



HOW TO COMPOSE AN EXPOSITION

- Read the guidance material following and answer the questions in **RED**. Your answers will be your ‘exposition’.

EXPOSITION

- Each adventure operator must submit an exposition to AWAL. The exposition will explain what arrangements the operator has put in place to ensure that the requirements of CAR 262AM (and the policies of AWAL) are complied with.
- It is AWAL’s responsibility to assess whether, as far as we can reasonably determine, operators appear to be conducting adventure flights in compliance with CAR 262AM, and to REPORT the results of those assessments to CASA.
- AWAL will assist operators to design procedures that comply with CASA and AWAL requirements.
- If an exposition is assessed by AWAL to be satisfactory, AWAL will inform the operator, and the operator must follow the procedures set out in the exposition, or submit a revised exposition for AWAL review.

ASSESSMENT CRITERIA

- AWAL persons will use the **BLUE** assessment criteria, to decide whether an exposition is satisfactory.
- The assessment criteria are subject to review. Anyone may offer suggestions on how to improve the criteria.
- Operators, who believe they cannot reasonably meet the criteria, are welcome to put forward alternative methods of compliance, for consideration by AWAL.

Communications regarding this guidance material or the assessment criteria should be addressed to the Director, Self-Admin; preferably by e-mail to: dsa@australianwarbirds.com.au



This table is based on the AWAL adventure flight compliance guide (document AF-GM).
 Find the guide at - http://www.australianwarbirds.com.au/comPics/AWAL_AF_GM_vers1.0.pdf

Answer these Q's
 Place reference to your expo here.

No	Ref	requirement	what to explain in the exposition	assessment criteria	Expo Ref
1	262 AM(3)	apart from adventure or cost-sharing, no pax for hire or reward; ie no charter ops	<p>The operator should assign a person to be responsible for controlling what the aircraft is to be used for -</p> <p>Who is that person, what is their position in the organisation, who appoints the person?</p> <p>The above person should at least be knowledgeable about the aviation rules in general and the operating limitations specific to the aircraft -</p> <p>How do you know the person is knowledgeable about these things? Does the person have qualifications that would indicate possession of the required knowledge or has the person attended training?</p>	<p>Does the exposition identify an individual who is responsible for assigning this aircraft to a task?</p> <p>Alternatively, does the exposition identify the occupier of a position within the organisation (eg Chief Pilot or Manager) to be responsible for assigning this aircraft to a task?</p> <p>If the exposition assigns aircraft tasking to any person holding a specified position, is it clear that eventual responsibility can be traced to an identifiable individual?</p> <p>Is the identified person likely to be knowledgeable about aircraft tasking?</p> <p>Is the identified person likely to be in a position to assume responsibility (eg owner, registered operator, managing director, etc)?</p>	
2	262 AM(4)	the operator or the pilot in command must ensure that each passenger is told about the matters in sub-reg (5)	<p>AWAL policy is that BOTH operator <u>and</u> PIC should be capable of ensuring that pax have been appropriately briefed.</p> <p>There may be several people who could provide this briefing -</p> <p>Who are they? How can you be sure they are knowledgeable enough to deliver the briefing? Were they trained? By whom?</p> <p>Who ultimately, is responsible for ensuring that pax are appropriately briefed?</p> <p>What about deaf or blind pax, or non-English speakers, or non-readers - how do they get the message; or is carriage refused to those pax?</p>	<p>Does the exposition make it clear how any pilot assigned to command an adventure flight, will become knowledgeable about this responsibility?</p> <p>The actual task of briefing the pax might be assigned to someone other than the operator or pilot, but nevertheless, does the exposition show that an identifiable path of responsibility back to the operator and/or pilot, exists?</p> <p>Does the exposition set out how pax are to receive the briefing?</p>	



3	262 AM(5)	<i>specific information to be conveyed to pax in the briefing</i>	<p>AWAL policy is that the exposition will illustrate the <u>actual wording</u> used in any briefing material, signage etc, so that it may be checked for compliance with the current requirements.</p> <p>How do you ensure that the correct information is provided to pax?</p> <p>Is the mandatory warning written down in detail? where? on a briefing card? on the web-site? in the brochure?</p> <p>Is the compulsory warning written into the ticket or gift voucher?</p> <p>Are there signs in the briefing room?</p> <p>Do the pilots and ground-handlers know what's in the warning and why? Who explained it to them?</p>	<p>Are the warnings set out in the exposition, current and correct?</p> <p>Are all personnel involved in the sale and conduct of adventure flights made aware of the requirement to explain this situation to pax or potential pax?</p> <p>Does the exposition make it clear who is responsible for ensuring that all staff are knowledgeable?</p> <p>(See also, item 9.)</p>	
4	262 AM(4)	<i>a passenger must receive the briefing before boarding, as well as before paying</i>	<p>What systems are in place, and who will be responsible, for ensuring that <u>pax can't fly without getting the briefing</u> early enough to make an <u>informed decision</u>, as required by the reg?</p>	<p>Is it clear in the exposition that the operator understands the requirement to brief prior to payment <u>as well as</u> prior to boarding?</p> <p>Is it clear in the exposition that the operator is in a position to ensure that a briefing is delivered prior to payment, or has at the very least attempted to put mechanisms in place to achieve this outcome?</p> <p>Does the exposition explain how the responsible person (ie operator and/or pilot) ensures that the pax are briefed before boarding?</p>	
5	262 AM(7)	<i>pax must acknowledge in writing that they have been told about the matters mentioned in subregulation (5).</i>	<p>AWAL policy requires an operator to supply a sample of the actual form/s being used.</p> <p>The mandatory acknowledgement is <u>not to be confused</u> with an operator-produced waiver of liability, and should not be on the same form -</p> <p>Do you have a discrete pre-prepared form for passenger acknowledgment?</p> <p>How have you ensured that pax will be informed at the time of booking or of paying?</p>	<p>Do the words in the form convey the mandatory minimum message (ref item 3) required by law?</p> <p>Are the matters required to be conveyed, clear and distinct rather than obfuscated by other content in the form, like a waiver declaration?</p>	



6	262 AM(8)	<p><i>the written acknowledgements may not be kept in an aircraft;</i></p> <p><i>the operator must keep the written acknowledgments for 3 months</i></p>	<p><i>It is AWAL policy that all adventure flights deploy with some form of flight following; and that a reliable mechanism is in place for prompt incident alerting -</i></p> <p><i>Who collects the forms from the pax?</i></p> <p><i>Will there be ground support staff to hold the forms while the aircraft is flying? If not, who minds the forms?</i></p> <p><i>Do ground support staff have the ability to raise an alert in the case of a problem? If there is no staff, how is the alarm raised?</i></p> <p><i>Who ensures that ground support staff know their job?</i></p> <p><i>Where are the completed forms stored long-term, and how? How do the forms get into storage and who is responsible for ensuring they do?</i></p>	<p>Does the exposition explain how a written acknowledgement is retained on the ground, during the conduct of an adventure flight?</p> <p>Does the exposition explain how a written acknowledgement can be easily accessed by someone in authority?</p> <p>In the event of an adventure flight not returning as planned to its departure point, is there a method in place for raising the alarm?</p> <p>Does the method consider the need to contact the various agencies like Search and Rescue, Flight Service, Police etc?</p> <p>Does the written acknowledgement clearly indicate the passenger's name, along with details of who to contact on behalf of the passenger, in the event of an incident?</p>	
7	262 AM(4) 262 AM(6)	<p><i>specific warning placards inside the aircraft</i></p>	<p><i>Who is assigned the responsibility of checking that the passenger warning placards exist and are current and legible?</i></p> <p><i>Whose job is it to check and to replace damaged signs and placards?</i></p>	<p>Does the exposition set out who will be responsible for checking that appropriate passenger warning placards and LIMITED signs are correctly installed?</p>	
8	CASR sub part 45C	<p><i>the word "LIMITED" must be displayed on the outside of the aircraft near each entrance to the cabin or cockpit</i></p>	<p>Do these signs exist? Are there enough signs? Are they clear?</p> <p>(Test the pax warning signs by checking that can be read by any pax in any configuration of seating.)</p> <p><i>AWAL recommends that operators put an additional check item into the Daily Inspection Schedule and into the Periodic Inspection Schedule for their aircraft, to ensure that the pax warning placards and LIMITED signs are fitted and serviceable.</i></p>		



9	262 AM(7)	adventure flights may only be A to A; no training or testing is permitted during adventure flights;	<p>In addition to the criteria set out in item 1, the assessor will consider whether it is clear in the exposition that the operator undertakes to ensure that all personnel involved in adventure ops, are suitably trained.</p> <p>Is an intended flight clearly thought out well in advance? who will be responsible for deciding that a flight design is appropriate?</p> <p>Who will make sure that pilots are properly trained to conduct flights correctly?</p>	<p>Does the exposition explain who will be responsible for ensuring that all adventure personnel have received appropriate training?</p> <p>Is it clear that the training for adventure personnel will include explanations of the requirements of CAR 262AM, as well as the procedures set out in the operator's exposition?</p>	
10	262 AM(7)	an adventure flight may not be portrayed as a 'scenic' or 'joy' flight	<p>What does your advertising say?</p> <p>Could it be <u>misleading</u>? How do you talk to your phone callers? Are they clear about the intention of the flight and the risks that pax must be informed of?</p>	<p>Are there any misleading statements or inferences in the promotional material? <i>AWAL WILL CHECK WHENEVER POSSIBLE, BOTH ON AN AD HOC BASIS AND DURING ROUTINE AUDITS OF ADVENTURE OPERATORS, THAT ADVERTISING AND PROMOTIONAL MATERIAL IS NOT MISLEADING IN THIS REGARD.</i></p>	
11	AWAL	AWAL requirement to provide procedures for flight following	<p>What procedures are required to be carried out if the flight does not return by a nominated time or there is an emergency?</p> <p>Who will be responsible?</p> <p>The operator must have procedures in place, to be followed by the nominated ground crew, to ensure that emergency procedures are enacted in a timely fashion when an Adventure Flight fails to return by the nominated SAR time.</p>	<p>Does the exposition set out emergency procedures for Adventure flights failing to return by the nominated SAR time?</p> <p>Does the Adventure Flight documentation nominate a SAR time and responsible Ground Crew for each flight?</p>	