO

PREFACE

Contents

The content of this section is left very much to the operator. It may be appropriate to address some of the following subjects:

Definitions other than those included in CASA documentation - for example if the term 'management' is used in the manual it may need to be defined. A 'competent person' and a 'responsible person' may also need to be defined.

Company policy in respect to dress, uniforms, personal conduct, PR and contact with the media.

Conversion tables applicable to your operation or aircraft.

Responsibility for the amendment of the manual and a description of the amendment system

Method of promulgation and control of information of either a temporary or a permanent nature that needs to be issued in writing. The method of accountability of such operational notices and their incorporation in the OM where applicable should also be addressed.

SECTION A1

GENERAL

CONTENTS

- *1.1 Company operations.
- *1.2 CAR 215 directions, permissions and approvals.
- *1.3 Outline of the flying operations organisation structure.
- *1.4 Responsibilities of company personnel.
- 1.5 Procedures for applying for exemptions against CAO 48.
- 1.6 Authority and responsibilities of pilot in command.
- 1.7 Carriage of flying operations inspectors.
- 1.8 Refusal of passengers and/or cargo.
- 1.9 Precedence of approved flight manual.
- 1.10 Use of metric and imperial units of measurements.
- 1.11 International operations.
- 1.12 Staff responsibility for serviceability and issue of emergency equipment.
- *1.13 Crew and staff training in emergencies, including the use of emergency equipment.
- *1.14 Details and standards for aerodromes .
- 1.15 Pilot responsibilities in the use of aerodromes.
- 1.16 Standard company routes.
- 1.17 Illegal activities and consequences.
- 1.18 Aircraft test flights.
- 1.19 Alcohol and drug usage by company personnel.
- 1.20 Flight safety program.
- 1.21 Additional headings as required.

Explanation Of Headings

- 1.1. A general statement of the company's intentions in engaging in operations together with those operations that are approved by the AOC would be appropriate. A copy of the AOC should be included as Appendix 1.

- 1.2. The nature of the document, its purpose and regulation or order under which each approval or permission is given should be tabulated. A copy of each document should be appended as an indexed section to this part unless the document specifically requires it to be included in another part or section of the OM.
- 1.4. Key appointments should be covered under this heading. The specific duties of flight crew in respect to the operation of the aircraft should be covered in section B1.4. In covering the chief pilot's responsibilities the method by which he is to monitor operational standards should be addressed.
- 1.6. There are numerous references to CASA and the responsibility of the pilot in command listed in the index to CAR. Many of them would be more appropriately dealt with under other headings in the manual. The following may be relevant to this heading: CAR 78, CAR 138(4), CAR 145, CAR 174, CAR 176A, CAR 224, CAR 232 and CAR 245.
- 1.8. The handling of intoxicated, offensive and disorderly passengers should be covered in section A4.15.
- 1.13. CAO 20.11 is relevant. A copy of the certificate required by para 12.4 of the CAO could be appended to this part.
- 1.14. CAR 92 (1) is relevant. For operators who use aeroplane landing areas and helicopter landing sites a policy is required and CAAPs 92-1 and 92-2 may be relevant. For RPT operators CAR 92A is relevant and CAO 82. 3 para 5.3 is relevant to low capacity RPT operations.
- 1.15. CAR 92 (1) is relevant.
- 1.20. In an organisation of any size the operator will wish to constitute a flight safety committee and to appoint a flight safety officer(s). The structure, duties and procedures to be followed by such a committee and its personnel should be addressed under this heading.

SECTION A2

FLIGHT CREW ADMINISTRATION

CONTENTS

- *2.1 Pilot records.
- *2.2 Flight time records.
- 2.3 Pilot route qualifications.
- 2.4 Induction and training requirements (unless contained in part C).
- 2.5 Aircraft type endorsements (unless contained in part C).
- 2.6 Type minimum experience requirements.
- 2.7 Recency requirements.
- *2.8 Duty and flight time limitations.
- 2.9 Rostering.
- 2.10 Additional headings as required.

Explanation Of Headings

- 2.1. CAO 82.0, Appendix 1, para 2.2 (c) and (d), CAOs 82.1, 82.3 and 82.5 as applicable are relevant. A copy of the form in which this record is to be kept together with various flight proficiency checking forms if not included in part C could be appended to this section.
- 2.2. CAR 216 is relevant. A copy of the form to be used could be appended to this part together with instructions on the responsibility for recording flight and duty time.
- 2.3. CAR 218, CAR 219 and CAR 223 may be relevant.
- 2.8. An explanation of CAO 48 or any exemption granted under that order and its applicability to flight crew members may be appropriate together with procedures for extending a tour of duty and the procedures to be followed by a flight crew member where an extension of duty or flight time beyond the roster limits occurs. Where the operator employs crew (eg cabin crew, crewmen) other than flight crew subject to CAO 48, it may be appropriate to set out their flight and duty time limitations under this heading.

SECTION A3

AIRCRAFT ADMINISTRATION

CONTENTS

- *3.1 Use of maintenance release.
- *3.2 Method of recording unserviceabilities.
- 3.3 Authority of pilot for maintenance.
- 3.4 Authority of maintenance personnel.
- 3.5 Fuel documentation.
- *3.6 Fuel usage records.
- 3.7 Persons permitted to taxi aircraft.
- 3.8 Persons permitted to operate controls.
- 3.9 Procedures in the event of unserviceability away from home.
- 3.10 Fuel and oil standards.
- 3.11 Carriage of passengers in seats at which dual controls are fitted.
- 3.12 Additional headings as required.

Explanation Of Headings

- 3.1. CAR 43B is relevant in respect to the recording of time in service on the maintenance release. Use of the trip records required by CAO 82.1, Appendix 1, para 2.5 (a) may require an explanation of the method by which flight time and time in service is to be recorded. CAR 47 is relevant to the validity of a maintenance release. CAR Schedule 5 or the flight manual may be relevant to the daily (pre-flight) inspection.
- 3.2. CAR 2(1) definition of “major defect” and “major damage”, CAR 47, CAR 49, CAR 50 and CAR 248 are relevant. CAO 20.18 subsection 10 is also relevant.
- 3.4. When the operator’s maintenance is provided by an external organisation, it may be appropriate to refer to the relationship and means of communication to be used between that organisation and that of the operator. Maintenance personnel may include either the chief engineer or maintenance controller.
- 3.6. CAR 220(2) is relevant to scheduled CHTR and RPT flights. The method or form on which fuel remaining is to be recorded may be appended to this part. The responsibility and procedures for reviewing the adequacy of fuel to be carried should be covered.
- 3.11. CAO 20.16.3, subsection 11 is relevant.
- 3.12. The headings in section B5 may be relevant if the subject matter is generic.

SECTION A4

PASSENGER AND FREIGHT ADMINISTRATION

CONTENTS

- *4.1 Passenger documentation.
- *4.2 Freight documentation.
- *4.3 Standard passenger weights.
- 4.4 Use of seat belts.
- 4.5 Carriage of minors.
- 4.6 Loading procedures and cargo restraint.
- 4.7 Ground facilities.
- 4.8 Freight handling equipment.
- 4.9 Freight receipt and despatch.
- *4.10 Briefing of passengers.
- 4.11 Smoking.
- *4.12 Carriage of dangerous goods.
- 4.13 Carriage of animals.
- 4.14 Movement and surveillance of passengers on tarmac areas.
- 4.15 Intoxicated and offensive passengers.
- 4.16 Passenger comfort.
- 4.17 Load rejection policy.
- 4.18 Additional headings as required.

Explanation Of Headings

- 4.1. CAO 20.16.1 subsection 7 is relevant.
- 4.2. An explanation of the use and an example of the company's consignment note might be useful.
- 4.3. CAAP 235 is relevant and a company policy is required.
- 4.4. Regulation 251 of CAR 1988 and CAO 20.16.3 subsection 4 are relevant .
- 4.5. CAO 20 .16.3 subsection 13 is relevant.

- 4.6 Instructions regarding cargo stowage and restraint, relevant to the nature of the intended operations, must be provided where it is intended to carry cargo. “Cargo” means things other than persons carried in an aircraft. Particular attention should be given to the carriage of cargo in compartments other than those specifically provided for that purpose. These instructions must require the compliance of restraint system/s and provide instructions for their use. CAO 20.16.2 is relevant. CAO 103.11 sets out CASA’s standards for cargo restraint equipment.
- 4.10. CAO 20.11 is relevant, subsection 14 requires certain information to be included in the OM. CAO 20.4 para 5.1(f) requires certain information to be contained in the OM in respect to the use of oxygen by passengers in aircraft.
- 4.12. Regulation 262D of CAR 1988 is relevant. Discussion under this heading should be limited to the operator’s policy on dangerous goods, that is whether they are carried or not. An exception may be that where the only dangerous goods to be carried are those permitted by the Technical Instructions to be carried on persons or in their baggage or in their baggage, appropriate advice, for the purpose of providing a dangerous goods manual (regulation 262G), could be provided under this heading. When an operator carries consigned dangerous goods as cargo the subject should be dealt with in a separate dangerous goods manual (regulation 262F) or an appendix to this part (regulation 262G). For guidance on the matters to be addressed in a dangerous goods manual see CAAP 262G-1 (to be issued).
- 4.13. Regulation 256A of CAR 1988 is relevant.
- 4.14. In addition, CAO 20.9 subsection 5, and in particular para 5.3 of that order, is relevant.
- 4.15. Regulations 309 and 309A of CAR 1988 may be relevant.
- 4.17 RPT and Charter operators should develop procedures for the rejection of payload. These procedures must provide explicit and unambiguous directions as to the manner and priority of offloading passengers or cargo when circumstances require such action. The development and application of such procedures is designed to provide unequivocal management support to a dispatcher or flight crew decision to offload or reject passengers or cargo in order to avoid the overloading of aircraft.

SECTION A5**EMERGENCY PROCEDURES****CONTENTS**

- 5.1 Declaration of an emergency.
- 5.2 Emergency change of altitude.
- 5.3 Communication failure.
- 5.4 Navaid failure.
- 5.5 Diversions due to weather.
- 5.6 Abnormal landings.
- 5.7 Emergencies with students or inexperienced pilots.
- 5.8 Flight in abnormal meteorological conditions.
- 5.9 Continuing flight in abnormal conditions.
- 5.10 Passenger control in abnormal situations.
- 5.11 Action in the event of unlawful interference.
- 5.12 Additional headings as required.

SECTION A6

FLIGHT CONDUCT

CONTENTS

- *6.1 Flight authorisation.
- *6.2 Preflight.
- 6.3 Refuelling procedures.
- 6.4 Low flying operations.
- 6.5 Night flying operations.
- 6.6 Mercy flights.
- 6.7 Instrument approach recency.
- 6.8 Instrument flight continuation training (unless covered in part C).
- 6.9 Formation flight.
- 6.10 Type endorsement training (unless covered in part C).
- 6.11 Aerobatics.
- *6.12 Accident and incident investigation and reporting.
- 6.13 Operations at specific locations.
- 6.14 Simulated asymmetric flight (unless covered in part C)..
- 6.15 Hand-over and take-over procedures.
- 6.16 Simulation of instrument flight (unless covered in part C)..
- 6.17 Pilot briefing and flight planning instructions.
- 6.18 Minimum pilot equipment and documentation to be carried in flight.
- 6.19 Procedures for straight in approaches.
- 6.20 Crew co-ordination.
- *6.21 Use of check lists.
- 6.22 Visual and instrument departure and approach procedures.
- 6.23 Operations in environmental extremes.
- 6.24 Use of oxygen.
- 6.25 Descent rates with passengers on board.
- 6.26 Turbulence penetration.
- 6.27 Flight in icing conditions.
- 6.28 Additional headings as required.

Explanation of Headings

6.2 The following regulations and orders may be relevant. Furthermore it is recommended that a procedure is developed to ensure that the maintenance release is valid for the proposed flight.

CAO 20.2 Safety Precautions Before Flight

CAO 20.4 Provision and use of Oxygen, etc.

CAR 39 or 41 Maintenance etc. (Daily Inspections)

CAR 133 Conditions to be met before an Australian aircraft may fly (**VALID MAINTENANCE RELEASE** etc.)

6.13 Where active participation in LAHSO is proposed provide generic instructions here, with cross reference to aircraft type specific information in subsection B2.5 and, if applicable, pilot training, checking and certification requirements in section C2.

6.17. The company policy in respect of fuel required for flight should be addressed under this heading — see CAR 234 and CAAP 234-1. Other references to fuel will be found at: A3.5 — fuel documentation; A3.6 — fuel usage records; A4.6 and B2 — standard fuel loads; A6.3 — refuelling procedures; and B1 — fuel consumption calculations.

6.18. CAR 139, CAR 232 and CAR 233(1)(h) and CAO 20.16.1 paragraph 5.4 are relevant.

6.21. CAR 232 is relevant.

6.28 If no type specific flight planning and performance information is needed in section B2 generic information should be included here.

(Company Title)
OPERATIONS MANUAL

PART B

SPECIFIC AIRCRAFT OPERATING PROCEDURES

(Aircraft Type)

CONTENTS

- BO Preface pages (if desired).
- B1 Aircraft operations.
- B2 Flight planning and performance.
- B3 Loading.
- B4 Environmental.
- B5 Security and survival.

Appendices: As required - may be inserted after each section or at the end of part B.

Explanation Of Part B.

The approved flight manual (AFM) by itself or in conjunction with aircraft owner's or manufacturer's manual may contain the information required by this part. When it is the operator's intention that the aircraft is to be operated strictly in accordance with the requirements of those manuals, the relevant part of those manuals need only be referred to under the appropriate section of this part. Where a manufacturer's or owner's manual is to be used, its nomenclature and date of issue or amendment should be specifically identified. In addition, the operator should mandate its carriage in the aircraft under the same conditions as the AFM.

Where different models of the same type are operated the part B requirement may be met by the inclusion of a statement covering the differences between models.

Flying Schools

Operators of flying schools may be called upon to provide training in a variety of aircraft types. Consequently holders of AOCs authorising flying training may periodically need to apply for authorisation to enable additional aircraft types to be operated under their AOC.

An amendment to the company Operations Manual will need to, as a minimum, include:

- **Aircraft Technical Data** - Operators may elect to nominate the manufacturer's technical notes or Pilot's Operating Handbook (POH) as the technical data reference
- **Normal Operating Procedures** - Operators may elect to nominate that they will conduct all normal operations in accordance with the procedures specified in the manufacturer's technical notes or POH
- **Emergency Operating Procedures** - Operators may elect to nominate that they will conduct all emergency operations in accordance with the procedures specified in the manufacturer's technical notes or POH

Note: Any areas where the AOC holder intends to deviate from procedures specified by the manufacturer must be stated. Operators must remember that such deviations may only be approved by the Authority if supportable justification is provided. Operators must also be aware that the required evaluation of such deviations will increase the time required by the Authority to process an application for the issue of an AOC.

- **Fuel Requirements** - Instructions for the computation of the quantities of fuel to be carried on each flight having regard to all the circumstances of the operations. A clearly stated policy in relation to what fuel reserves are to be carried and the fuel consumption rates which are to be used for the various phases of flight (the source data for these rates should also be stated) must be provided.
- **Flight Check System** - Aircraft operating checklists, as required by CAR 232, may be produced from the normal, abnormal and emergency checklists which are published in the POH. Operators may extract these directly from the POH but they must be presented in a format which is both practical to use and legible in all cockpit lighting conditions.

Note: The Operator is to ensure that pilots are provided with adequate direction as to the stages of flight and manner in which check lists are to be actioned. The most convenient way to achieve this is to provide the directions for checklist use under a paragraph to Section A6 (Flight Conduct).

SECTION B1

AIRCRAFT OPERATIONS

(Aircraft Type)

CONTENTS

- *1.1 Aircraft technical data.
- *1.2 Normal procedures.
- *1.3 Emergency procedures.
- 1.4 Crew complement and duties.
- 1.5 Minimum equipment list and permissible unserviceabilities.
- 1.6 Take-off and landing by co-pilot.
- 1.7 In flight engineering log.
- 1.8 Additional headings as required.

Explanation Of Headings

1.2 & 1.3

CAR 232 requires a flight check system to be established for each aircraft type setting out the procedures to be followed for take-off, in flight, on landing and in emergency situations. They are to be specified or set out in these sections.

Where the operator chooses to use procedures set out in the approved flight manual or manufacturer's or owner's manual, reference may be made to the applicability of these procedures. CASA will accept manufactures' procedures as the basis for an approval under CAR 232.

For a CAR 232 approval where the operator institutes procedures which are at variance with those contained in manufacturer's manuals the operator will need to provide CASA with written justification for each variation to the manufacturer's procedures.

The use of check lists, details of crew co-ordination and visual and instrument departure and approach procedures should be included if they are specific to the aircraft type. Where they are generic they may be included in section A6.

CAO 20.11 subsections 10 and 11 are relevant in respect to emergency procedures for aircraft engaged in RPT and CHTR operations.

- 1.4. The specific duties of flight crew in respect to the operation of the aircraft should be included - see section A1.4.
- 1.5. CAO 20.18 subsection 10 is relevant.

SECTION B2

FLIGHT PLANNING AND PERFORMANCE

(Aircraft Type)

CONTENTS

- 2.1 Standard flight plans.
- 2.2 Standard route times.
- 2.3 Standard route fuel loads.
- *2.4 Performance.
- 2.5 LAHSO.
- 2.6 Additional headings as required.

Explanation Of Headings

2.1, 2.2 & 2.3

Where the advice provided on these subjects is generic and not specific to aircraft type, the subject should be addressed in section A6.

- 2.4 Specific instructions relating to fuel usage rates for climb, cruise and holding which are to be used in conjunction with the operator's fuel policy as set out in section A1.9 are to be provided in this section.

The 20.7 series of Civil Aviation Orders for the operation of aeroplanes and the Australian Performance Supplement of the approved rotorcraft flight manual (RFM) for multi-engine helicopters will be relevant to this subsection.

CAO 20.7.4 para 12.2 is relevant to the operation of a multi-engine aeroplane below 5700 kg engaged in CHTR or AWK operations. The procedures to be specified in the OM are those performance considerations that relate to the continuation of flight following an engine failure. For aeroplanes above 5700 kg in all operations CAO 20.7.1B para 14.2 is relevant and for aeroplanes not above 5700 kg engaged in RPT operations CAO 20.7.2 para 8.1 is relevant.

- 2.5 Include here reference to type specific Regulated Landing Weight (RLW) charts for LAHSO at each applicable runway, with cross reference to subsection A6.13 and, if applicable, section C2.

SECTION B3

LOADING (Aircraft Type)

CONTENTS

- 3.1 Loading procedures.
- 3.2 Cargo restraint.
- 3.3 Aircraft load sheets.
- 3.4 Carriage of dangerous goods.
- 3.5 Carriage of animals.
- 3.6 Additional headings as required.

Explanation Of Headings

Where the advice to be provided on subjects listed in this section is generic rather than specific to aircraft type, the subject should be covered in section A4.

- 3.1 CAO 20.16.2 is relevant.
- 3.2 CAO 20.16.2 is relevant. CAO 103.11 sets out CASA's standards for cargo restraint equipment.
- 3.3 CAO 20.16.1 is relevant.
- 3.4 CAR 262D is relevant.
- 3.5 CAR 256A is relevant.

SECTION B4**ENVIRONMENTAL**

(Aircraft Type)

CONTENTS

- 4.1 Operations in environmental extremes.
- 4.2 Use of oxygen.
- 4.3 Standard descent rate with passengers.
- 4.4 Turbulence penetration.
- 4.5 Flight in icing conditions.
- 4.6 Additional headings as required.

Explanation Of Headings

Where the subject matter to be provided in 4.1, 4.2, 4.3, 4.4 and 4.5 is generic rather than specific to aircraft type, the subjects should be covered in section A6 under the appropriate headings.

- 4.2 CAO 20.4 is relevant.

SECTION B5

SECURITY AND SURVIVAL

(Aircraft Type)

CONTENTS

- 5.1 Security from sabotage.
- 5.2 Security from vandalism.
- 5.3 Security from unauthorised entry.
- 5.4 Tie down equipment.
- 5.5 Weather protection.
- 5.6 Medical kit.
- 5.7 Survival kit and survival instructions.
- *5.8 Minimum emergency equipment to be carried.
- 5.9 Additional headings as required.

Note. Where the subject matter relating to the above headings is generic rather than relating to a specific aircraft type it should be covered in section A3.

(Company Title)
OPERATIONS MANUAL

PART C

TRAINING AND CHECKING

CONTENTS

- CO Preface pages (if desired).
- C1 Organisation and duties.
- C2 Training courses and tests.
- C3 Procedures.
- C4 Synthetic flight trainers.
- C5 Training administration.

Appendices: As required — may be inserted after each section or at the end of part C. Appendices should include at least the following subjects.

- Detailed syllabuses, lesson plans and (unless included elsewhere) completion standards.
- Specimen record forms.
- Training-specific checklists.
- Synthetic trainer checklists.

Explanation of Part C

1. Part C is designed to encompass the requirements of an operator who is required to maintain a training and checking organisation pursuant to CAR 217. The operator may choose to publish a training and checking manual as a separate document to the OM in a format of the operator's choosing. The operator's approach to the layout of a training and checking manual will to some extent be influenced by the size and complexity of the operation, Nevertheless an operator in this category will need to address most of the subjects contained in the contents list to this part.
2. Notwithstanding the fact that the purpose of part C is intended for an operator having a training and checking organisation approved under CAR 217, any operator not having CAR 217 approval may choose to use this part of his OM for the purpose of promulgating his requirements of a training and checking

nature. However, where the scope of his training and checking is of a limited nature it may be more convenient to include this advice in parts A, B or D of the operator's manual, as appropriate. An operator who chooses to use part C but does not have a training and checking organisation approved under CAR 217 should make this fact clear in section C1.1.

3. Because of its affect on safety CASA views the content and 'approval' of training and checking 'manuals' with particular interest. It is therefore advisable to consult the appropriate CASA officer at regular stages in the production of a part C.

SECTION C1

ORGANISATION AND DUTIES

CONTENTS

- 1.1 Functions of the organisation.
- 1.2 Structure of the organisation.
- 1.3 Duties and responsibilities.
 - 1.3.1 Chief pilot or head of training and checking organisation.
 - 1.3.2 Senior check pilot.
 - 1.3.3 Check pilot.
 - 1.3.4 Training pilot.
 - 1.3.5 Supervisory pilot.
 - 1.3.6 Senior flight attendant.
 - 1.3.7 Other training and checking personnel (flight attendant, load controller, load master, crewman, passenger service office etc).
- 1.4 Selection and experience requirements for training and checking personnel.
- 1.5 Training of training and checking personnel.
- 1.6 Approval of training and checking personnel.
- 1.7 Recent experience requirements for training and checking personnel.
- 1.8 Proficiency testing for training and checking personnel.

Explanation of Headings

- 1.3 Air Operator's Certification Manual (AOCM) defines the functions of a check pilot, a training pilot and a supervisory pilot.
- 1.5 Training requirements in general of training and checking personnel should be covered under this heading. Details of courses and training syllabuses should be included in section 2.

SECTION C2

TRAINING COURSES AND TESTS

CONTENTS

2.1 etc. Headings as required.

Explanation of Headings

Courses

Set out the various courses that the organisation is to conduct for example induction, aircraft endorsement (command, co-pilot, other crew member), cabin attendant, maritime surveillance, revalidation and currency training, conversion of overseas pilot licences (CAR 5.165(2) and CAR 5.174 (2)), ground or flight training covering the operation of specialist equipment for example GPS, dangerous goods to meet the requirements of CAR 262P(3), cockpit resource management, human factors, LAHSO etc.

The courses conducted by the organisation will also need to include the courses required by personnel for appointment to the staff of the training and checking organisation itself.

Include the course objectives, instructional hours requirements (flight hours, simulator and other ground instruction) and the completion standards. The detail of these courses should be included in syllabuses appended to part C.

Tests

Set out the various tests that the organisation is to conduct for example flight proficiency (line and base checks), instrument rating issue and renewal, proficiency in the execution of emergency duties. List the periodicity of tests, the purpose of the test and whether the test constitutes a check for the purpose of CAR 217(2).

For the purpose of standardisation the content of a test will normally be set down in a CASA or company test form. In this way the form will also act as an aide memoire to both the checking officer and the person being checked. Company devised test forms should be appended to this part.

Note. Base and line checks are only examples of the way in which an operator may choose to meet the requirements of CAR 217(2).

Base Check. The term is commonly used to mean a test of proficiency specifically directed towards the handling of an aircraft in normal flight manoeuvres and during the emergency or abnormal operation of the aircraft's systems. It may be desirable to conduct separate day and night base checks. Sequences that could be considered for inclusion in a base check are:

- preparations for flight including loading, weight and balance considerations, documentation and pre-flight, use of lists and knowledge of crew immediate emergency actions, knowledge of emergency exits, starting and abnormal starts, simulated engine failures on take-off before and after reaching critical speeds, crosswind, night, visual and instrument take-off, reduced power take-offs, level and steep turns, engine failure in cruise, engine shut down in flight, cabin and engine fires in flight and on the ground, propeller, electrical and hydraulic systems failures, stall recovery in various configurations, emergency descent, instrument approaches, engine out landing or go around, landings with flap and brake malfunctions, minimum weather circuits, crosswind and night landings, theoretical knowledge (human factors, operations manual requirements).

Line Check. This term is commonly used to describe a test of proficiency involving the performance of a real or simulated company revenue flight on which a crew member is being tested in his assigned role. The test involves an assessment on all phases of the flight except that emergency procedures or other procedures which are prohibited from being tested by CAR 249 or could otherwise adversely impact on the nature of a revenue flight will not be tested. Sequences and subjects that could be considered for inclusion in a line check are:

- preparation for flight including flight planning, maintenance, passenger and load documentation, crew briefing, equipment checks, fuel checks and pre-flight inspection, engine starting and ground manoeuvre, take-off, climb cruise, descent, approach, landing, navigation, in flight checks, instrument flight techniques, approaches and procedures, ATS phraseology and airways operating procedures, appreciation of forecast and prevailing weather conditions, knowledge of aircraft systems, handling of any emergency or abnormal procedures (simulated or real), command judgement or assessment in a support role, adherence to company procedures other than aircraft handling, interaction with passengers, interaction with other crew members.

SECTION C3

PROCEDURES

CONTENTS

- 3.1 Preflight and post flight briefings.
- 3.2 Allocation of pilot command responsibility.
- 3.3 Crew co-ordination.
- 3.4 Use of training check lists.
- 3.5 Simulation of emergencies and abnormal situations.
- 3.6 Conduct of flight tests and flight training.
- 3.7 Crewing of aircraft by CASA flying operations inspectors.
- 3.8 Action following an unsatisfactory test result.

Explanation Of Headings

- 3.2. Consideration should be given to the circumstances in which the pilot being checked may be either the pilot in command, acting in command under supervision or undergoing dual instruction and the allocation of command when two pilots of equal status crew the aircraft.
- 3.3. In aircraft crewed by two or more pilots it will be necessary to allocate responsibility for the normal and emergency operation of the aircraft. Such responsibilities are normally allocated in respect to: pilot in command (PIC), co-pilot (CP), pilot flying (PF), pilot not flying (PNF). The allocation of these duties to pilots and to other flight crew members should be clearly indicated on check lists where appropriate.
- 3.4 Training-specific checklists should be included in an Appendix.
- 3.5 Include procedures for simulated engine failure in this subsection.
- 3.6 Matters that might be considered under this heading include commonly occurring faults to be found in flight crew in the performance of their duties and fault analysis techniques, minimum crew numbers required for aircraft operation during a test and their qualifications, minimum fuel loads for the simulation of certain emergency situations, simulation of aircraft weight with ballast, minimum weather conditions, limitations on flapless or touch and go landings, simulation of instrument flight; etc.

- 3.7 If a CASA flying operations inspector is to be authorised as part of the operating crew it will be necessary to lay down his authority, qualifications and recency in respect to the operation. The operator will need to consider his position in respect to any untoward happening to the aircraft, its crew and passengers in the event that a CASA inspector is authorised as part of the operating crew. CAR 306 is not relevant to the testing of flight crew.

SECTION C4

SYNTHETIC FLIGHT TRAINERS

CONTENTS

4.1 etc. Headings as required.

Explanation of Section

CASA publications FSD 1 and FSD 2 contain the operational standards and requirements for synthetic flight trainers for aeroplanes. It is a condition of the operation of any trainer for the purpose of gaining credits towards the issue or renewal of a licence or rating that the trainer is operated in accordance with a manual approved by CASA. This section is provided for that manual.

SECTION C5

TRAINING ADMINISTRATION

CONTENTS

- 5.1 Flight crew records.
- 5.2 Training and checking programme.
- 5.3 Conduct and security of examinations.
- 5.4 Notification of flight tests.
- 5.5 Procedures following an unsatisfactory performance.

Explanation Of Headings

- 5.4 Flight tests for the issue and renewal of a licence or rating in accordance with CAR part 5 are subject to the notification requirements of CAR 5.42.

(Company Title)

OPERATIONS MANUAL

PART D

SPECIALISED OPERATIONS

CONTENTS

D0	Preface page (if desired).
D1 etc.	Address each specialised operation under a separately numbered section.

Explanation Of Part D

A specialised operation is any operation that requires special flying or operating techniques normally associated with but not limited to the operation of role equipment. The majority of these operations will normally be classified as AWK in accordance with CAR 206 (1) (a). Examples of specialised operations that may however be charter operations are seaplane water operations and helicopter operations which involve landings on pontoons, ships or platforms

The following is an indicative list of specialised operations which will need to be addressed in the manual if they are to be conducted. Only those operations in which it is intended to conduct should be listed and each distinct operation should be allocated a numbered section.

ADVERTISING	On aircraft Banner towing Skywriting Light Display
AGRICULTURAL OPERATIONS (including forestry)	Seeding Chemical Spraying (all pest control) Solids Application
AMBULANCE FUNCTIONS	
AERIAL PHOTOGRAPHY	Still and Motion Low Level Filming Media Link Transmission
AERIAL SPOTTING	Fauna Fire Flood Flora Marine Life Radio Tracking

AERIAL STOCK MUSTERING

AERIAL SURVEYING

Geo/Magno/Spectro/Seismic
 Geochemical/Sampling
 Environmental Studies
 Pipeline Inspection
 Power Line Inspection
 Property Survey
 Surveillance

ANIMAL CULLING

DROPPING

Water and Fire Retardant
 Incendiaries For Forest Ignition
 Food and Fodder
 Messages
 Parachutes - Equipment and Personnel
 Animal Baiting
 Cloud Seeding

ENVIRONMENTAL

Oil and Chemical Dispersants

EXTERNAL (UNDERSLUNG)
LOADS

FROST DISPERSION

OPERATIONS TO PONTOONS,
SHIPS OR PLATFORMS

POWER LINE

Stringing
 Cleaning
 Maintenance

RAPPELLING

Personnel

SEARCH AND RESCUE

TARGET TOWING

WATER OPERATIONS

Seaplane

WINCHING/HOISTING

Personnel and Equipment

SECTION D(number(N))**(NAME OF SPECIALISED OPERATION)****CONTENTS**

NOTE: This list should be used to individually detail, where applicable, the instructions necessary for each specialised operation.

- N.1 Purpose and scope of the specialised operation.
- N.2 Special approvals or exemptions.
- N.3 Operating area limitations.
- N.4 Aircraft Operating Procedures.
- N.5 Crew Member Requirements.
- N.6 Aircraft Requirements.
- N.7 Ground Support Requirements.

Explanation of Headings

- N.2 Specify here any special approvals or exemptions required to perform the operation, for example, dangerous goods, low flying. Copies of *Instruments of Approval* should be referenced and provided in an appendix.
- N.3 For example, over water, not over populous areas.
- N.4 These may include:
 - Flight manual limitations
 - Loading
 - Operation of role equipment
 - Flight check systems
 - Crew complement
 - Flight and duty time or other crew limitations
 - Carriage of passengers (The definitions in CAR 2 relating to flight crew member, operating crew and passenger may be relevant)
 - Flight notification
 - Flight following.

N.5 These may include:

- Qualifications for each crew member's role
- Minimum experience
- Recent experience

(The remainder of this list may be included in part C and cross referenced, where appropriate.)

- Training for each crew member's role
- Training syllabuses
- Certification of trainee proficiency
- Recurrent training and checking
- Qualifications of training and checking personnel.

N.6 These may include:

- Fixed role equipment installed
- Certification of fixed role equipment
- Flight manual supplements
- Carry on role equipment, for example maps, life jackets, immersion suits, binoculars.

N.7 These may include:

- Systems or equipment provided
- Associated operating procedures and limitations.

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PART E

FLYING SCHOOL OPERATIONS

CONTENTS

- E0 Preface pages (if desired).
- E1 Authority and responsibility.
- E2 Conduct of training operations.
- E3 Training courses.
- E4 Ground and flight tests.

Appendixes: May be inserted after each section or at the end of part E.

Note. See Part B for advisory information that is particularly relevant for flying schools that may need to operate an aircraft not currently authorised on their AOC.

SECTION E1

FLYING SCHOOL OPERATIONS

AUTHORITY AND RESPONSIBILITY

CONTENTS

- 1.1 Authority for operations.
- 1.2 Structure of organisation.
- 1.3 Duties and responsibilities.

Explanation Of Headings

- 1.1 The authority for operations will be the AOC which may authorise practical and theoretical training under any of the following classifications: private school, commercial school, instrument school, instructor school or agricultural school.
- 1.3 Duties of the positions of the chief flying instructor, flying instructors and ground instructors should be given. The appointment of the chief flying instructor is subject to CASA approval. CAR 5.58, CAO 40 .1.7, CAO 40.1.7 and CAO 80.1 may be relevant.

SECTION E2

CONDUCT OF TRAINING OPERATIONS

CONTENTS

- 2.1 Student records.
- 2.2 Student and instructor log books.
- 2.3 Authorisation of training flights.
- 2.4 Investigation of student and instructor incidents and accidents.
- 2.5 Action to be taken following an accident or incident.
- 2.6 Preflight and post flight briefings.
- 2.7 Operations at the primary base.
- 2.8 Operations at other training locations.
- 2.9 Operations at unfamiliar locations.
- 2.10 Operations at ALAs.
- 2.11 Instructor - student discipline.
- 2.12 Reporting of aircraft defects and damage.
- 2.13 Observance of last light limitations.
- 2.14 Operations within the training area.
- 2.15 Cross-country operation.
- 2.16 Standard circuit procedures.
- 2.17 Use of radio.
- 2.18 Student crosswind landing limitations.
- 2.19 Simulation of instrument flight.
- 2.20 Procedures for night flying.
- 2.22 Booking of solo flights.
- 2.23 Booking of dual instruction flights.
- 2.24 Operation of engines by student pilots.
- 2.25 Taxiing by student pilots.
- 2.26 Refuelling by student pilots.
- 2.27 Reporting of unserviceabilities by student pilots.
- 2.28 Preflight checks by student pilots.
- 2.29 Aerobatics and spinning by students.
- 2.30 Submission of flight plans by student pilots.

SECTION E2 (continued)

- 2.31 Carriage of passengers on training flights.
- 2.32 Solo practice forced landings.
- 2.33 Assistance to solo students during emergencies.
- 2.34 Use of training aids.
- 2.35 Procedures for use of synthetic trainers.
- 2.36 Recording of synthetic training results.
- 2.37 Retention and transfer of student records.
- 2.38 Credits for past training.
- 2.39 Hire charges and payments.
- 2.40 Period of hire.
- 2.41 Retraining of student pilots after failing ground or flight tests.
- 2.42 Additional headings as required.

Explanation Of Headings

2.7 & 2.8 The master copy of maps (1:100,000 or larger scale) which depict:

- the boundaries and heights associated with general flying and aerobatic training areas;
- travel corridors connecting aerodromes and training areas;
- low flying training areas with power lines, towers and similar obstructions to low flying aircraft marked;

are to be included as appendixes.

2.38 CAR 5.83 is relevant.

SECTION E3
TRAINING COURSES

CONTENTS

- 3.1 List and outline the various courses being offered.

Explanation Of Content

Syllabuses giving block flight hours and ground instructional time should be included as appendices. The details of navigation flights, including standard navigation routes, which form a part of the syllabus are also to be listed as part of that syllabus.

Day VFR syllabuses for aeroplanes and helicopters and the flight hours requirements of CAR part 5 for private and commercial pilot licence courses will be relevant. For other courses the following CAOs are relevant:

Instrument rating	40.2.1
Night VFR	40.2.2
Instructor rating	40.1.7 and 40.3.7
Agricultural rating	40.6
Synthetic trainer operator	CASA Publication FSD 2 – Operational Standards and Requirements – Approved Synthetic Trainers

SECTION E4

GROUND AND FLIGHT TESTS

CONTENTS

- 4.1 Authority for the conduct of ground and flight tests.
- 4.2 Production, conduct and marking of examinations.
- 4.3 Supervision of flight crew licence written examinations.
- 4.4 Conduct of licence tests.
- 4.5 Conduct of instrument rating and NVFR tests.
- 4.6 Conduct of instructor rating tests.
- 4.7 Additional headings as required.

Explanation Of Headings

- 4.1 Approved test officer approvals should be included as an appendix.
- 4.2 Examination security requirements should be a consideration.
- 4.4 Notification of flight tests in accordance with CAR 5.42 may be relevant.

APPENDIX 1

TO CAAP 215

ADDITIONAL SUBJECTS

The following subjects have been included as an appendix rather than in the body of the example manual because they may only have relevance to a few operators. Nevertheless in planning the production of an OM, all operators should check this list for relevance to their particular operation.

The subjects have been grouped under the generic section headings used in the body of the example OM. The subject should be matched with an existing heading, or if appropriate, a new heading created.

PART A**Section A1**

- Extended range operations by twin-engined aircraft.
- Calculation of critical point.
- Calculation of point of no return.
- Provision of NOTAMS and meteorological information.
- Computer flight plans.
- Suitability of alternate aerodromes.
- Use of area RNAV routes.
- Security of computer data entry.
- Limitations on the use of self contained navigation systems.
- Reporting of systems performance.

Section A3

- Classification of ports for maintenance.
- A minimum equipment list (MEL), or a permissible unserviceability schedule (PUS)
- Overweight and heavy landings.
- Refuelling with passengers on board.

Section A4

- Carriage of persons in custody.
- Stretcher cases.
- Restraint equipment.
- Carriage of weapons and ammunition.

Section A5

Flight path monitoring during emergency or abnormal conditions.
Crew incapacitation.
Serious illness aboard the aircraft.
Action in the event of GPWS warnings.
Rescue and fire fighting requirements - normal requirements, permitted reductions, considerations in respect to special or out of hours flights.
Policy in respect to the internal use of fire extinguishers.
Fuel jettison precautions and procedures.
Procedure following inflight airframe/structural damage.
Procedure in the event of bomb threat (air or ground)
Procedure in the event of hijack

Note: The last two items are not covered by any CASA legislation, they are aviation security matters administered by Department of Transport under the Air Navigation Act 1920.

Section A6

Communications and navigation aids

- tuning and checking radio navigation aids
- recording, checking and acknowledging ATC clearances
- communications OCTA
- PA announcements
- calls on company frequency
- routine and emergency cabin interphone calls
- altimeter setting procedures.

Use of altimeter alerter.
GPWS test.
Maximum angle of bank.
Crew meals during flight.
Visits to the flight deck by passengers.
Operation of aircraft doors.
Manoeuvring on the ground including push-back procedures.
Use of ground support equipment.
Take-off and landing - general

- sterile flight deck policy
- monitoring of flight path after take-off
- monitoring of obstacle clearance during descent and approach
- monitoring of take-off and approach speeds
- use of flight director

- minimum altitude for turns
- initiation of gear retraction
- minimum altitude for flap retraction
- recommended action when encountering wind shear

PART B

Section 1

Pre-start procedures

Recording of take-off data

Dispatch procedures - push back

Engine start and cockpit to ground communications during start

After start, taxi and pre take-off procedures

Take-off

- FMCS/auto throttle/manual throttle procedures
- take-off warning horn
- take-off by co-pilot
- instrument scan
- crosswind and reduced visibility take-off
- noise abatement procedures
- actions in the event of encountering windshear conditions
- after take-off and climb procedures

Climb and descent

- selection of optimum altitude
- waypoint passage
- flight in turbulence
- descent and visual approach procedures

Instrument approach procedures

- specific procedures for all types of approaches
- action in the event of not becoming visual by the minima

Landing and after landing procedures

- circuit pattern and landing technique
- monitoring during a bad weather or circling approach
- landing flap selection
- approach speeds
- aiming point, glide slope guidance and touch down zones
- use of reverse thrust and braking techniques
- wet runways
- crosswind landings
- go around
- action in the event of encountering windshear
- after landing checks
- securing the aircraft

Automatic flight

Low visibility operations

Instruments and systems

- radio and navigation system tests
- instrument transfer tests
- automatic navigation transfer tests
- operation without EFIS
- weather radar system

Non standard engine starts

Section 2

Performance

- take-off: full power, limits at specific airports, reduced power approaches, rejected take-off, continued take-off following an engine failure
- climb: normal, maximum rate, maximum angle
- cruise: normal, long range, engine out, depressurised
- descent: normal, maximum rate
- landing: normal, abnormal, brake cooling schedule

Flight planning

- optimum altitudes
- altitude capabilities
- standard climb
- standard cruise
- standard descent point
- holding
- diversion: standard, depressurised and engine out alternates
- non standard configurations: gear extended, flap or led extended, anti-skid inoperative, speed brake inoperative, yaw damper inoperative, air conditioning pack inoperative

Section 3

Ice and rain protection

- de-icing and anti-icing policy
- use of engine and tail anti-ice, window heat and rain repellent