**PROCEDURES TO BE USED FOR THE CARRIAGE OF PASSENGERS ON ADVENTURE-STYLE OPERATIONS WITH *Your Company name* AT *Your airport/airfield.***

*Your company* Pty Ltd is the operator of the following aircraft.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Rego*** | ***Aircraft Type*** | ***S/No*** | ***Registered Operator*** |
|  |  |  |  |
|  |  |  |  |

The aircraft is used for Adventure Flights carrying fare paying passengers subject to the procedures following:

1. XXXXXXXXXX, (ARN XXXXXX) is the Responsible Person, Chief Pilot, and Director of *Your company* Pty Ltd and is responsible for all operations and procedures undertaken by the Company.
2. XXXXXXXXXX is responsible for ensuring that all advertising and terminology used by pilots and staff is IAW CASR Pt 132.130 ; specifically excluding any use of ‘scenic’ and all flights will described as ‘Adventure flights’ or ‘Adventure rides’.
3. XXXXXXXXXX will ensure that all aircraft details given to passengers are factual and accurate.
4. XXXXXXXXXX alone is responsible for assigning VH-*XXX* to Adventure Flying tasks, and for ensuring no testing or training is conducted during Adventure passenger flights.
5. All *Your company* Pty Ltd Adventure category flights are to begin and end at the same location (*Your airport/airfeild*) with no intermediate landings.
6. XXXXXXXXXX is responsible for monitoring the flying standards and ensuring that all company pilots comply with AWAL and CASA standards and demonstrate a safety conscious approach to operation. Flight profiles for Company pilots are determined by XXXXXXXXX.
7. XXXXXXXXXX is responsible for ensuring all pilots assigned to Adventure Flights with *Your company* Pty Ltd are appropriately licensed, AWAL approved with suitable endorsements and have a current medical, as well as maintaining current AWAL membership.
8. XXXXXXXXXX is responsible for co-ordinating aircraft maintenance your current Maintenance provider.
9. XXXXXXXXXXX is responsible for ensuring that all personnel are trained and knowledgeable and can explain the Safety Briefing IAW CASR Pt 132.155 (4) to each passenger. A copy of CASR Pt 132 will be available in the briefing room for staff and passengers.
10. The Pilot in Command (PIC) will be responsible for ensuring that each passenger is briefed on the risks associated with ‘Limited’ category aircraft, their operations and how they differ from a commercial flight in a Standard Category aircraft, as per CASR Pt 132.155 and CASR21.189. The PIC must complete a Passenger Manifest, (*Annex 4, Passenger Manifest Form*)
11. The PIC will be responsible for ensuring each passenger is briefed via verbal communications and explanation, prior to flight on:
12. the planned flight and manoeuvres to be performed,
13. the expected physical sensations with these manoeuvres,
14. the safety features and equipment fitted to the aircraft; and
15. emergency egress and procedures.
16. The mandatory Passenger Safety Briefing IAW CASR Pt 132.C2, is conveyed by the following means:
17. The safety briefings are **verbally** explained to the passenger and,
18. The safety briefing be delivered prior to payment (CASR Pt 132.145), dressed or kitted in any safety equipment (CASR Pt 132.135) and before boarding the aircraft (CASR Pt 132.155) and,
19. The passenger must acknowledge, in writing, that the safety briefing has been given and understood (*Annex 3, Passenger Acknowledgement Form*)
20. The passenger will be given a copy of the written and signed acknowledgement.
21. Briefing material (*Annex 5, Passenger Briefing Material*) and mandatory risk warning are to be displayed prominently in the briefing room.
22. Deaf, blind, disabled, non-English speaking or non-readers will be dealt with on a case by case basis. However, if the PIC considers that the passenger is not able to understand or comply with the briefing material or to follow the PIC’s instructions in an emergency, then the PIC must not allow the passenger to undertake the flight.
23. The PIC may assign the tasks mentioned in paras 10,11 and 12, but will remain responsible for ensuring that those tasks are carried out in accordance with CASR Pt 132. Assigned personnel must have the approval of XXXXXXXXXX and must have signed the document in *Annex 1*, *Approved Ground Crew Acknowledgement Form.*
24. Approved Ground Crew must be assessed as competent by the PIC or XXXXXXXXX in the tasks of;
25. Briefing passengers prior to payment and boarding,
26. Collecting and retaining each signed Passenger Acknowledgement and Passenger Manifest form,
27. Marshalling the aircraft as required by the PIC
28. Escorting passengers to and from the aircraft,
29. Assisting passengers to board and exit the aircraft,
30. Ensuring passengers are securely harnessed, are capable of operating their harness, canopy and intercom.
31. When there is no Approved Ground Personnel available, the PIC is required to carry out all the duties in paras 11,12,15, plus the following procedures will be followed:
32. The PIC must ensure passenger acknowledgement forms are left on the ground with a responsible person or in company storage,
33. The PIC must arrange Flight Following with an Approved Ground Crew member or *XXXXXXX*, via phone as per *Annex 2, Flight Following Procedures*.
34. All passenger changeovers will occur with the engine shut down.
35. The passenger Acknowledgement Forms will **not** be carried in the aircraft and will be collected after each flying day for storage at *Your company* Pty Ltd’s office, in a dedicated file for a period of not less than three months as per the requirements of CASR Pt 132.170. The PIC is solely responsible for ensuring these forms are thus handled. These forms are available on request to other parties of authority by contacting *Your company* Pty Ltd.
36. Ground staff will monitor the progress of each Adventure Flight and the expected return time for each flight. Should an emergency occur all ground staff are trained to alert the local emergency services and Airport Operator, XXXXXXXXXXX and carry out the procedures as per *ANNEX 2 – Flight Following Procedures.*
37. Should an Adventure Flight have reason to land at any other location than *Your airport/airfield*, *Your company* Pty Ltd staff will be able to assist with timely aircraft and passenger recovery and any associated technical issues. In the event of an incident the written passenger acknowledgement forms contain specific details of the passenger and next of kin. The PIC will contact AWAL’s Safety Officer or DSA as soon as practicable with the reasons why the landing was made.
38. In addition to operations at *Your airport/airfield*, we may from time to time conduct adventure flights at different airfields in conjunction with fly-ins or other events. We will secure necessary approvals and a noise exemption certificate on each occasion, will comply with all flight-following procedures as specified in this Exposition and have on-hand all necessary contact information for the operators and local emergency services at each airfield.
39. The PIC is responsible for ensuring the word ‘LIMITED’ is clearly displayed outside or the aircraft near each entrance to the cockpit IAW CASR sub part 45C(AC21.5(O), para 8.2(C).
40. The PIC is responsible for ensuring that for all operations the required aircraft signage, placarding etc are current, correct and clearly legible and easily read by the passenger. Any deficiencies are to be reported to XXXXXXXXX and rectified before any further flight.
41. The PIC will ensure that all information regarding *Your company* Pty Ltd’s operation is factual, accurate and compliant with CASA and AWAL policy guidelines.
42. Contact details for all staff shall be accessible in the briefing room.

**Signed: Date:**

***Your name***

***Your title***

***Your company Pty Ltd info***

*Attachments*

Annex 1 – Approved Crew Acknowledgement Form

Annex 2 – Flight Following Procedure

Annex 3 – Passenger Acknowledgement Form

Annex 4 – Passenger Manifest Form

Annex 5 – Passenger Briefing Material