



# RECREATIONAL AVIATION AUSTRALIA

## EXPOSITION

CASR Part 149  
Approved Self-Administering Aviation Organisation

**RECREATIONAL AVIATION AUSTRALIA LTD  
(RAAus)**

ACN: 070 931 645

ARN: 224 806

**V6.0 | 01 MAY 2024**

Certificate No. CASA.ASAO.0002 Revision: 2 Dated 21 December 2023

Date Effective 31 MARCH 2021

**©2023 Recreational Aviation Australia Ltd**

For further information please visit [www.raaus.com.au](http://www.raaus.com.au)

This work is copyright. You may download, display, print and reproduce this material in unaltered form only (retaining this notice) for your personal, non-commercial use or use within your organisation.

***Requests for further information should be directed to:***

Recreational Aviation Australia Ltd

PO Box 1265 Fyshwick ACT 2609 Australia

Unit 3/1 Pirie Street Fyshwick ACT 2609 Australia

Office: +61 (0)2 6280 4700 or email: [admin@raaus.com.au](mailto:admin@raaus.com.au)

## TABLE OF CONTENTS

<b>1. ADMINISTRATION .....</b>	<b>6</b>
<b>1.1. VERSION CONTROL – REVISION HISTORY .....</b>	<b>6</b>
<b>1.2. DISTRIBUTION LIST.....</b>	<b>6</b>
<b>1.3. TERMINOLOGY .....</b>	<b>6</b>
1.3.1. Abbreviations and Acronyms .....	7
1.3.2. Defined terms .....	8
<b>2. STATUS AND FUNCTIONS .....</b>	<b>9</b>
<b>2.1. THIS EXPOSITION.....</b>	<b>9</b>
<b>2.2. LEGAL STATUS OF RAAUS .....</b>	<b>9</b>
<b>2.3. ROLE OF RAAUS .....</b>	<b>9</b>
<b>2.4. APPROVED FUNCTIONS .....</b>	<b>10</b>
<b>2.5. SERVICES .....</b>	<b>10</b>
2.5.1. RAAus Head Office .....	10
2.5.2. Regulatory and Advisory Information .....	10
2.5.3. Insurances .....	11
<b>2.6. INFORMED PARTICIPATION .....</b>	<b>11</b>
<b>3.1. HOW RAAUS IS ORGANISED .....</b>	<b>12</b>
<b>3.2. CORPORATE STRUCTURE .....</b>	<b>12</b>
3.2.1. Board of Directors.....	12
3.2.1.1. Chair of RAAus Board and CEO .....	12
3.2.2. Staffing .....	13
3.2.2.1. CASR Part 149 Management Structure .....	13
3.2.2.2. Chief Executive Officer (CEO) .....	14
3.2.2.3. Accountable Manager (AM) .....	14
3.2.2.4. Head of Safety (HOS) .....	14
3.2.2.5. Key Personnel .....	14
3.2.2.6. Other Staff.....	14
3.2.2.7. Training.....	14
3.2.2.8. Other Appointments .....	15
3.2.2.9. Vacancies in CASR Part 149 Roles.....	15
3.2.3. Committees.....	15
3.2.3.1. AM Appointed Operational Panels.....	15
3.2.3.2. Board Committees.....	15
<b>3.3. ENABLERS.....</b>	<b>15</b>
3.3.1. Key and Safety Performance Indicators.....	15
3.3.2. Performance Reviews and System Health Checks .....	16
3.3.3. Financial Planning .....	16
3.3.4. Fatigue Management.....	16
3.3.5. Decision Making (Including Aviation Safety).....	17
3.3.6. Corporate Risk Management .....	17
<b>4. SYSTEMS AND REFERENCE MATERIALS.....</b>	<b>18</b>
<b>4.1. MANAGEMENT SYSTEMS.....</b>	<b>18</b>
4.1.1. Occurrence and Complaint Management System (OCMS) .....	18
4.1.2. Member Management.....	18
4.1.3. Flight Training School (FTS) Aviation Safety Management System (ASMS) .....	19
4.1.4. Auditing and Surveillance System.....	19
4.1.4.1. Scope of Activities .....	19
4.1.4.2. Surveillance Activities .....	19
4.1.4.2.1. Auditing .....	19
4.1.4.2.2. Occurrence Reporting.....	19

4.1.4.3. Auditors and Training .....	20
4.1.4.4. Audit and Member Records .....	20
4.1.5. Misconduct, Compliance, Enforcement and Complaints.....	20
<b>4.2. DOCUMENT FRAMEWORK .....</b>	<b>20</b>
<b>4.3. RECORD KEEPING AND RETENTION .....</b>	<b>21</b>
4.3.1. Corporate Documents.....	21
4.3.2. Flight Operational, Continuing Airworthiness and Technical Documents .....	21
4.3.3. Organisational data.....	21
<b>5. REPORTING OF CERTAIN MATTERS TO CASA .....</b>	<b>22</b>
<b>5.1. REPORTING REQUIREMENTS UNDER CASR PART 149.G .....</b>	<b>22</b>
5.1.1. Reporting in Accordance with CASR 149.430 .....	22
5.1.2. Reporting in Accordance with CASR 149.425 .....	22
<b>6. SURRENDER OF CERTAIN DOCUMENTS TO CASA.....</b>	<b>23</b>
<b>6.1. COPIES OF DOCUMENTS TO CASA – CASA PART 149.550 .....</b>	<b>23</b>
<b>6.2. DOCUMENTS SUBJECT TO SURRENDER.....</b>	<b>23</b>
<b>7. MANAGEMENT OF CHANGE .....</b>	<b>24</b>
<b>7.1. CHANGES TO RAAUS RULES, REGULATIONS AND CONTROLLED DOCUMENTS .....</b>	<b>24</b>
7.1.1. Initiation of Changes to Policies, Rules, Regulations and Other Documents.....	24
7.1.2. changes that require CASA approval .....	24
7.1.3. Notifying CASA of Changes .....	24
7.1.4. Exposition Version Control Numbering .....	24
<b>8. STAKEHOLDER RELATIONSHIPS .....</b>	<b>25</b>
<b>8.1. FORMAL RELATIONSHIPS .....</b>	<b>25</b>
<b>8.2. INFORMAL RELATIONSHIPS .....</b>	<b>25</b>
<b>8.3. AFFILIATIONS.....</b>	<b>25</b>
<b>9. FLIGHT OPERATIONS .....</b>	<b>26</b>
<b>9.1. GENERAL.....</b>	<b>26</b>
<b>9.2. GOVERNING POLICY .....</b>	<b>26</b>
<b>9.3. KEY PERSONNEL .....</b>	<b>26</b>
9.3.1. Head of Flight Operations (HFO).....	26
<b>9.4. FLIGHT OPERATIONS .....</b>	<b>26</b>
9.4.1. Authorisations and Approvals.....	26
9.4.2. Recognised flight time and/or qualifications from organisations other than RAAus .....	27
9.4.3. Meteorological Conditions.....	27
9.4.4. Alcohol and Other Drugs.....	27
<b>9.5. CERTIFICATES.....</b>	<b>28</b>
9.5.1. Certificates, Ratings, Endorsements and Approvals .....	28
<b>9.6. MEDICAL REQUIREMENTS.....</b>	<b>28</b>
<b>9.7. SUSPENSION/VARIATION/CANCELLATION OF CERTIFICATES, RATINGS, ENDORSEMENTS AND APPROVALS .....</b>	<b>29</b>
<b>9.8. FLIGHT TRAINING .....</b>	<b>29</b>
9.8.1. Flight Training Schools (FTSs).....	29
9.8.2. Pilot Training .....	30
9.8.3. Examinations and Tests .....	30

<b>10. AIRCRAFT AND CONTINUING AIRWORTHINESS .....</b>	<b>31</b>
<b>10.1. GENERAL .....</b>	<b>31</b>
<b>10.2. GOVERNING POLICY.....</b>	<b>31</b>
<b>10.3. CONTINUING AIRWORTHINESS ADMINISTRATION .....</b>	<b>31</b>
<b>10.4. SUSPENSION/VARIATION/CANCELLATION OF AIRCRAFT REGISTRATION/MAINTENANCE AUTHORISATIONS .....</b>	<b>31</b>
<b>10.5. KEY PERSONNEL .....</b>	<b>32</b>
10.5.1. Head of Airworthiness and Maintenance (HAM).....	32
<b>10.6. AIRCRAFT .....</b>	<b>32</b>
10.6.1. Aircraft Types.....	32
10.6.2. Aircraft Modification.....	32
10.6.3. Aircraft Repair .....	32
10.6.4. Aircraft First of Type .....	32
<b>10.7. WEIGHT AND BALANCE .....</b>	<b>33</b>
<b>10.8. MAINTENANCE POLICY AND AUTHORISATIONS .....</b>	<b>33</b>
<b>10.9. MAINTENANCE ACTIVITIES .....</b>	<b>33</b>
<b>10.10. SPECIAL FLIGHT PERMIT .....</b>	<b>33</b>
<b>11. AIRCRAFT REGISTRATION .....</b>	<b>34</b>
<b>11.1. AIRCRAFT REGISTRATION – OVERVIEW .....</b>	<b>34</b>
<b>11.2. PUBLICATION OF AN AIRCRAFT REGISTER.....</b>	<b>34</b>
<b>12. SAFETY MANAGEMENT SYSTEM .....</b>	<b>35</b>
<b>12.1. GENERAL .....</b>	<b>35</b>
<b>12.2. GOVERNING POLICY.....</b>	<b>35</b>
<b>12.3. MANAGEMENT COMMITMENT AND RESPONSIBILITY .....</b>	<b>35</b>
<b>12.4. RAAUS SMS AND THE ASSUMPTION OF RISK.....</b>	<b>35</b>
<b>12.5. SMS IS MULTI-DIMENSIONAL .....</b>	<b>35</b>
<b>13. APPENDICES .....</b>	<b>36</b>
<b>13.1. APPENDIX A – LINKED DOCUMENTS.....</b>	<b>36</b>
<b>13.2. APPENDIX B – KEY PERSONNEL AND DIRECTORS.....</b>	<b>39</b>
13.2.1. Key Personnel .....	39
13.2.2. Directors.....	40
13.2.3. Chief Executive Officer .....	40
<b>13.3. APPENDIX C - MATRIX .....</b>	<b>41</b>

# 1. ADMINISTRATION

## 1.1. VERSION CONTROL – REVISION HISTORY

Exposition [Part 7](#) describes RAAus’ management of change policy and procedures and the Exposition Management of Change process. The following table lists Exposition Changes that have been incorporated into this Exposition.

The Exposition cover page will display the version number and effective date.

Version Number	Details of Changes incorporated	Effective Date
V1.0	Original document	31 MARCH 2021
V2.0	ECN Change 001	11 JANUARY 2022
V3.0	Change Management Updates	29 APRIL 2022
V3.1	Update to RAAus Constitution (Change 002)	26 MAY 2022
V3.2	Change 003	18 AUGUST 2022
V3.3	Update to Delegation Policy (Change 005)	01 FEBRUARY 2023
V3.4	Change 006	05 APRIL 2023
V4.0	ECN Change 004	02 OCTOBER 2023
V5.0	ECN Change 011	04 MARCH 2024
V6.0	ECN Change 010	01 MAY 2024

## 1.2. DISTRIBUTION LIST

The Recreational Aviation Australia Ltd (hereinunder referred to as RAAus) Exposition will be managed such that the latest approved Version will be available to RAAus staff, members, participants and CASA by being hosted on the [RAAus website](#).

Those listed below will be notified in writing whenever there is a change that causes the Version number to change. The notification will include information on the nature and scope of the change and provide a link to the revised Exposition.

Position	Method of Notification
Board of Directors	By Email
CASA, Sport and Recreation Aviation Branch	By Email
Head of Safety (HOS)	By Email
Head of Flight Operations (HFO)	By Email
Head of Airworthiness and Maintenance (HAM)	By Email
RAAus Head Office Staff	By Email

## 1.3. TERMINOLOGY

Capitals will be used throughout the Exposition where the word or term is a ‘defined’ word or term. Words and phrases used by RAAus in its documents have the meaning ascribed to them where a Rule is referenced. The sources of definitions are:

- RAAus Flight Operations Manual – Abbreviations and Definitions
- RAAus Technical Manual – Abbreviations and Definitions
- AIP GEN
- CASA dictionary, and technical definitions applicable to specific regulations that are contained in that particular part and
- ICAO Definitions (*where used*).

### 1.3.1. ABBREVIATIONS AND ACRONYMS

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
AD	CASA Airworthiness Directive
AHAM	Assistant Head of Airworthiness and Maintenance (previously known as the Assistant Technical Manager)
AHFO	Assistant Head of Flight Operations (previously known as the Assistant Operations Manager)
ALA	Authorised Landing Area
AM	Accountable Manager
ASAO	Approved Self-administering Aviation Organisation (under CASR Part 149)
ASMS	Aviation Safety Management System
ATSB	Australian Transport Safety Bureau
ATC	Air Traffic Control
CAR	Civil Aviation Regulations 1988
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
CEO	Chief Executive Officer
CFI	Chief Flying Instructor
CLG	Company Limited by Guarantee
CTA	Controlled Airspace that is Class A, C, D or E airspace
CTAF	Common Traffic Advisory Frequency
DAN	Document Advisory Notice
DFR	Daily Flight Record
ELT	Executive Leadership Team
ECN	Exposition Change Notice
FAA	Federal Aviation Administration of USA
FAI	Federation Aeronautique Internationale
FIRM	Flight Instructor Reference Manual
FOM	Flight Operations Manual
FT	Flight Training
FTS	Flight Training School
HAM	Head of Airworthiness and Maintenance (previously known as the Technical Manager)
HFO	Head of Flight Operations (previously known as the Operations Manager)
HOS	Head of Safety
MOS	CASR Part 149 Manual of Standards Instrument 2018
MOU	Memorandum of Understanding
NAA	National Aviation Authority
NPRM	Notice of Proposed Rule Making
OB	Operations Bulletin
OCMS	Occurrence and Complaint Management System
OR	Operational Regulations
RAAO	Recreational Aviation Administration Organisation
RAAus	Recreational Aviation Australia Ltd
SB	Service Bulletin (issued by the manufacturer)
SMS	Safety Management System
SM	Safety Manager
TD	Technical Directive
TM	Technical Manual

## 1.3.2. DEFINED TERMS

<b>Term</b>	<b>Definition</b>	<b>External Reference</b>
<b>Aircraft</b>	An aircraft is any machine that can derive support in the atmosphere from the reactions of the air other than the reactions of the air against the earth's surface.	ICAO Annex 6 Part I Chapter 1 Definitions
<b>Airworthiness Notice (AN)</b>	Means a document issued by the Head of Airworthiness and Maintenance (HAM) to RAAus aircraft owners/operators and other interested persons, that must be complied with, advising them of a known defect or deficiency and rectification Action.	RAAus Technical Manual
<b>Aviation Safety management system (ASMS)</b>	Means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. When referenced in the exposition an ASMS refers to the system of safety in place at an RAAus Flight Training School	ICAO Annex 19 s1.2 - Definitions
<b>Informed Participation</b>	Means that that before you take part or pay for an activity that you are fully aware of the potential risks and consequence of the activity.	<a href="http://www.casa.gov.au">www.casa.gov.au</a>
<b>Flight Training</b>	Involves training to an appropriate competency standard for the issue or renewal of an RAAus Pilot Certificate, Rating or Approval, endorsement or conversion training. The training may include solo flights and navigation exercises conducted as part of the RAAus Syllabus of Flight Training.	RAAus Syllabus of Flight Training
<b>Flight Training School (FTS)</b>	A school approved and operating in accordance with the RAAus Operations Manual and RAAus Syllabus of Flight Training.	RAAus Flight Operations Manual RAAus Syllabus of Flight Training
<b>Operations Bulletin</b>	Is a document approved by CASA, promulgating an amendment to the Operations Manual (OM) until the FOM can be amended and promulgated. An OB is issued by the Head of Flight Operations (HFO). An OB has the legal authority and/or same meaning as the FOM and must be complied with.	
<b>Relevant Authorising Body</b>	CASA, another sport aviation body, ASAO or a national aviation authority of a foreign country	
<b>Safety</b>	Means the state in which risks associated with aviation activities, related to, or in direct support of the operation of aircraft, are reduced and controlled to an acceptable level.	ICAO Annex 19
<b>Safety management system (SMS)</b>	Means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. When referenced in the exposition SMS refers to the RAAus organisation wide SMS.	ICAO Annex 19
<b>Staff</b>	Has the same meaning as <i>Personnel</i> in Part 1 of the Dictionary of CASR Part 149.	CASA Dictionary
<b>Participant</b>	Means any legal entity (person/s, clubs, incorporated or company limited by guarantee, commercial entity, not for profit etc.) sole trader, partnership, or any other participant identified by CASA, who might seek to engage in activities regulated by RAAus as a Part 149 organisation.  The term also includes RAAus members.	
<b>Rule</b>	An RAAus Constitution Rule	RAAus Constitution



## 2. STATUS AND FUNCTIONS

*This part describes the structure of RAAus, the scope of its activities, the functions it performs on behalf of CASA and the management systems in place to control those activities and functions.*

### 2.1. THIS EXPOSITION

This document sets out the requirements of RAAus in discharging its obligations and responsibilities in relation to the approved functions as outlined in section 2.4. No part of this exposition shall be interpreted to prevail over any other responsibility or obligation arising out of other laws and regulations governing the responsibilities of directors, officers and staff. Where directors, officers and staff are required to act in accordance with these responsibilities, RAAus may from time to time amend this document to reflect those responsibilities without seeking prior advice from CASA. Such changes shall not be subject to the approval of CASA.

This Exposition describes the systems RAAus has in place to satisfy the requirements of CASR Part 149 – Approved Self-Administering Aviation Organisations (ASAO), CASR Part 149 Manual of Standards (MOS).

[Appendix C](#) is a functions matrix that references this Exposition to CASR Part 149 and the CASR Part 149 MOS.

This exposition is freely available to RAAus members and will be published on the RAAus website.

### 2.2. LEGAL STATUS OF RAAUS

RAAus is a not-for-profit company limited by guarantee (CLG) and is subject to the Corporations Act 2001 (Cth). RAAus reports to the Australian Securities and Investment Commission.

As a CLG, RAAus has:

- a) members in place of shareholders
- b) a Board of Directors which operates on a volunteer basis

In the event RAAus becomes insolvent, the proceeds from the winding up must be passed to one or more not-for-profit entities with similar objectives and purposes in accordance with the RAAus Constitution.

### 2.3. ROLE OF RAAUS

RAAus is the peak body for the administration and advancement of recreational aviation in Australia. This includes but is not limited to:

- a) taking all actions howsoever connected with the design and manufacture of all and any machine, object, device, and/or concept, that relates directly or indirectly to the advancement of flight, whether powered or otherwise whereby such flight is under the control, supervision or participation in any degree by human activity and
- b) to administer, deliver and develop aviation training in the art and science of aviation, piloting, operation, flight training, maintenance, design, manufacture of aviation craft of whatever design and capability.

## 2.4. APPROVED FUNCTIONS

For the purpose of this Exposition and CASR Part 149.070(3)(e) certification, the approved functions of RAAus as an ASAO are to administer:

- a) Organisational and management systems supporting the functions in sub-paragraphs 2.4(b), (c), (d) and (e) ([Part 3](#), [Part 4](#), [Part 5](#), [Part 6](#), [Part 7](#), [Part 8](#))
- b) Aviation flight training ([Part 9](#))
- c) Aviation activities and continuing airworthiness for all aircraft listed with RAAus ([Part 10](#))
- d) Registration of aircraft ([Part 11](#)) and
- e) Safety management system ([Part 12](#)).

## 2.5. SERVICES

### 2.5.1. RAAUS HEAD OFFICE

The RAAus Head Office is located at Unit 3, 1 Pirie Street, Fyshwick ACT 2609 and has appropriately trained and experienced staff, and facilities, to provide membership services nationally. The [CEO](#) and administration personnel are based at the RAAus Office.

Activities that support the approved functions (section 2.4) include Board secretariat, industry advocacy, financial management, human resource management, marketing, merchandising, standards setting, continuing airworthiness, the issue of certificates, permissions and authorisations, incident accident, defect and hazard investigation and reporting, aircraft registration, RAAus' record management and the IT infrastructure.

In addition to approved functions and administrative activities, RAAus promulgates its safety culture and just and fair occurrence reporting culture.

See the RAAus website for a full scope of services.

### 2.5.2. REGULATORY AND ADVISORY INFORMATION

All RAAus produced regulatory and advisory materials are freely available to view and download, as required by CASR Part 149.285. The definitive version of each document is that which is on the RAAus website. These documents remain RAAus' Intellectual Property, and are protected by copyright (©) law, and therefore must not be used by third parties without the written permission of RAAus.

RAAus facilitates participant access to some other third party regulatory and technical material relevant to RAAus activities through the RAAus website. See [Appendix A](#), Links to References and Supporting Documents attached to this Exposition.

The RAAus website also carries a dedicated CASR Part 149 reference page.

### 2.5.3. INSURANCES

RAAus maintains insurance coverage necessary for a CLG.

RAAus chooses to maintain Members Public Liability and Passenger Insurance which provides coverage for those members of RAAus who are appropriately certificated.

A copy of current insurance certificates are available to members through the RAAus Website and member's portal, which is password protected.

A copy of current insurance certificates are available to third parties upon reasonable request.

## 2.6. INFORMED PARTICIPATION

All participants operate on the principle of [informed participation](#).

RAAus requires a participant under the age of 18 to obtain parental or guardian approval before operating an aircraft. RAAus acknowledges that from time to time people who are considered young adults (12 to 18 years of age) or children (0 – 11 years of age) may participate in flying activities.

Aircraft are fitted with warning labels which places the decision to fly with the person(s) operating the aircraft or involved as a passenger in the aircraft.

The Membership Application Form and some RAAus documents also carry a statement that all applicants understand that all forms of flight can be hazardous; similar to the following warning:

**WARNING!**

***All forms of flight are potentially hazardous.***

***The risks and hazards associated with flying are real and all participants must inform themselves of the possible risks involved.***

***All persons participating in recreational flight training and associated recreational aviation activities do so at their own risk.***

## 3. ENABLING APPROVED FUNCTIONS

### 3.1. HOW RAAUS IS ORGANISED

RAAus meets the requirements of CASR Part 149.195(2) through a range of measures. These measures fall into two categories, the first being the overall [corporate structure](#) needed to meet the requirements of [approved functions](#) and the second being a series of contemporary management [enablers](#) that inform the first.

These include:

- [Corporate Structure](#)
  - [Board of Directors](#)
  - [Staffing](#)
  - [Committees](#)
- [Enablers](#)
  - [Key and Safety Performance Indicators](#)
  - [Performance Reviews and System Health Checks](#)
  - [Financial Planning](#)
  - [Fatigue Management](#)
  - [Decision Making \(including Aviation Safety\)](#)
  - [Corporate Risk Management](#)

### 3.2. CORPORATE STRUCTURE

#### 3.2.1. BOARD OF DIRECTORS

RAAus Directors are appointed in accordance with the RAAus Constitution. The RAAus Constitution outlines rules as to how directors must exercise powers, perform duties and manage proceedings in addition to RAAus Board Governance Policies and relevant laws and regulations including the Corporations Act 2001 (Cth). The RAAus Board of Directors set the strategic direction for the organisation, develops corporate policy, approves the Strategic Plan and oversees corporate compliance. The [CEO](#) is required to implement the strategy approved by the Board of Directors and ensures that the organisation's structure and processes meet the strategic, regulatory and cultural needs of the organisation.

The Board of Directors meet in accordance with the Constitution to ensure appropriate oversight of RAAus.

See [Appendix B](#) and the RAAus website for names of current Board Members as required by CASR Part 149.37(2)(d).

##### 3.2.1.1. CHAIR OF RAAUS BOARD AND CEO

In accordance with the RAAus Constitution, the Board of Directors appoint one of its number as the Board Chair as the point of liaison with the [CEO](#) to ensure the appropriate balance between the role of the Board and management of the organisation. The [CEO](#) is also appointed in accordance with the RAAus Constitution and has authority under the RAAus Board Governance Policies.

### 3.2.2. STAFFING

#### 3.2.2.1. CASR PART 149 MANAGEMENT STRUCTURE

RAAus’ corporate structure is based on the needs of RAAus to meet its obligations under the law. RAAus has many obligations and highlighted in this exposition are obligations relevant to CASR Part 149.

The RAAus’ management structure relevant to CASR Part 149 MOS 149.7.37(2)(e) is available in the RAAus Organisational Chart. RAAus will change this structure by whatever means RAAus deems appropriate at the time.

The below table correlates to position titles used at RAAus to CASR Part 149 position titles.

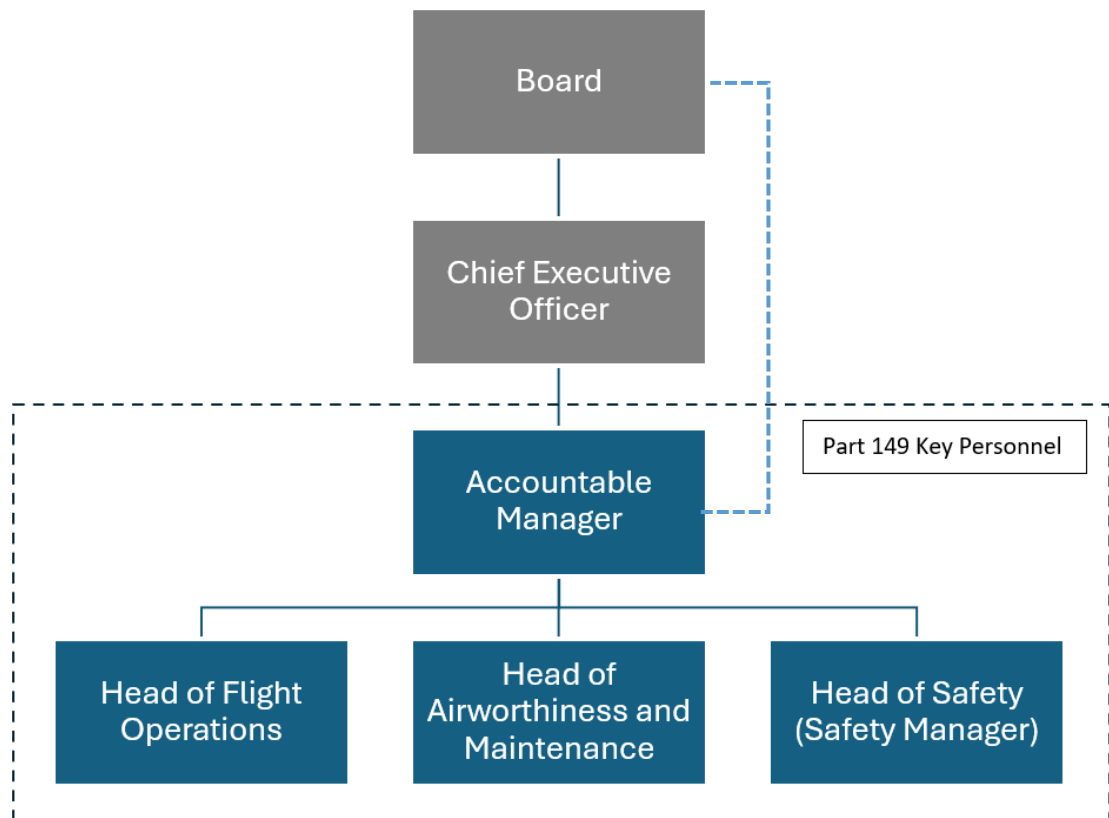


Diagram 1: RAAus management structure relevant to Part 149.

The Accountable Manager ([AM](#)), Safety Manager (Head of Safety ([HOS](#))) and two Key Personnel (Head of Flight Operations ([HFO](#)) and Head of Airworthiness and Maintenance ([HAM](#))) are Key Personnel. RAAus engages sufficient numbers of other staff to allow it to perform [approved functions](#).

The RAAus Safety Manager ([HOS](#)) reports directly to the [AM](#) on all matters. The Safety Manager ([HOS](#)) also chairs the Safety Review Panel.

To ensure efficient day to day operational activities the [HOS](#) works closely with other Key Personnel as appointed by the [AM](#).

All RAAus staff sign a confidentiality agreement and employment contract which requires them to understand and comply with all relevant regulations.

Also see [Appendix B](#) for further details.

### **3.2.2.2. CHIEF EXECUTIVE OFFICER (CEO)**

The [CEO](#) is appointed by the RAAus Board of Directors and has the duties and responsibilities specified under the RAAus Board Governance Policies section.

### **3.2.2.3. ACCOUNTABLE MANAGER (AM)**

The Accountable Manager reports directly to the CEO and is responsible to the RAAus Board of Directors for ensuring that the organisation complies with the exposition and that the organisation is able to finance, and has adequate resources to perform, the ASAO's approved functions. The duties and responsibilities of this role are contained in the Job Description in Appendix B.

### **3.2.2.4. HEAD OF SAFETY (HOS)**

The [HOS](#) manages the safety, risk, and compliance of RAAus, the safety management system (SMS), chairs the RAAus Safety Review Panel and oversees safety management training, audit, incident and accident reporting and associated investigations. See [Appendix B](#) and the HOS Job Description.

The [HOS](#) reports directly to the [AM](#) and assists in effectively managing the [approved functions](#) of RAAus, together with other Key Personnel.

### **3.2.2.5. KEY PERSONNEL**

The [HFO](#) and the [HAM](#) are ASAO Key Personnel. The [HFO](#) and the [HAM](#) report to the [AM](#), or a delegate.

Key Personnel must have the experience to carry out the functions of the above roles and also understand and comply with requisite regulations.

### **3.2.2.6. OTHER STAFF**

Other staff are appointed based on business and organisational need and in accordance with the RAAus Recruitment and Selection Policy.

Decisions on appointing Key Personnel and other staff are made as a result of an assessment of the Enablers detailed below. Enablers inform the number of and level at which staff are appointed.

The RAAus Recruitment and Selection Policy has regard for the skills required and works in unison with relevant position descriptions.

Other staff are not Key Personnel.

### **3.2.2.7. TRAINING**

All RAAus staff, when recruited, undergo job familiarisation training in accordance with the RAAus Recruitment and Selection Policy and associated induction procedures and checklists.

Specific job descriptions require some staff to bring with them requisite skills and qualifications so as to perform the functions of a specified role.

Where RAAus identifies a staff member requires additional skills, RAAus will provide training.

### **3.2.2.8. OTHER APPOINTMENTS**

Where RAAus appoints a person or persons to represent RAAus in an aviation safety related capacity, those details may be provided to CASA upon request.

### **3.2.2.9. VACANCIES IN CASR PART 149 ROLES**

[Appendix B](#) specifies those persons/positions who are pre-approved as a temporary replacement in the event that the incumbent is unable to fulfil the functions of the position. These temporary replacements are managed in accordance with the RAAus Higher Duties Allowance Policy.

In the event where the person performing the functions of Safety Manager is unable to fulfil the functions of the position and a temporary replacement is not available due to unforeseen circumstances, a person holding the position of another Key Person may perform the duties of the Safety Manager in accordance with an approval under 149.005.

## **3.2.3. COMMITTEES**

### **3.2.3.1. AM APPOINTED OPERATIONAL PANELS**

The [AM](#) has and may establish additional standing and ad-hoc panels. Those standing panels of relevance to this Exposition are the RAAus Safety Review Panel, the RAAus Flight Operations Panel and the RAAus Airworthiness and Maintenance Panel. These panels are governed by relevant Terms of Reference and chaired by [Key Personnel](#).

### **3.2.3.2. BOARD COMMITTEES**

RAAus Board Governance Policies provides for RAAus to establish Committees. RAAus Board Committees deal with the statutory requirements of the Corporations Act 2001 (Cth).

## **3.3. ENABLERS**

Enablers are used to inform decisions about the [RAAus Organisational Structure](#) (3.2 above). Data gathered from the enablers detailed below guides the RAAus decision making process with regard to the [approved functions](#) and ensures RAAus has in place enough suitably competent, qualified and trained staff in accordance with CASR Part 149.195(2).

### **3.3.1. KEY AND SAFETY PERFORMANCE INDICATORS**

The RAAus Board of Directors, in accordance with the RAAus Strategic Plan put in place a range of Key and Safety Performance Indicators (KPIs and SPIs). KPIs and SPIs change over time and are based on organisational priorities.

Key areas of focus include, but are not limited to:

- Financial performance (profit and loss, balance sheet and cash flow)
- Membership metrics (including member numbers and activity, flight schools, audit outcomes, aircraft registrations, instructors and maintainers)
- Occurrence dynamics (accidents, incidents, hazards, defects and complaints).

### **3.3.2. PERFORMANCE REVIEWS AND SYSTEM HEALTH CHECKS**

RAAus' ongoing staff undertake annual performance reviews. These performance reviews are reviewed on a minimum 6-monthly basis, where the staff members and their immediate manager reviews progress against their annual performance plan. The performance objectives for each plan are set at the commencement of the financial year and relate to both individual and organisational performance in alignment to the organisational Strategic Plan.

The [AM](#) conducts the annual performance reviews for the [HOS](#), [HFO](#), & [HAM](#) and these are reviewed regularly on an individual basis for individual coaching, periodical performance review updates and departmental health checks, with an annual performance review occurring at the end of each financial year. The [HOS](#) and other Key Personnel undertake reviews of staff within their department. Performance of the Accountable Manager with respect to aviation functions approved under CASR Part 149 requirements is tracked by the RAAus Board of Directors.

The AM and all key personnel ([HOS, HFO & HAM](#)) meet regularly to review significant matters as they relate to each specific portfolio along with organisational performance including staff matters, logistical matters, workload, budget and service delivery. This enables a strategic review of each department, informing each of the Executive Team members.

### **3.3.3. FINANCIAL PLANNING**

RAAus undergoes annual financial planning, monthly financial reporting and quarterly financial reporting to the board.

The annual financial plan combines information gathered as part of the processes detailed in 3.3.1 and 3.3.2 coupled with data from across the organisation. This plan is presented to the board each year for approval.

The [CEO](#) reviews financial performance on a monthly basis and every three months prepares a report to the board. The board report includes forward forecasts for planning purposes.

### **3.3.4. FATIGUE MANAGEMENT**

RAAus is committed to managing the fatigue of staff and meets its obligations both in accordance with the Work Health and Safety Act 2011 (Cth) and CASR Part 149. Furthermore, RAAus has in place a comprehensive Fatigue Management Policy.



### **3.3.5. DECISION MAKING (INCLUDING AVIATION SAFETY)**

When making decisions, the decision-maker must only refer to the terms of the relevant statutory provisions, RAAus manuals, policies and other relevant material. Having regard to factors outside of those captured in the relevant documentation is not appropriate and may render the decision invalid.

Should the [AM](#) or [HOS](#) become aware that a person has overridden or wilfully ignored an aviation safety-related decision of Key Personnel, each will be equally responsible for reporting the matter to CASA, in writing, as soon as becoming aware of the matter, and in any case not later than 7 calendar days after becoming aware of the matter in accordance with CASR Part 149.215. RAAus will choose the most appropriate notification method.

Any investigation into the matter will address the safety-related consequences of the member or staff member's action or actions.

Furthermore, RAAus has in place a number of policies and procedures to aid in managing actions that fall outside of the regulations. These policies also aid RAAus in its day to day management and delivery of its approved functions.

These include:

- RAAus Staff Disciplinary Policy
- RAAus Constitution
- RAAus Occurrence and Complaint Handling Manual
- RAAus Board Governance Policies

Each of these policies details the procedure to be followed for the relevant matter.

### **3.3.6. CORPORATE RISK MANAGEMENT**

The Board of RAAus mitigates risks in a number of ways and maintains an active Risk Register.

Risks can come from various sources including uncertainty in financial markets, threats from project failures, legal liabilities, credit risk, accidents, natural causes and disasters, deliberate attack, or events of uncertain or unpredictable root-cause.

Strategies to manage threats (uncertainties with negative consequences) typically include avoiding the threat, reducing the negative effect or probability of the threat, transferring all or part of the threat to another party, and even retaining some or all of the potential or actual consequences of a particular threat.

Strategies employed by RAAus to mitigate risk include insurance to assist with risk transfer, risk analysis to assist with mitigation and regular review by way of internal and board level committees.

## 4. SYSTEMS AND REFERENCE MATERIALS

### 4.1. MANAGEMENT SYSTEMS

RAAus has a number of management systems in place to assist with its [approved functions](#). These systems are in addition to the overarching governance oversight described above.

Facilities include a dedicated office environment housing staff and associated business processes and equipment of the scale and suitability to allow RAAus to successfully meet the requirements associated with its [approved functions](#).

Systems include occurrence and complaint management, member management, safety (SMS), audit and surveillance, misconduct, compliance and enforcement and management of change.

Furthermore, RAAus administers operational oversight, flight training, maintenance, continuing airworthiness, certification and registration of aircraft, certification (authorisations) and reporting to CASA.

RAAus maintains a suite of administrative manuals that assist staff with routine and day to day processing of the above activities which are detailed in Appendix A.

These systems and associated documentation are designed to meet the requirements of CASR Part 149.E (149.270, 149.275, 149.280, 149.285, 149.290).

#### 4.1.1. OCCURRENCE AND COMPLAINT MANAGEMENT SYSTEM (OCMS)

RAAus maintains accident, incident, hazard, defect notification and complaint reporting systems to ensure that accidents, incidents, hazards, defects and complaints at all levels of seriousness, are identified, reported and as necessary investigated. Accidents, incidents, hazards, defects and complaints associated with ground or flight operations are reported using the online RAAus Occurrence and Complaint Management System (OCMS) which is a reporting tool used to comply with the reporting requirements of the Transport Safety Investigation Act 2003 (TSI) and the Transport Safety Investigation (TSI) Regulations 2003.

Accidents, Incidents, hazards, defects and complaints are analysed and investigated by the appointed delegate as appropriate. Accident, incident, hazard, defect and complaint notification procedures are specified at the RAAus OCMS Site.

#### 4.1.2. MEMBER MANAGEMENT

In accordance with the RAAus Constitution, a person may apply to become a Member of RAAus by writing to RAAus in a format prescribed by RAAus from time to time.

The Board of Directors of RAAus shall determine from time to time the rights associated with each class of membership.

All RAAus members are managed by way of an online, secured membership database.

All RAAus members must comply with the exposition.

RAAus may reject a membership application, with reason, and advise the applicant as such. The applicant may appeal this decision in accordance with the RAAus Constitution.

When applying for membership with RAAus, applicants must confirm via the statement below that there are no impediments to them gaining an RAAus membership. The application form states:

*I certify that subject to the rules of RAAus there is no impediment to me holding any certificate if issued by RAAus. This application is made on the basis that there is no limitation, existing or threatened from any Authority in relation to any right I have to operate an aircraft in Australia. Should that occur I accept that any licence, certificate, or authority granted to me by RAAus shall automatically be equally limited until the action noted above is resolved.*

This ensures that any person wishing to join RAAus, or once a member is authorised to fly or conduct maintenance on an aircraft listed with RAAus, that these membership privileges may be limited in the interests of aviation safety, and to protect the reputation of RAAus.

As a professional membership based organisation RAAus works hard to maintain its integrity and reputation within the broader aviation sector and as such from time to time will have a need to limit the ability of a member, or potential member, where the circumstances indicate the member or potential member is not joining with a view to furthering RAAus' purpose.

### **4.1.3. FLIGHT TRAINING SCHOOL (FTS) AVIATION SAFETY MANAGEMENT SYSTEM (ASMS)**

Each RAAus approved FTS will maintain an ASMS or equivalent. To assist, a generic FTS Aviation Safety Manual Template is used as a basis for demonstrating compliance. The ASMS template can be modified, as necessary, to suit the size and complexity of each FTS.

See also [Part 12](#) of this exposition.

### **4.1.4. AUDITING AND SURVEILLANCE SYSTEM**

#### **4.1.4.1. SCOPE OF ACTIVITIES**

RAAus has a process of audit and surveillance, as required by CASR Part 149.275 and in accordance with the RAAus Audit Manual.

#### **4.1.4.2. SURVEILLANCE ACTIVITIES**

##### **4.1.4.2.1. AUDITING**

Audits of Authorisation Holders are conducted in accordance with the Audit Manual periodically and at other times when deemed necessary by RAAus. See FOM and TM for audit requirements.

##### **4.1.4.2.2. OCCURRENCE REPORTING**

RAAus' accident, incident, hazard, defect and complaint notification and reporting system (OCMS), described in [Clause 4.1.1](#) informs the planning of RAAus' audit and oversight of aviation activities. De-identified intelligence is used to determine risk and identify elements that may result in enhanced sector engagement or a targeted education program.

#### **4.1.4.3. AUDITORS AND TRAINING**

Audits will be undertaken by RAAus or a person approved by RAAus who holds appropriate audit skills and/or qualifications. Auditors, with the approval of RAAus, may appoint subject matter experts to assist audits where a need for specialist knowledge will facilitate an improved safety, compliance or educational outcome.

#### **4.1.4.4. AUDIT AND MEMBER RECORDS**

Audit reports, follow up action and member records are retained at the RAAus Office and will be made available to CASA on request.

### **4.1.5. MISCONDUCT, COMPLIANCE, ENFORCEMENT AND COMPLAINTS**

The RAAus Constitution provides a statutory obligation for RAAus to establish and maintain processes and procedures to deal with misconduct, occurrences and complaints (including complaints about RAAus decisions). RAAus has documented procedures to deal with compliance and enforcement action, which satisfy CASR Part 149.290, CASR Part 149.605, CASR Part 149.610, CASR Part 149.615, CASR Part 149.620.

A person impacted by a decision made by RAAus may seek a review of that decision in accordance with the RAAus Occurrence and Complaint Handling Manual as required by CASR Part 149.290.

Refer to RAAus Occurrence and Complaint Handling Manual, FOM<sub>z</sub> and TM.

## **4.2. DOCUMENT FRAMEWORK**

RAAus formulates its documentation framework of regulations, policies, procedures, manuals, training syllabi, advisory material and handbooks to regulate and administer the affairs of RAAus and to educate participants. Relevant documents describe the prerequisites, application process and procedures for achieving compliance with the regulations.

Relevant documents are included in specific manuals to target a particular audience such as members, pilots, maintainers, educators, role specialists and authorised examiners. Documents of relevance to this Exposition and CASA are listed in [Appendix A](#).

The following chart depicts document relationships:

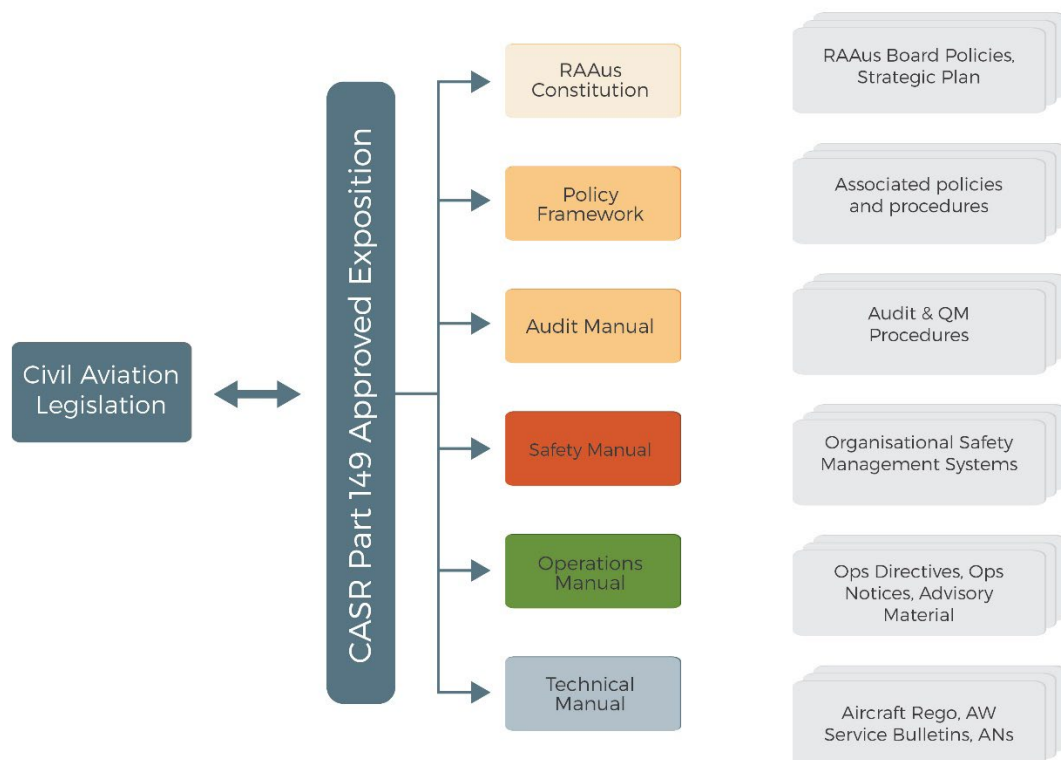


Diagram 2: RAAus document relationships

## 4.3. RECORD KEEPING AND RETENTION

### 4.3.1. CORPORATE DOCUMENTS

As a CLG, RAAus must adhere to relevant record keeping requirements and also maintains a Document Records and Retention Management Policy.

### 4.3.2. FLIGHT OPERATIONAL, CONTINUING AIRWORTHINESS AND TECHNICAL DOCUMENTS

Legislation requires that operational and technical documents be retained in a legible and retrievable form. RAAus maintains documents in accordance with RAAus Document Records and Retention Management Policy. RAAus will make records available to CASA within 28 calendar days of receiving a written request unless prevented from doing so by an Australian legal precedent.

### 4.3.3. ORGANISATIONAL DATA

RAAus will maintain organisational records and data in an online database. Records relating to certificates, ratings, endorsements, appointment of authorised persons, aircraft registration, audit findings and any compliance or enforcement action will be recorded against the participant's or organisation's profile in the membership data base.

Data in the RAAus database is partitioned and password protected. Officers of RAAus, members and authorised third parties have security controlled restricted access to membership data that is relative and essential to the nature of their assigned responsibilities, delegations and authorisations.

## **5. REPORTING OF CERTAIN MATTERS TO CASA**

### **5.1. REPORTING REQUIREMENTS UNDER CASR PART 149.G**

#### **5.1.1. REPORTING IN ACCORDANCE WITH CASR 149.430**

RAAus will provide information to CASA in writing within 7 days of becoming aware of either of the following:

- a) An RAAus member or applicant for RAAus membership makes application for an authorisation (the same in substance) as one which has been subject to a variation or cancellation by another relevant authorising body.
- b) If RAAus contravenes CASR Part 149.435 and/or CASR 149.440.

#### **5.1.2. REPORTING IN ACCORDANCE WITH CASR 149.425**

RAAus will provide CASA with a written report as soon as practical where an investigation, in accordance with the RAAus Occurrence and Complaint Handling Manual, causes RAAus to reasonably believe that:

- c) the holder of an authorisation issued by RAAus has contravened this exposition and despite compliance or enforcement action taken by RAAus, the conduct of the holder of the authorisation jeopardises the safety of civil aviation.
- d) a person is undertaking an activity for which the person is required to hold an authorisation issued by RAAus and the person does not hold an authorisation issued by RAAus to undertake the activity.

RAAus will provide a summary report to CASA every 90 days where RAAus reasonably believes:

- a) that a person is undertaking an activity for which the person holds an authorisation issued by RAAus in a way that contravenes the authorisation; or
- b) an aircraft that has ceased to be registered under Part 47 or administered by RAAus is being or has been flown.

## **6. SURRENDER OF CERTAIN DOCUMENTS TO CASA**

### **6.1. COPIES OF DOCUMENTS TO CASA – CASA PART 149.550**

Where the Accountable Manager determines that RAAus is required to provide copies of documents to CASA due to any of the following:

- a) its own admission
- b) CASA serving notice that it has cancelled the RAAus ASAO Certificate or
- c) RAAus being deemed by ASIC to be insolvent under the Corporations Act 2001 (Cth).

The person performing the duties of the Accountable Manager under this Exposition will take the following action under CASR Part 149.550(2):

- a) take all reasonable steps to manage RAAus as provided for under the RAAus Constitution (Winding Up) and
- b) surrender all documents used by the RAAus in performance of its ASAO functions to CASA.

### **6.2. DOCUMENTS SUBJECT TO SURRENDER**

Documents subject to surrender are:

- a) SMS, RAAus FOM and TM
- b) all other documents listed in [Appendix A](#) and
- c) the membership register with all certificates, ratings and endorsements, authorisations and aircraft registration details held that relates to a CASR Part 149 function performed by RAAus.

## **7. MANAGEMENT OF CHANGE**

### **7.1. CHANGES TO RAAUS RULES, REGULATIONS AND CONTROLLED DOCUMENTS**

Changes to RAAus Rules and Regulations, the RAAus Exposition Document and to the documents listed in [Appendix A](#) to this Exposition are controlled through the RAAus Change Management Manual.

#### **7.1.1. INITIATION OF CHANGES TO POLICIES, RULES, REGULATIONS AND OTHER DOCUMENTS**

The RAAus governance, administrative and technical documents are living documents that are subject to periodic review.

Proposals for changes will come from a number of sources including but not limited to:

- CASA direction, changes to legislation, legal ruling or legal interpretation;
- Board resolution
- operational experience
- accident and incident data
- foreign NAA and/or internationally accepted best practice
- subject matter expert review of member feedback
- an Operational or Board direction
- a special resolution of an RAAus General Meeting of Members and
- findings from an ATSB accident investigation and a Coroner's Court.

#### **7.1.2. CHANGES THAT REQUIRE CASA APPROVAL**

Significant changes, as defined within the RAAus Change Management Manual, will be presented to CASA for approval in accordance with CASR 149.115.

#### **7.1.3. NOTIFYING CASA OF CHANGES**

CASA will be notified of non-significant changes as defined within the RAAus Change Management Manual.

#### **7.1.4. EXPOSITION VERSION CONTROL NUMBERING**

When a change is made to the RAAus Exposition, the Exposition version ("V") number will be adjusted. Where exposition changes require CASA approval the version number to the left of the decimal will be adjusted. Where exposition changes do not require CASA approval the version number to the right of the decimal will be updated.



## **8. STAKEHOLDER RELATIONSHIPS**

### **8.1. FORMAL RELATIONSHIPS**

RAAus maintains, fosters and develops formal relationships with a range of external stakeholders.

Where RAAus has a formal relationship with a view to positively effecting the safety of air navigation, the relationship will be reduced to writing and a copy of the relationship document will be held by the CEO. Documents reduced to writing will include clauses detailing information sharing arrangements and any other operational cooperation arrangements.

RAAus maintains a register of formal relationships.

### **8.2. INFORMAL RELATIONSHIPS**

Where a formal relationship document does not exist, RAAus adopts a collaborative philosophy ensuring that the mutual interests of the parties are positively represented.

### **8.3. AFFILIATIONS**

RAAus participates in a number of industry focussed operational, continuing airworthiness and safety related forums and advisory groups.

## 9. FLIGHT OPERATIONS

*This Part contains general information on the operation of aircraft registered with and operated by members of RAAus.*

### 9.1. GENERAL

Participants will conduct all operations in accordance with the RAAus FOM and relevant legislation unless specifically exempted. This requirement includes but is not limited to:

- a) Rules of the Air
- b) Operations at Aerodromes and Circuit Patterns, including local noise abatement and fly neighbourly requirements
- c) Radio Operation and the use of Aircraft Call Signs
- d) Airspace requirements and Navigation
- e) Pre-Flight Planning
- f) Alcohol and Other Drug requirements
- g) Aviation Security and
- h) Accident and Incident Reporting.

### 9.2. GOVERNING POLICY

RAAus manages and administers recreational aviation operations in aircraft registered with RAAus that operate in Australian States and Territories, in accordance with the CASA approved CASR Part 149 Exposition, RAAus FOM, RAAus TM, CAO 95.10, CAO 95.32 and CAO 95.55 and all other applicable legislation.

### 9.3. KEY PERSONNEL

#### 9.3.1. HEAD OF FLIGHT OPERATIONS (HFO)

The [HFO](#) is appointed by and accountable to the [AM](#) for the overall administration, control, supervision, compliance and enforcement action related to flight operations, in accordance with the FOM and relevant legislation.

The full scope of the [HFO](#)'s portfolio responsibilities are documented in the HFO statement of duties and responsibilities in the HFO Job Description.

### 9.4. FLIGHT OPERATIONS

#### 9.4.1. AUTHORISATIONS AND APPROVALS

Members of RAAus undertake flying activities and flight training in accordance with the relevant legislation, the RAAus FOM, RAAus Syllabus of Flight Training and TM, notices and bulletins, and the Exposition.

The RAAus FOM, notices and bulletins are compiled to meet the requirements of the relevant legislation.

The FOM is a CASA approved document that sets out the compliance requirements for RAAus participants and the consequences of non-compliance.

## **9.4.2. RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM ORGANISATIONS OTHER THAN RAAUS**

For gaining a qualification issued by RAAus the applicant must, to the satisfaction of the [HFO](#), be able to demonstrate competency and meet the requirements for gaining the qualification that is applied for, in accordance with the standards set out in the RAAus FOM.

Where a person holds an authorisation issued by another ASAO, another sport aviation body, CASA or the national aviation authority of a foreign country, they will also be assessed by RAAus as required by CASR Parts 149.430, 149.435 and 149.500 to determine if there are any variations, cancellations or suspensions that may be in place. Where a cancellation was in force under CASR Part 149.500, RAAus will not issue an equivalent authorisation until three years after the date of cancellation.

RAAus will not issue an equivalent authorisation to a person where there is an exclusion period in force under Section 30A of the Civil Aviation Act and in accordance with CASR Parts 149.440.

## **9.4.3. METEOROLOGICAL CONDITIONS**

RAAus registered aircraft must only be flown in day visual meteorological conditions.

## **9.4.4. ALCOHOL AND OTHER DRUGS**

RAAus takes a zero tolerance approach to the consumption or use of alcohol and other drugs while operating or otherwise in control of an RAAus aircraft. Refer to FOM.

An RAAus member operating an RAAus registered aircraft shall not act as, or perform any duties or functions preparatory to operating of an aircraft if:

- a) They are in a state in which, by reason of 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; or
- b) the person has, during the period of 8 hours immediately preceding the departure of the aircraft consumed any alcoholic liquor or medicinal preparation that would result in a blood alcohol reading of above 0.02%.

RAAus members are required to submit to a test by CASA approved testers if they are intending to perform, or are performing a safety sensitive aviation activity. E.g. Preparing an aircraft for flight, PIC of an aircraft, refuelling an aircraft, performing maintenance on an aircraft, securing an aircraft at a tie-down point or working on an aircraft in a hangar at an airfield.

For member guidance this is taken to mean almost anything that an RAAus member is doing in relation to the preparation for or the operation of an aircraft at an aviation location.

## 9.5. CERTIFICATES

### 9.5.1. CERTIFICATES, RATINGS, ENDORSEMENTS AND APPROVALS

RAAus trains participants and issues certificates, ratings, endorsements and approvals in accordance with the RAAus FOM, the RAAus Syllabus of Flight Training and the RAAus FIRM. This ensures that all recreational aircraft are operated in accordance with the standards and procedures specified in the RAAus FOM.

The FOM and RAAus Syllabus of Flight Training sets out the competencies necessary to obtain and retain a pilot certificate, rating, endorsements and approvals. In a broad context certificates and ratings are broken into four groups

- a) Student or converting pilot
- b) Pilot Certificate Holder
- c) Instructor Rating Holder and
- d) Approval Holder.

A record of certificates, ratings, endorsements and approvals issued to participants is maintained in the RAAus database.

Certificates, ratings, endorsements and approvals are then further linked to Aircraft Groups. Aircraft Groups are determined by the nature of the aircraft type and method of operation. The following are the operational Aircraft Groups that underpin the classification of RAAus operational certificates, ratings, endorsements and approvals.

- a) Group A - Three Axis Control Aircraft (LSA and Ultralight) <=600kg
- b) Group B - Weightshift Control Aircraft
- c) Group C - Combined Control Aircraft (redundant)
- d) Group D - Powered Parachutes
- e) Group E - *reserved*
- f) Group F - *reserved*
- g) Group G - Lightweight Aircraft 601-760kg
- h) Group H - *reserved*

## 9.6. MEDICAL REQUIREMENTS

Participants issued with a certificate are required to meet and maintain a minimum of a self-declared health standard equivalent to that required for the issue of an Australian private motor vehicle driver licence. Requirements for the issue of, maintenance of, and/or renewal of the medical standard for the type of certificate issued to the participant are detailed in the FOM.

An applicant for the issue of an instructor rating or higher approval must meet and maintain the required medical standard as detailed in the FOM.

If a participant fails to disclose information that has an impact on their safety, or the safety of other airspace users, the [HFO](#) may request confirmation of the participant's current medical status directly from the participant. The [HFO](#) may also take such other action as detailed in [clause 9.7](#) below.

## 9.7. SUSPENSION/VARIATION/CANCELLATION OF CERTIFICATES, RATINGS, ENDORSEMENTS AND APPROVALS

The Accountable Manager or Key Personnel, upon becoming aware of an alleged contravention of legislation, medical issue and conduct that constitutes, contributes to, or results in a risk to the safety of air navigation may immediately suspend, vary or cancel a certificate, rating, endorsement and approval.

Subsequent to this action and in accordance with Section 4.1.5 of this exposition and the RAAus Occurrence and Complaint Handling Manual and FOM the matter may be the subject of further review and/or compliance or enforcement action.

## 9.8. FLIGHT TRAINING

Flight Training is training for a pilot certificate, rating, endorsement or approval in relation to the operation of an RAAus aircraft, with reference to the units of competency and assessment required by RAAus for the issue of a pilot certificate, rating or endorsement:

- a) for a pilot certificate – operate the aircraft; and
- b) for an endorsement or rating – conduct the activities authorised by the endorsement or rating.

### 9.8.1. FLIGHT TRAINING SCHOOLS (FTSs)

Student pilots, converting pilots and pilot certificate holders may only undertake flight training with an approved RAAus FTS. An FTS must not provide flight training until the FTS is approved in writing by the [HFO](#).

To be approved for the delivery of flight training, an FTS must meet all of the conditions for approval set out in the RAAus FOM.

An FTS may only operate when a CFI is approved in accordance with the RAAus FOM.

To assist RAAus CFIs in the performance of their FTS responsibilities and the maintenance of a consistent and high standard of flight training RAAus has developed and published on the RAAus website a specific CFI Portal and a FIRM. The CFI Portal is password protected.

The CFI Portal provides CFIs easy access to a range of flight operational, continuing airworthiness, flight training, educational and legislative guidance as well as selected RAAus forms. Continuing education is provided through the delivery of a Professional Development Program (PDP) for all instructors.

In addition, RAAus undertakes audits of approved FTSs in accordance with the RAAus Audit Manual.

## 9.8.2. PILOT TRAINING

The RAAus FOM, FIRM, Syllabus of Flight Training and supporting documents set out the requisites, competency standards and procedures to obtain and maintain the operational qualifications, endorsements and approvals issued by RAAus. The procedures published in the RAAus FOM and supporting documents must be strictly adhered to by all participants. Guidance material and handbooks published from time to time, represent best practice at the time of publication and if followed will contribute to compliant outcomes and a high standard of safe operations and pilot proficiency.

RAAus is the sole authority in regard to the interpretation of all of the RAAus published procedures and supporting guidance material.

## 9.8.3. EXAMINATIONS AND TESTS

RAAus has developed and administers an examination and testing regime. This system is administered in accordance with the procedures found in the suite of RAAus manuals.

RAAus specifies and publishes the flight test and theoretical examinations that must be satisfactorily completed and the competencies that must be demonstrated prior to the issue of a pilot qualification, rating, endorsement or approval. Refer to the RAAus FOM.

Where the actions of a participant calls into question the continuing competency of that participant to continue to exercise the privileges of the qualification, rating, endorsement or approval, the [HFO](#) may direct the participant to undertake a flight review or assessment with the [HFO](#).

## 10. AIRCRAFT AND CONTINUING AIRWORTHINESS

*This Part contains general information on aircraft operated by RAAus participants and the continuing airworthiness of those aircraft.*

### 10.1. GENERAL

Unless specifically exempted or directed by relevant legislation, participants will conduct all operations in accordance with the RAAus TM.

### 10.2. GOVERNING POLICY

The RAAus Constitution requires that each member will be subject to all the obligations pursuant to the RAAus Constitution and Rules. The TM is part of the RAAus governing suite of manuals approved by CASA for this purpose.

The relevant legislation requires that the continuing airworthiness of all recreational aircraft is specified in the RAAus TM. The TM contains RAAus policies and procedures for the continuing airworthiness, design and maintenance standards, aeronautical practices, test procedures and processes in respect of aircraft listed with RAAus.

Owners and/or operators of RAAus listed aircraft are responsible for ensuring the standards for continuing airworthiness as set out in the TM are met and maintained. The holder of an RAAus pilot certificate operating as pilot in command of an RAAus listed aircraft is responsible for the operation of the aircraft in accordance with the standards provided for in the FOM, Aircraft Pilot Operating Handbook (POH), TM and all other aviation regulation.

### 10.3. CONTINUING AIRWORTHINESS ADMINISTRATION

RAAus administers the continuing airworthiness of aircraft for those participants who:

- a) carry out maintenance on an RAAus listed aircraft;
- b) carry out maintenance on an aeronautical product for an aircraft;
- c) conduct procedures for the weight control of an aircraft;
- d) Conduct any other activity concerning the listing or continuing airworthiness of an RAAus aircraft.

### 10.4. SUSPENSION/VARIATION/CANCELLATION OF AIRCRAFT REGISTRATION/MAINTENANCE AUTHORISATIONS

The Accountable Manager or Key Personnel, upon becoming aware of an alleged contravention of procedures and/or legislation, or conduct that constitutes, contributes to, or results in a risk to the safety of air navigation may, immediately suspend, vary or cancel the certificate of registration of an aircraft, and any or all maintenance authorisations held by a participant.

Subsequent to this action and in accordance with Section 4.1.5 of this exposition and the RAAus Occurrence and Complaint Handling Manual, the matter may be the subject of further review and/or compliance or enforcement action.

## 10.5. KEY PERSONNEL

### 10.5.1. HEAD OF AIRWORTHINESS AND MAINTENANCE (HAM)

The [HAM](#) is appointed by and accountable to, the [AM](#) for the overall administration, control, supervision, compliance and enforcement action related to airworthiness and maintenance, in accordance with the TM and relevant legislation.

The full scope of the [HAM](#)'s portfolio responsibilities are documented in the statement of duties and responsibilities in the HAM Job Description.

## 10.6. AIRCRAFT

### 10.6.1. AIRCRAFT TYPES

The number and types of aircraft registered by RAAus is evolving. Currently these types are:

- Amateur Built and Kit Built aircraft
- Factory Built Type Certified aircraft
- Factory Built Light Sport Aircraft (LSA) and
- Experimental Light Sport Aircraft (E-LSA).

### 10.6.2. AIRCRAFT MODIFICATION

Aircraft modifications are classified as either minor, or major. A minor modification is one that has no appreciable effect on the weight, balance, structural strength, reliability, operational characteristics, or other characteristics affecting the airworthiness of an aircraft, aircraft engine or propeller. All other changes are major changes.

The TM describes in detail the origins of aircraft modifications, the process for approval of a modification how-so-ever initiated, who may perform modification work and the recording of modification work.

RAAus has well-documented processes for modifications to aircraft located in the TM.

### 10.6.3. AIRCRAFT REPAIR

RAAus does not set standards for the repair of aeronautical structures or systems.

The TM outlines the repair requirements for RAAus aircraft. Where a repair does not return the aircraft structure or system to its original state it may be classified as a modification in accordance with the TM.

### 10.6.4. AIRCRAFT FIRST OF TYPE

An application for first of type acceptance can be made by an individual, aircraft import agent, or an aircraft manufacturer as per the RAAus TM. Upon receipt of an application for first of type acceptance on the correct form RAAus will satisfy itself that all relevant criteria are met before acceptance. The RAAus TM details the criteria to be met, assessment protocol, fees and actions to be completed upon acceptance.



## **10.7. WEIGHT AND BALANCE**

RAAus has procedures for the weight control of aircraft.

Weight and balance requirements for relevant legislation are detailed in the RAAus TM. Additional material is available on the RAAus website.

## **10.8. MAINTENANCE POLICY AND AUTHORISATIONS**

RAAus specifies the maintenance requirements for aircraft registered with RAAus.

Maintenance of owner operated aircraft not used for flight training or hire is the responsibility of the aircraft owner. Factory produced aircraft may be used for flight training or offered for hire and must be maintained by an RAAus approved maintainer relevant to the category of operation.

RAAus requires the maintenance to be undertaken in accordance with a maintenance schedule appropriate for the type of aircraft and the operating environment.

The TM sets out the extent of maintenance that can be performed by authorised participants (e.g. aircraft owners, pilots and other persons) on aircraft operated in accordance with relevant legislation.

Maintenance includes all of those actions which are carried out on an RAAus registered aircraft to ensure continuing airworthiness.

RAAus has a CASA approved structure of aircraft maintainers based on five levels of competency. In order to exercise the privileges of an RAAus issued Maintenance Approval the approval holder must be a financial member of RAAus.

In accordance with the TM, RAAus expects a minimum level of knowledge and a minimum standard of competency to be demonstrated for the issue of a maintenance approval. RAAus sets the syllabus of training, the criteria for the issue and renewal of maintenance approvals, and recency requirements.

## **10.9. MAINTENANCE ACTIVITIES**

RAAus requires participants to comply with the TM which provides detailed guidance for maintenance activities. The guidance provided to participants clearly sets out RAAus' minimum expectations in relation to maintenance tasks and compliance necessary for continuing airworthiness.

## **10.10. SPECIAL FLIGHT PERMIT**

RAAus does not issue Special Flight Permits.

## **11. AIRCRAFT REGISTRATION**

*This Part contains general information on the process for registration of aircraft registered with RAAus.*

### **11.1. AIRCRAFT REGISTRATION – OVERVIEW**

RAAus manages a listing of a portion of the Australian aircraft register on behalf of CASA.

RAAus registration procedures are comprehensive and well documented in the TM. The process of registration requires an application to be made to RAAus using the appropriate application form.

The processes for allocation of registration marks, issue of new registrations, renewal of registrations, recording of nominated registrant/operator, transfer of aircraft, issue of exemptions, suspensions and/or cancellations is detailed in the TM.

### **11.2. PUBLICATION OF AN AIRCRAFT REGISTER**

RAAus maintains a publicly available searchable listing of aircraft that meets the requirements of our Privacy Policy.

This search feature is available on the RAAus website.

RAAus also maintains relationships with key stakeholders and provides varying levels of access to our listing of aircraft on a needs basis. Details of access provided are available upon request.

## 12. SAFETY MANAGEMENT SYSTEM

### 12.1. GENERAL

The RAAus Board of Directors, [CEO](#), and AM are committed to providing the leadership, financial investment, and resources necessary to enable the RAAus SMS to drive a culture of compliance, safety and continuous improvement. This commitment extends to supporting our membership base, Flight Training Schools, affiliated aero clubs, maintainers, educational institutions and RAAus staff.

### 12.2. GOVERNING POLICY

The organisational SMS encapsulates the four parts and fifteen elements of a contemporary SMS. These include the requirements for an RAAus FTS's SMS.

### 12.3. MANAGEMENT COMMITMENT AND RESPONSIBILITY

The Accountable Manager is responsible for ensuring a Safety Policy is published and included within the RAAus Safety Manual. The RAAus safety policy outlines safety objectives that are published for staff and members to view at the RAAus head office and on the RAAus website.

### 12.4. RAAUS SMS AND THE ASSUMPTION OF RISK

The RAAus SMS identifies hazards and risks associated with aviation activities and seeks to eliminate them or mitigate them to a level that is as low as reasonably practical. The RAAus SMS meets the requirements of CASR Part 149.270 and 149.340(e). RAAus classifies operations for the purposes of identifying the level of oversight required and the participants competency.

RAAus participants also operate on the basis of [informed participation](#) as outlined in [Clause 2.6](#).

### 12.5. SMS IS MULTI-DIMENSIONAL

The RAAus SMS provides a systematic way to identify hazards and control risks while maintaining assurance that these risk controls are effective. RAAus has a “whole of business” approach to safety. It is a systematic and comprehensive process for managing safety risks that are focussed on the Corporate, Operational and Maintenance portfolios. As with all management systems, the RAAus Safety Management System provides for goal setting, planning, and measuring performance.

The RAAus SMS is part of the culture of the organisation and is embedded in the way RAAus staff deliver services, set standards, and oversight sector engagement. The RAAus SMS also covers governance and service delivery for flight training and continuing airworthiness.

## 13. APPENDICES

### 13.1. APPENDIX A – LINKED DOCUMENTS

<b>Rules</b>	
RAAus Audit Manual	<a href="http://www.raaus.com.au/exposition/audit-manual">www.raaus.com.au/exposition/audit-manual</a>
RAAus Constitution	<a href="http://www.raaus.com.au/exposition/constitution">www.raaus.com.au/exposition/constitution</a>
RAAus Change Management Manual	<a href="http://www.raaus.com.au/exposition/change-management-manual">www.raaus.com.au/exposition/change-management-manual</a>
RAAus Flight Instructor Reference Manual	<a href="http://www.raaus.com.au/exposition/firm">www.raaus.com.au/exposition/firm</a>
RAAus Flight Operations Manual	<a href="http://www.raaus.com.au/exposition/flight-operations-manual">www.raaus.com.au/exposition/flight-operations-manual</a>
RAAus Occurrence and Complaint Handling Manual	<a href="http://www.raaus.com.au/exposition/ochm">www.raaus.com.au/exposition/ochm</a>
RAAus Risk Management Manual	<a href="http://www.raaus.com.au/exposition/risk-management-manual">www.raaus.com.au/exposition/risk-management-manual</a>
RAAus Safety Manual	<a href="http://www.raaus.com.au/exposition/safety-manual">www.raaus.com.au/exposition/safety-manual</a>
RAAus Syllabus of Flight Training	<a href="http://www.raaus.com.au/exposition/syllabus-of-flight-training">www.raaus.com.au/exposition/syllabus-of-flight-training</a>
RAAus Technical Manual	<a href="http://www.raaus.com.au/exposition/technical-manual">www.raaus.com.au/exposition/technical-manual</a>
<b>RAAus Panel Terms of Reference</b>	
RAAus Airworthiness and Maintenance Panel Terms of Reference	<a href="http://www.raaus.com.au/exposition/airworthiness-panel">www.raaus.com.au/exposition/airworthiness-panel</a>
RAAus Flight Operations Panel Terms of Reference	<a href="http://www.raaus.com.au/exposition/operations-panel">www.raaus.com.au/exposition/operations-panel</a>
RAAus Safety Review Panel Terms of Reference	<a href="http://www.raaus.com.au/exposition/safety-panel">www.raaus.com.au/exposition/safety-panel</a>
<b>RAAus CASR Part 149 Policy Documents</b>	
Document Records and Retention Management	<a href="http://www.raaus.com.au/exposition/drrm">www.raaus.com.au/exposition/drrm</a>
Fatigue Management	<a href="http://www.raaus.com.au/exposition/fatigue-management">www.raaus.com.au/exposition/fatigue-management</a>
Higher Duties Allowance	<a href="http://www.raaus.com.au/exposition/higher-duties">www.raaus.com.au/exposition/higher-duties</a>

Recruitment & Selection	<a href="http://www.raaus.com.au/exposition/recruitment-and-selection">www.raaus.com.au/exposition/recruitment-and-selection</a>
Staff Disciplinary	<a href="http://www.raaus.com.au/exposition/staff-disciplinary">www.raaus.com.au/exposition/staff-disciplinary</a>
<b>RAAus Internal Procedures Manuals</b>	
Flight Operations Procedures Manual	Internal use only
<b>RAAus Internal Administration Manuals</b>	
Airworthiness and Maintenance Administration Manual	Internal use only
Members Processing Manual	Internal use only
<b>RAAus CASR Part 149 General Documents</b>	
Membership Application form	<a href="http://www.raaus.com.au/exposition/application-for-membership">www.raaus.com.au/exposition/application-for-membership</a>
Privacy Policy	<a href="http://www.raaus.com.au/exposition/privacy-policy">www.raaus.com.au/exposition/privacy-policy</a>
RAAus Board Governance Policies	<a href="http://www.raaus.com.au/exposition/governance-policy">www.raaus.com.au/exposition/governance-policy</a>
RAAus Strategic Plan	<a href="http://www.raaus.com.au/exposition/strategic-plan">www.raaus.com.au/exposition/strategic-plan</a>
<b>RAAus CASR Part 149 Key Personnel Position Descriptions</b>	
RAAus Organisational Chart	<a href="http://www.raaus.com.au/exposition/organisational-chart">www.raaus.com.au/exposition/organisational-chart</a>
AHFO – Assistant Head of Flight Operations	<a href="http://www.raaus.com.au/exposition/ahfo">www.raaus.com.au/exposition/ahfo</a>
AHAM – Assistant Head of Airworthiness and Maintenance	<a href="http://www.raaus.com.au/exposition/aham">www.raaus.com.au/exposition/aham</a>
AM – Accountable Manager	<a href="http://www.raaus.com.au/exposition/am">www.raaus.com.au/exposition/am</a>
HAM - Head of Airworthiness & Maintenance	<a href="http://www.raaus.com.au/exposition/ham">www.raaus.com.au/exposition/ham</a>
HFO - Head of Flight Operations	<a href="http://www.raaus.com.au/exposition/hfo">www.raaus.com.au/exposition/hfo</a>
HOS – Head of Safety	<a href="http://www.raaus.com.au/exposition/hos">www.raaus.com.au/exposition/hos</a>
<b>Non RAAus Legislative Instruments (searchable through <a href="http://www.legislation.gov.au">www.legislation.gov.au</a>)</b>	

CASR Part 149	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
CASR Part 149 MOS	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Civil Aviation Act 1988	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Civil Aviation Safety Regulations 1998	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Corporations Act 2001 (Cth)	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Transport Safety Investigation Act 2003 (TSI)	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Transport Safety Investigation (TSI) Regulations 2003.	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Work Health and Safety Act 2011 (Cth)	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
<b>Other Relevant References</b>	
AIP GEN	<a href="http://www.airservicesaustralia.com/aip/aip.asp">www.airservicesaustralia.com/aip/aip.asp</a>
CASA Dictionary	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
CASA Website	<a href="http://www.casa.gov.au">www.casa.gov.au</a>
ICAO Annex 6, Part 1, Definitions	<a href="http://www.verifavia.com/bases/ressource_pdf/299/icao-annex-6-part-i.pdf">www.verifavia.com/bases/ressource_pdf/299/icao-annex-6-part-i.pdf</a>
ICAO Annex 19, s1.2 Definitions	<a href="http://www.icao.int/safety/SafetyManagement/Documents/Annex_19_-_ICAO_presentation_-_self_instruction_24September2013.pdf">www.icao.int/safety/SafetyManagement/Documents/Annex_19 - ICAO presentation - self instruction 24September2013.pdf</a>
ICAO Definitions	<a href="http://www.raaus.com.au/exposition/icao-definitions">www.raaus.com.au/exposition/icao-definitions</a>
RAAus OCMS	<a href="http://reporting.raaus.com.au">reporting.raaus.com.au</a>
RAAus Aircraft Registration Search	<a href="http://www.raaus.com.au/exposition/aircraft-registration-search">www.raaus.com.au/exposition/aircraft-registration-search</a>
RAAus Website	<a href="http://www.raaus.com.au">www.raaus.com.au</a>

## 13.2. APPENDIX B – KEY PERSONNEL AND DIRECTORS

### 13.2.1. KEY PERSONNEL

The Accountable Manager and Key Personnel and their relationship to each other are identified below.

For the purposes of CASR Part 149.085(d)(i), CASA will be notified in writing by the [AM](#) (or the person acting in the role at the time) within 7 working days of any vacancy in a key person’s (listed as a key person in this Appendix) role.

For the purposes of CASR Part 149.085(d)(ii), RAAus will fill a temporary vacancy in a key person’s (listed as a key person in this Appendix) role in accordance with the RAAus Higher Duties Allowance Policy.

When a key person (listed as a key person in this Appendix) is unable to fulfil the responsibilities of the position for a period of more than 35 calendar days and either a new appointment is made or a substitute person takes on the responsibilities, CASA will be notified in accordance with CASR Part 149.200. RAAus fills vacant roles in accordance with the RAAus Recruitment and Selection Policy and the RAAus Higher Duties Allowance Policy.

The following key personnel perform those functions that are the responsibility of the **Accountable Manager** and the **Safety Manager** under CASR Part 149.D.

<b>CASR Part 149 Position:</b>	Accountable Manager
<b>RAAus Title:</b>	Chief of Aviation (COA)
<b>Name:</b>	Cody Calder
<b>Reports to:</b>	Chief Executive Officer (CEO)
<b>Job Specification:</b>	<a href="#">COA Position Description</a>
<b>CASR 149.200 Substitute:</b>	Head of Airworthiness & Maintenance for up to 90 days when AM is absent or the position is vacant.

<b>CASR Part 149 Position:</b>	Safety Manager
<b>RAAus Title:</b>	Head of Safety
<b>Name:</b>	Christopher Windle
<b>Reports directly to:</b>	Accountable Manager (AM)
<b>Job Specification:</b>	<a href="#">HOS Position Description</a>
<b>CASR 149.200 Substitute:</b>	Head of Training Development for up to 90 days when HOS is absent or the position is vacant.

The following are Key Personnel, under CASR Part 149.D specifically for:

<b>CASR Part 149 Position:</b>	Key Personnel
<b>RAAus Title:</b>	Head of Flight Operations (HFO)
<b>Name:</b>	Jill Bailey
<b>Reports directly to:</b>	Accountable Manager (AM)
<b>Job Description:</b>	<a href="#">HFO Position Description</a>
<b>CASR 149.200 Substitute:</b>	Assistant Head of Flight Operations (AHFO) for up to 90 days when HFO is absent or the position is vacant.

<b>CASR Part 149 Position:</b>	Key Personnel
<b>RAAus Title:</b>	Head of Airworthiness and Maintenance (HAM)
<b>Name:</b>	Jared Smith
<b>Reports directly to:</b>	Accountable Manager (AM)
<b>Job Description:</b>	<a href="#">HAM Position Description</a>
<b>CASR 149.200 Substitute:</b>	Assistant Head of Airworthiness and Maintenance (AHAM) for up to 90 days when HAM is absent or the position is vacant.

The following positions are listed to show people who fill the above Key Personnel roles when required and are not Key Personnel:

<b>RAAus Title:</b>	Assistant Head of Flight Operations (AHFO)
<b>Name:</b>	Martin Peters
<b>Reports directly to:</b>	Head of Flight Operations
<b>Job Description:</b>	<a href="#">AHFO Position Description</a>
<b>CASR 149.200 Substitute:</b>	Not required

<b>RAAus Title:</b>	Assistant Head of Airworthiness and Maintenance (AHAM)
<b>Name:</b>	Darren Barnfield
<b>Job Description:</b>	<a href="#">AHAM Position Description</a>
<b>Reports directly to:</b>	Head of Airworthiness and Maintenance (HAM)
<b>CASR 149.200 Substitute:</b>	Not required

<b>RAAus Title:</b>	Head of Training Development
<b>Name:</b>	Neil Schaefer
<b>Reports directly to:</b>	Head of Safety
<b>CASR 149.200 Substitute:</b>	Not required

### 13.2.2. DIRECTORS

Chair Michael Monck

Deputy Chair Luke Bayly

Trevor Bange

Andrew Scheiffers

Simon Ozanne

Paul Reddish

Mark Ferraretto

Company Secretary Ainslie Cunningham

Company Secretary Deborah Anderson

### 13.2.3. CHIEF EXECUTIVE OFFICER

Maxine Milera



### 13.3. APPENDIX C - MATRIX

The below Functions and activities administered under Part 149 relate to the following kinds of aircraft (only) in accordance with Part 149 Manual of Standards, Chapter 2 – Aviation administration functions, Division 2:

- Section 8 Part 149 aircraft—microlight aeroplanes, and
- Section 9 Part 149 aircraft—weight-shift-controlled aeroplanes, and
- Section 10 Part 149 aircraft—ultralight aeroplanes, LSA aeroplanes and lightweight aeroplanes.

RAAus Part 149 Key Personnel / Appointed Person Table					
MOS Section, Name and Function	Key Personnel - A person appointed by the ASAO to manage a Part 149 function.	Function Includes (Sub-Functions)	Activities Administered under the Function	Appointed Personnel - A person (volunteer or otherwise) appointed by the ASAO to perform an approved Part 149 function or sub-function (in part or in whole) on behalf of the ASAO.	Appointed Personnel - A person (volunteer or otherwise) appointed by the ASAO to perform an approved Part 149 function or sub-function (in part or in whole) on behalf of the ASAO.
<b>14 ASAO registration of certain aircraft</b>					
<b>14</b> It is an aviation administration function to administer the aircraft by establishing and maintaining a register (an ASAO register) of aircraft that contains sufficient information to enable the identification of any aircraft on the register, the aircraft's owner and the aircraft's operator, etc.	Head of Airworthiness and Maintenance			Assistant Head of Airworthiness and Maintenance	A person, other than the manager of the function, who is delegated to establish and maintain a register of aircraft on behalf of the ASAO.
<b>15 Airworthiness standards and assessments etc.</b>					

<p><b>15 (5)</b> It is an aviation administration function for the ASAO to verify whether an aircraft meets a description and any requirements that are applicable to the Part 149 aircraft the ASAO administers, under: (a) Subdivision A of the Part 149 MOS (that defines certain aircraft to be Part 149 aircraft); or (b) any other provision in the MOS or the civil aviation legislation that requires verification to be made regarding a description or requirement that characterises the aircraft as a Part 149 aircraft.</p>	<p>Head of Airworthiness and Maintenance</p>			<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person who is authorised/delegated by the manager of the function (or the ASAO) to verify and approve an aircraft meets a description and any requirements that are applicable to the Part 149 aircraft the ASAO administers, other than when the manager is on leave or absent (i.e. occupying the manager's position).</p>
<p><b>16 Airworthiness activities</b></p>					
<p><b>16 (1)</b> It is an aviation administration function to administer an airworthiness activity mentioned in subsection (3) in relation to a Part 149 aircraft, including issuing an authorisation to an individual to carry out an airworthiness activity.</p>	<p>Head of Airworthiness and Maintenance</p>	<p><b>16 (2)(a)</b> developing competency standards and units of competency (however described) for Part 149 airworthiness training that must be completed by a candidate for the issue of an authorisation to undertake an airworthiness activity;</p>	<p><b>16 (3)(a)</b> carrying out maintenance on the aircraft; (3)(b) carrying out maintenance on an aeronautical product for the aircraft; (6) <b>Part 149 airworthiness training</b>, for an authorisation to carry out an airworthiness activity in relation to a Part 149 aircraft, means training and assessment in all the units of competency (however described) required by an ASAO for the issue of an authorisation to carry out the airworthiness activity.</p>	<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person, other than the manager of the function, who develops and approves competency standards and units of competency (however described) for Part 149 airworthiness training on behalf of the ASAO.</p>
	<p>Head of Airworthiness and Maintenance</p>	<p><b>16 (2)(b)</b> approving modifications of the aircraft and repairs;</p>		<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person, other than the manager of the function, who approves modifications of the aircraft and repairs on behalf of the ASAO.</p>

	Head of Airworthiness and Maintenance	<b>16 (2)(c)</b> approving procedures for weight control of the aircraft;	<b>16 (3)(c)</b> conducting procedures for weight control of the aircraft;	Assistant Head of Airworthiness and Maintenance	A person, other than the manager of the function, who approves procedures for weight control of the aircraft on behalf of the ASAO.
	Head of Airworthiness and Maintenance	<b>16 (2)(e)</b> developing requirements for the keeping of airworthiness records in relation to the aircraft.		Assistant Head of Airworthiness and Maintenance	A person, other than the manager of the function, who develops and approves requirements for the keeping of airworthiness records in relation to the aircraft on behalf of the ASAO.
	Head of Airworthiness and Maintenance	<b>16 (5)</b> Issuing Authorisations to conduct an Airworthiness Activity:	<b>16 (5)(a)</b> an authorisation to an individual to carry out maintenance on the aircraft;	Assistant Head of Airworthiness and Maintenance	A person who is authorised/delegated by the manager of the function (or the ASAO) to issue authorisations in relation to an airworthiness activity, other than when the manager is on leave or absent (i.e. occupying the manager's position).
	Head of Airworthiness and Maintenance		<b>16 (5)(b)</b> an authorisation to an individual to carry out maintenance on an aeronautical product for the aircraft;	Assistant Head of Airworthiness and Maintenance	A person who is authorised/delegated by the manager of the function (or the ASAO) to issue authorisations in relation to an airworthiness activity, other than when the manager is on leave or absent (i.e. occupying the manager's position).
	Head of Airworthiness and Maintenance		<b>16 (5)(c)</b> an authorisation to an individual to conduct procedures for weight control of the aircraft;	Assistant Head of Airworthiness and Maintenance	A person who is authorised/delegated by the manager of the function (or the ASAO) to issue authorisations in relation to an airworthiness activity, other than when the manager is on leave or absent (i.e. occupying the manager's position).
<b>17 Part 149 Airworthiness organisations</b>					

<p><b>17 (1)</b> It is an aviation administration function to administer a person that provides airworthiness services in relation to a Part 149 aircraft (an airworthiness organisation).</p>	<p>Head of Airworthiness and Maintenance</p>	<p><b>17 (2)(a)</b> assessing a person’s organisation and its procedures, practices, personnel and facilities to determine whether the person is capable of providing airworthiness services in relation to the aircraft; and</p>		<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person authorised/delegated by the manager of the function (or the ASAO) to undertake the assessment of the person on the manager's behalf.</p>
	<p>Head of Airworthiness and Maintenance</p>	<p><b>17 (2)(b)</b> if satisfied as mentioned in paragraph (a), issuing an authorisation to the person to provide the airworthiness services specified in the authorisation; and</p>		<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).</p>
	<p>Head of Airworthiness and Maintenance</p>	<p><b>17 (2)(c)</b> assessing whether a person to whom it has issued an authorisation to provide airworthiness services continues to be capable of providing the airworthiness services covered by the authorisation.</p>		<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person authorised/delegated by the manager of the function (or the ASAO) to undertake the assessment of a person who provides commercial services relating to the airworthiness of an aircraft on the manager's behalf.</p>
<p><b>19 Flight operations</b> - procedures for safe conduct</p>					
<p>It is an aviation administration function to administer a Part 149 aircraft by establishing procedures necessary for the safe conduct of flight operations in the aircraft, in accordance with any applicable CAO and any other provision of the civil aviation legislation that applies to the flight operations.</p>	<p>Head of Flight Operations</p>		<p>Operating a Part 149 aircraft for a flight</p>	<p>Assistant Head of Flight Operations</p>	<p>A person who is authorised/delegated by the manager of the function (or the ASAO) to establish and approve procedures necessary for the safe conduct of flight operations in the aircraft, etc. on behalf of the ASAO.</p>
<p><b>20 Flight operations</b> - duties essential to the operation of aircraft</p>					

<p><b>20 (1)</b> It is an aviation administration function to administer the flight operations of a Part 149 aircraft, including authorising individuals to perform a duty essential to the operation of the aircraft.</p>	<p>Head of Flight Operations</p>	<p><b>20 (2)(a)</b> establishing a certification scheme dealing with the privileges available under, and any limitations of, pilot certifications, ratings and endorsements, to operate the aircraft; Includes ongoing establishment (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of the scheme.</p>	<p><b>20 (3)(a)</b> operating the aircraft for a flight</p>	<p>Assistant Head of Flight Operations</p>	<p>A person, other than the manager of the function, who develops and approves a certification scheme (however described) to operate aircraft on behalf of the ASAO.</p>
	<p>Head of Flight Operations</p>	<p><b>20 (2)(b)</b> developing competency standards and units of competency (however described) for flight training that must be completed by a candidate for the issue of a pilot certificate, rating or endorsement (a pilot authorisation); Includes ongoing development (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of the standards.</p>	<p><b>20 (3)(b)</b> conducting flight training in the aircraft.</p>	<p>Assistant Head of Flight Operations</p>	<p>A person, other than the manager of the function, who develops and approves competency standards and units of competency (however described) for flight training on behalf of the ASAO.</p>

	Head of Flight Operations	<b>20 (2)(c)</b> developing any other requirements of the ASAO for the issue of a pilot authorisation, including any aeronautical knowledge requirements, flight tests, experience requirements, proficiency checks or flight reviews; Includes ongoing development (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of the requirements.	<b>20 (3)(c)</b> conducting a flight test or assessment of a person during a flight of the aircraft: (i) for the issue of a pilot certificate to operate the aircraft; or (ii) for the issue of a rating or endorsement in respect of activities permitted under a pilot certificate; and (3)(d) assessing the ongoing competency of the holder of a pilot certificate to perform an activity authorised by the certificate and any ratings or endorsements attached to the certificate;	Assistant Head of Flight Operations	A person, other than the manager of the function, who develops and approves any other requirements for the issue of a pilot authorisation on behalf of the ASAO.
	Head of Flight Operations		<b>20 (3)(e)</b> conducting flight testing of the aircraft.	Head of Airworthiness and Maintenance Assistant Head of Airworthiness and Maintenance Assistant Head of Flight Operations	A person, other than the manager of the function, who develops and approves a scheme for the safe conduct of flight testing of aircraft on behalf of the ASAO.
	Head of Flight Operations	<b>20 (2)(d)</b> administering the conduct, other than in the aircraft, of aeronautical knowledge training and assessment required for flight training. Includes ongoing administration of the conduct (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of the requirements.	<b>20 (4)</b> Conducting aeronautical knowledge training other than in the aircraft, for a pilot authorisation to operate the aircraft, is taken to be a flight operation and is an activity administered under this function.	Assistant Head of Flight Operations	A person authorised/delegated by the manager of the function (or the ASAO) to approve, other than in the aircraft, aeronautical knowledge training and assessment required for flight training etc. on behalf of the ASAO.

	Head of Flight Operations	<b>20 (6)</b> Issuing Authorisations to conduct a Flight operation	<b>20 (6)(a)</b> the issue of pilot certificates, or ratings or endorsements on a pilot certificate;	Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).
	Head of Flight Operations		<b>20 (6)(b)</b> authorising pilot instructors (however named) to: (i) conduct flight training in the aircraft; or (ii) issue an endorsement to a pilot; or (iii) make recommendations to the ASAO to issue a rating to a pilot;	Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (occupying the manager's position).
	Head of Flight Operations		<b>20 (6)(c)</b> authorising pilot examiners (however named) to: (i) assess candidates for the issue of a pilot certificate, rating or endorsement; or (ii) assess the ongoing competency of the holder of a pilot certificate to perform an activity authorised by the certificate and any ratings or endorsements attached to the certificate;	Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).
	Head of Flight Operations		<b>20 (6)(d)</b> an authorisation to conduct flight tests for a pilot authorisation;	Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).
	Head of Flight Operations		<b>20 (6)(e)</b> authorising a pilot to flight test the aircraft;	Head of Airworthiness and Maintenance Assistant Head of Airworthiness and Maintenance	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).

	Head of Flight Operations		<b>20 (6)(f)</b> authorising an individual to conduct aeronautical knowledge training for a pilot authorisation, other than in the aircraft.	Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).
<b>21 Part 149 flight training organisations</b>					
<b>21 (1)</b> It is an aviation administration function to administer a person that conducts flight training, or flight tests, in relation to a Part 149 aircraft (a Part 149 flight training organisation).	Head of Flight Operations	<b>21 (2)(a)</b> assessing a person's organisation, and its procedures, practices, personnel and facilities to determine whether the person is capable of conducting flight training, or flight tests, in relation to the aircraft; and		Assistant Head of Flight Operations Regional Operations Coordinator Pilot Examiner	A person authorised/delegated by the manager of the function (or the ASAO) to undertake the assessment of the person's organisation on the manager's behalf.
	Head of Flight Operations	<b>21 (2)(b)</b> if satisfied as mentioned in paragraph (a), issuing an authorisation to the person to conduct the activities specified in the authorisation; and		Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).
	Head of Flight Operations	<b>21 (2)(c)</b> assessing whether a person to whom the ASAO has issued an authorisation continues to be capable of conducting the activities covered by the authorisation; and		Assistant Head of Flight Operations Regional Operations Coordinator Pilot Examiner	A person authorised/delegated by the manager of the function (or the ASAO) to undertake the assessment of the person on the manager's behalf.



	Head of Flight Operations	<b>21 (2)(d)</b> approving aeronautical examinations that may be conducted by a Part 149 flight training organisation to assess candidates undertaking flight training.		Assistant Head of Flight Operations	A person who is authorised/delegated by the manager of the function (or the ASAO) to approve the examinations, other than when the manager is on leave or absent (i.e. occupying the manager's position).
<b>22 Applications to undertake aviation activity on basis of existing authorisations</b>					
<b>22 (1)</b> It is an aviation administration function to administer an individual holding an existing authorisation mentioned in subsection (3) in relation to the operation of a Part 149 aircraft.	Head of Flight Operations	<b>22 (2)(a)</b> assessing an existing authorisation to determine whether the holder is competent to undertake an aviation activity administered by the ASAO (the administering ASAO); and		Assistant Head of Flight Operations	A person authorised/delegated by the manager of the function (or the ASAO) to undertake the assessment of an existing authorisation on the manager's behalf.
	Head of Flight Operations	<b>22 (2)(b)</b> issuing an authorisation to that individual to undertake the activity.		Assistant Head of Flight Operations	

<p><b>22 (1)</b> It is an aviation administration function to administer an individual holding an existing authorisation mentioned in subsection (3) in relation to the airworthiness of a Part 149 aircraft.</p>	<p>Head of Airworthiness and Maintenance</p>	<p><b>22 (2)(a)</b> assessing an existing authorisation to determine whether the holder is competent to undertake an aviation activity administered by the ASAO (the administering ASAO); and</p>		<p>Assistant Head of Airworthiness and Maintenance</p>	
	<p>Head of Airworthiness and Maintenance</p>	<p><b>22 (2)(b)</b> issuing an authorisation to that individual to undertake the activity.</p>		<p>Assistant Head of Airworthiness and Maintenance</p>	<p>A person who is authorised/delegated by the manager of the function (or the ASAO) to grant the authorisation, other than when the manager is on leave or absent (i.e. occupying the manager's position).</p>