



AUSTRALIAN WARBIRDS ASSOCIATION LTD (AWAL)

AWAL is approved by CASA as
a Limited Category Organisation and an Administering Authority
by way of Instrument CASA 161/07

Granted on 14 May 2007

Exposition and Self-Administration Manual (ESAM)

**Issue 5.4
15/05/2023**

This ESAM is a manual approved by CASA for the purpose of establishing the practices, procedures, limitations, and conditions to control the operation of limited category aircraft and to ensure that the operational airworthiness activities are conducted safely. The AWAL is an approved Limited Category Organisation and Administering Authority for Australian Limited Category aircraft.

A member of the AWAL must operate a limited category aircraft in accordance with this ESAM. It is a general operational requirement in CASR 132.050 that any flight in a limited category aircraft is conducted in accordance with the procedures, limitations and conditions set out in this approved ESAM.

The AWAL Board, management team, and AWAL appointed persons shall act in accordance with the procedures, limitations and conditions set out in this approved ESAM.



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Revision Summary

Minor revisions are indicated by point increment (1.1, then 1.2 etc.)

Major revisions are indicated by whole increment (2.0, then 3.0 etc.).

Amended text or tables are marked with change bars in the margin.

Rev	Date	Summary of changes
4.0	18 Jun 13	Complete rewrite
5.0	28 Jan 17	Complete rewrite – CASR Pt 132
5.1		Not Published
5.2	12 Apr 21	Pages: 7,8,9,14,17,18,19,20,21,22,46,47,48, 50, 63 & 69
5.3	12 Jul 21	Pages: 8, 9, 10 & 21
5.4	15 May 23	Pages: 8, 9, 10, 12, 15, 16, 17, 18, 21, 22, 25, 27, 31, 32, 35, 36, 37, 38, 39, 40 & 41



Distribution

The current version of the approved AWAL ESAM is available to CASA, AWAL Board of Directors, Appointed persons, the Technical Advisory Committee, and all members of AWAL on the AWAL website.

All board members and appointed persons are required to provide the AWAL DSA with a signed statement that they have read and understood the contents of the AWAL ESAM within seven days of their appointment to the board or their approval.

All board members are responsible to the board and to CASA for ensuring that the activities of AWAL are conducted in accordance with this manual and the Civil Aviation Regulations as applicable.

Functions Performed by AWAL

The Australian Warbirds Association Limited holds an instrument of delegation and an instrument of appointment, issued by CASA, to perform the following functions as a Limited Category Organisation and an Administering Authority in relation to Australian limited category aircraft.

- For **delegation of subregulation 2A (4) of CAR 1988** - subject to the conditions expressed in the delegation instrument, for the purposes of CAR 1988 regulation 2A (2)(e), AWAL may approve instructions relating to how maintenance on aircraft, aircraft components or aircraft material is to be carried out,
- For **delegation of regulation 38 (1) of CAR 1988** – subject to the conditions expressed in the delegation instrument, AWAL may give directions relating to the maintenance of Australian aircraft for the purposes of enduring the safety of air navigation,
- For **appointment as an authorised person for regulation 42M of CAR 1988** - subject to the conditions expressed in the appointment instrument, AWAL may approve a system of maintenance for a relevant aircraft,
- For **appointment as an authorised person for regulation 21.176 of CASR 1998** - subject to the conditions expressed in the appointment instrument, AWAL may issue a special certificate of airworthiness for a relevant aircraft for a special purpose operation mentioned in subregulation 21.189 (3) of CASR 1998,
- For **appointment as an authorised person for regulation 21.195A of CASR 1998** - subject to the conditions expressed in the appointment instrument, AWAL may issue an experimental certificate for a relevant aircraft for a purpose mentioned in paragraph 21.191 (b) of CASR 1998,
- For **appointment as an authorised person for regulation 21.200 of CASR 1998** - subject to the conditions expressed in the appointment instrument, AWAL may issue a special flight permit for a relevant aircraft for a purpose in paragraph 21.197 (1) (a) (b) or (d) of CASR 1998.

Note – a *relevant aircraft* means a limited category aircraft for which AWAL is the administering authority and that is to be used for a special purpose of operation mentioned in subregulation 21.189 (3) of CASR 1998.

This manual is approved by CASA for the purposes of CAR 262AN (2) – for a Limited Category Organisation. The manual includes the practices, procedures, limitations, and conditions in relation to performing the following CASR 1998 Part 132 functions.

- For regulation 132.030 approval of modifications and repairs for limited category aircraft,
- For regulation 132.090 establish procedures for Adventure Flight operations,
- For regulation 132.175 provide advice about modifications, repairs, damage, defects, and life-limited aeronautical products,
- For regulation 132.185 give written authorisation to an individual to give (on behalf of AWAL) an approval, certificate or advice of a kind covered by subregulation 132.180 (4) for a limited category aircraft,
- For regulation 132.200 assign a new permit index number if satisfied the aircraft's existing permit index number does not comply with regulation 132.195 of CASR 1998.



Purpose of this Manual

This manual details how Australian Warbirds Association Limited will perform its duties and functions as an approved organisation for administering the delegations, appointments and functions listed above for the operation of Limited category aircraft.

Amendments to this manual

DSA will circulate manuals and manual amendments via e-mail as a read-only file in PDF format with “print only” attributes, so that the file cannot be changed or modified.

Any amendments shall have due regard to:

- Requirements in the current CASA Approval;
- The Civil Aviation legislation;
- Directions from CASA; and
- The constitution of the Australian Warbirds Association Ltd (AWAL).

Amendments to this manual may be required for the following reasons:

- Changes to the Civil Aviation legislation;
- Changes required by CASA;
- Changes in the operation or structure of the AWAL that would require a variation to the procedures detailed in this manual;
- Internal AWAL change;
- Deficiencies highlighted during review; or
- Requested change by an entitled person.

Requests for Amendment

AWAL Form AF002 (Publication Change Request) is used to request a change or amendment of this manual (see copy in Appendix 2)

Notification of Amendments

Changes requiring notification to either CASA or ASIC will be notified as follows:

1. To CASA, before the change is made
2. To ASIC, within seven days.

Changes that require notification to CASA will not become effective until CASA issues an amended instrument of delegation which references the amended manual by date.

Changes that require notification to a government authority other than CASA will not take effect until acknowledgment is received from the relevant authority.

Acknowledgement of amendments

Each amendment will be accompanied by a request to confirm receipt. The read receipt will be held in the company file by the DSA



Organisation

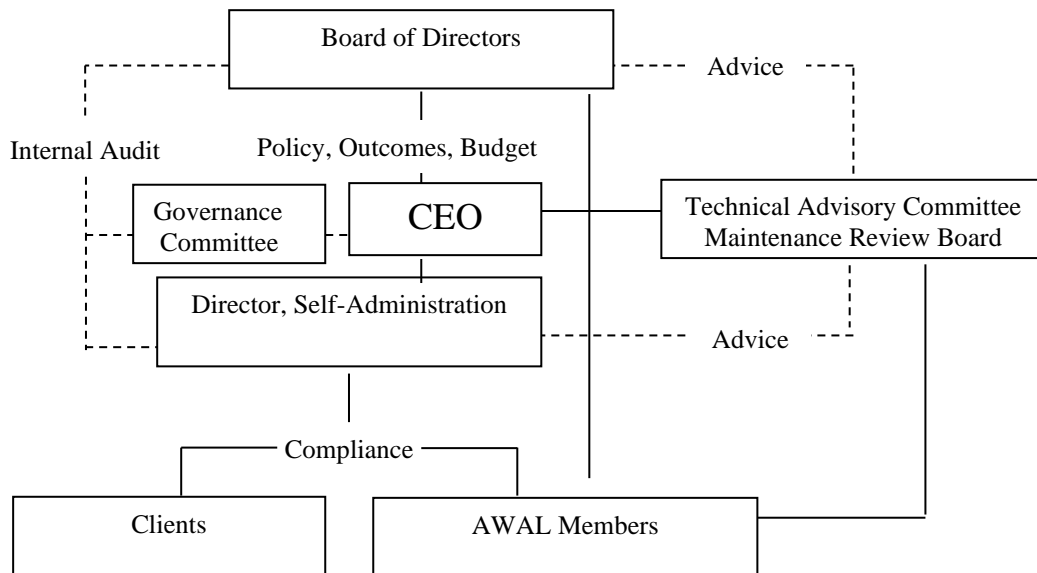
Australian Warbirds Association Limited

The Australian Warbirds Association Limited (AWAL) is registered with the Australian Securities and Investment Corporation (ASIC) as a “not for profit” organisation (Australian public company, limited by guarantee):

- Australian Company Number (ACN) 008 655 481
- Australian Business Number (ABN) 99 008 655 481

Operating information about AWAL (directors, financial statements etc.) is lodged with ASIC as required by company law (see www.asic.gov.au).

Corporate Structure





Board of Directors

The Board consists of a minimum of seven directors who are elected under the AWAL Rules of Incorporation (constitution), by the members, at the annual AGM.

The Board of Directors, in addition to any other functions, is responsible for:

- Corporate governance and compliance with ASIC rules
- Strategic direction and planning for the organisation
- Financial responsibility and planning for the organisation
- Appointment of the CEO, and notification to CASA on appointment.
- Appointment of the Director- Self Administration, and notification to CASA on appointment
- Appointment of an Internal Governance committee
- Maintaining an assurance program through a planned program of internal auditing (including retaining records of the program results).

The AWAL board is responsible for governance as follows:

- Oversight of the performance of the organisation in exercising the functions delegated to it by CASA
- Oversight of appointments of key persons including DSA and APs
- Oversight of internal auditing
- Oversight of monitoring of operator compliance
- Managing Conflict(s) of Interest
- Investigating breaches of AWAL procedures, Safety Regulations or other matters that affect the safe operation of Limited Category aircraft.
- Making reports to the Board and to CASA as required.

Maintenance Review Board (MRB)

The structure of the MRB

The MRB will be convened at time to time as required by the DSA. The number of persons participating as board members may vary according to the matters before the board. However, there must be a minimum of two persons to enact any approvals or changes to a master maintenance schedule.

Any MRB that is convened in response to an application by a Registered Operator will include the Registered Operator if they so wish.

CASAs role in MRB

The MRB includes a mandatory invitation for a CASA representative to be involved in any MRB meeting. CASA will be notified of impending MRB meetings and will be provided with the meeting paperwork in advance of the meeting. The finalised MRB paperwork will be provided to CASA within 21 days of the MRB.

The DSA will assume the MRB chairpersonship. The AWAL MRB chairperson will select the Review Board members whenever possible from the TAC. Membership will vary but typically seeks input from:



- Suitably qualified and experienced Flight Crew members for operational limitations evaluation purposes.
- One or more AWAL CAR 42 CA authorisation holders for assessment of maintenance requirements, and maintenance personnel requirements.
- One or more CAR 2A (4) authorisation holders to assess maintenance data for acceptability.
- Any other maintenance, engineering or operational specialist that the chairman deems necessary.
- The Board shall meet by email, phone or in person as required.

The role of the MRB

The MRB will;

- assess new master maintenance programs and variations and amendments to existing master maintenance programs;
- review safety-related airworthiness information and make documented risk-based decisions regarding the applicability of State of Design ADs (including UK CAA MPDs for aircraft designed in the United Kingdom) for Australian limited category aircraft. Where applicable the MRB will issue and publish directions to require operators to perform maintenance of a limited category aircraft.
- review and make documented risk-based decisions regarding safety-related information identified by the DSA that could be considered to have safety implications for Australian limited category aircraft.
- assist the DSA when conducting RPL assessments for applicants who seek AWAL appointment for the purpose of:
 - approving modifications and repairs, or
 - approving modified aircraft to be operated for adventure flights, or
 - giving advice as to whether a modification or repair is a major modification or repair;
- issuing directions to require maintenance to be performed on specified limited category aircraft.

Technical Advisory Committee (TAC)

The TAC is convened under the chairmanship of the AWAL CEO, or his/her nominee.

- The TAC has no authority to appoint other persons or spend money;
- The TAC meets as required
- Any person or organisation may apply for a seat on the TAC and the Chairman will consider an application and seek agreement from the Executive of the AWAL Board;
- TAC appointments are by agreement of the CEO;
- The number of seats available on the TAC is by agreement of the CEO;
- Reserved seats are available for external organisations, for example, HARS, Temora Aviation Museum, RAN Historic Flight, RAAF Museum and equivalent organisations. Organisations shall nominate a single representative for reserved seats;
- Temporary seats shall be available at the discretion of the TAC Chairman to allow for special technical input as required from time to time;
- TAC provides technical advice to the Board of Directors;



- TAC accepts technical input and provides technical advice to the DSA;
- Records of all meetings will be kept and copies distributed as required to the Board of Directors and to the Director, Self-Administration.

Personnel and Responsibilities

Chief Executive Officer (CEO)

The CEO has the authority and responsibility to ensure that AWAL performs the following functions in a diligent manner:

- Implementation and monitoring of the AWAL Risk Management process;
- Implementation and control of the functions authorised by the CASA instrument of approval for AWAL as amended from time to time;
- Liaison with and reporting to CASA, including responses to written aircraft register status requests;
- Implementing AWAL policies as defined by the Board of Directors;
- Managing the budget as defined by the Board of Directors;
- Reporting to the Board of Directors
- Appointment of Technical Advisory Committee (TAC) members;
- Appointment of the Director- Self Administration, and notification to CASA on appointment;
- Setting of tasks, rules and outcomes of the Administration Office;
- Appointment of other technical or operational committees as required (for example Adventure Flight Compliance);
- Manage other AWAL affairs as directed by the board;
- Ensure that all activities carried out by the organisation are done with a reasonable degree of care and diligence.

Director Self Administration

The minimum qualifications for the position as the director of self admin is that the person must be able to carry out all the duties, roles and responsibilities as set out in the current version of the AWAL ESAM below.

The Director, Self-Administration (DSA) is responsible for the effective day-to-day administration of AWAL's functions, appointments and delegations as listed in the introduction section of this manual, and for:

- Ensuring compliance of its members engaged in Adventure Flight Operations with CASA Regulations and AWAL policies and procedures;
- Appointing suitably trained and qualified APs;
- Ensuring that APs comply with AWAL policies and procedures;
- Monitoring of the training of AWAL Appointed Persons;
- Implementation and management of a compliance and enforcement program in accordance with this manual;

- Reporting audit findings that adversely affect safety of air navigation to CASA with details of rectification actions and/or enforcement requests if required;
- Prepare and submit quarterly reports to CASA in accordance with the requirements of this ESAM;
- Chair MRB and select Review Board members;
- Establishing an effective and systematic program to identify domestic and international safety-related airworthiness information that may be relevant to the kinds of Australian limited category aircraft for subsequent review by the AWAL MRB.
- Establishing an effective and systematic program of periodically validating the continued applicability of schedules of maintenance issued by AWAL for limited category aircraft.
- Report to CASA as soon as practicable, any knowledge held by AWAL of a member who is non-compliant with civil aviation legislation;
- Issue CAR 38 directions when required;
- Exercise delegated powers and monitor the exercising of delegated powers by APs;
- Passing technical information to the TAC;
- Accepting and seeking technical advice from the TAC.
- In his absence, the AWAL DSA may appoint a Deputy to act on his behalf with full DSA privileges.

AWAL Appointed Persons (APs)

- AP's are appointed by the DSA in accordance with this manual to perform the various delegated functions for administrating Limited Category Aircraft;
- Only persons appointed by the DSA as APs may carry out airworthiness procedures in accordance with this manual;
- The DSA selects the persons to be appointed and assesses each person's qualifications, experience and training against the requirements of the nominated task(s);
- If the person's qualifications are satisfactory, they will be included in the Appointed Persons register in Appendix 4
- The AP will be notified in writing by the DSA of the appointment including details of the scope and limitations of the authorisation and the expiry date if applicable.

Training/experience of appointed person

The AWAL DSA must ensure that any appointed person is suitability qualified to carry out the proposed activities.

For this purpose the AWAL DSA must first assess that the appointed person has suitable underpinning and specific knowledge coupled with relevant maintenance and/or operational experience.

Qualification prerequisites for airworthiness appointed persons

All APs who are to issue special certificates of airworthiness or special flight permits on behalf of AWAL must:



- be a member of AWAL and bound by the rules and procedures laid out in the Self Administration Manual; and
- hold or have held within the previous two years, a pre-existing CASA Instrument of Appointment for the delegation, or
- have received training that has been conducted by CASA or AWAL and approved by CASA in relation to the duties, responsibilities and limitations attached to the delegation, and
- have at least 5 years experience in:
 - a) aircraft maintenance as an Aircraft Maintenance Licence holder, or
 - b) continuing airworthiness management, or
 - c) the design of aircraft' or
 - d) any combination of (a), (b) and (c)

Qualification prerequisites for persons to approve modifications or repairs

For sub regulation 132.185 (2) of CASR 1998, a person who is to be appointed to approve a modification or repair to a limited category aircraft on behalf of AWAL in accordance with regulation 132.030 of CASR 1998, must meet the following qualification and experience requirements:

- a tertiary qualification in a relevant engineering discipline;
- the experience requirements are:
 - at least 8 years of experience in a relevant engineering discipline, including at least 12 months in a civil aviation environment; and
 - experience in certification processes for the design of aircraft or the modification and repair of aircraft.

An applicant will be taken as meeting the qualification and experience requirements if the applicant holds, or has previously held, any of the following authorisations issued by CASA in a relevant engineering discipline:

- an approval under Subpart 21.J and Subpart 21.M of CASR 1998;
- an instrument of appointment authorising the person to approve design changes or approve modifications and repairs of aircraft;
- an instrument delegating the person with CASA's powers to approve design changes or approve modifications and repairs of aircraft.

An applicant must be a member of AWAL and bound by the rules and procedures laid out in the Self Administration Manual

Qualification prerequisites for a person to issue a certificate for operation of a modified or repaired aircraft for adventure flights

For sub regulation 132.185 (2) of CASR 1998, a person appointed to give a certificate on behalf of AWAL permitting a modified or repaired aircraft to be operated for an adventure flight under sub regulation 132.105 (3) of CASR 1998, must meet the following qualification and experience requirements:

- a tertiary qualification in a relevant engineering discipline;
- at least 8 years of experience in a relevant engineering discipline, including at least 12 months in a civil aviation environment; and
- experience in certification processes for the design of aircraft or the modification and repair of aircraft.

An applicant will be taken as meeting the qualification and experience requirements if the applicant holds, or has previously held, any of the following authorisations issued by CASA in a relevant engineering discipline:

- an approval under Subpart 21.J and Subpart 21.M of CASR 1998;
- an instrument of appointment authorising the person to approve design changes or approve modifications and repairs of aircraft or
- an instrument delegating the person with CASA's powers to approve design changes or approve modifications and repairs of aircraft.

An applicant must be a member of AWAL and bound by the rules and procedures laid out in the Self Administration Manual

Qualification prerequisites for a person to issue a certificate stating an airframe life

For sub regulation 132.185 (2) of CASR 1998, a person appointed to give a certificate on behalf of AWAL stating the airframe life for an aircraft airframe under paragraph 132.180 (4) (d) of CASR 1998, must meet the following qualifications and experience requirements:

- a tertiary qualification in a relevant engineering discipline;
- training in ageing aircraft and aircraft structures
- at least 8 years of experience in a relevant engineering discipline, including at least 12 months in a civil aviation environment; and
- experience in certification processes for the design of aircraft structures.

An applicant will be taken as meeting the qualification and experience requirements if the applicant holds, or has previously held, any of the following authorisations issued by CASA in a relevant engineering discipline:

- an approval under Subpart 21.J and Subpart 21.M of CASR 1998;
- an instrument of appointment authorising the person to approve design changes or approve modifications and repairs of aircraft;
- an instrument delegating the person with CASA's powers to approve design changes or approve modifications and repairs of aircraft.

An applicant must be a member of AWAL and bound by the rules and procedures laid out in the Self Administration Manual

Qualification prerequisites for a person to give advice about damage or defects

For sub regulation 132.185 (2) of CASR 1998, a person appointed to give advice, under sub regulations 132.175 (1) (b) and (c) of CASR 1998, on behalf of AWAL, about whether damage or a defect to a limited category aircraft is major damage or a major defect must meet the following qualification and experience requirements:

- hold, or have previously held, an aircraft maintenance engineer licence issued under Part 66 of CASR 1998 (or foreign or military equivalent) in the relevant category, or
- hold or have previously held, an airworthiness authority to carry out maintenance on aircraft with relevant privileges as assessed by the DSA in consultation with the MRB or
- hold a qualification at least at a diploma level in a relevant engineering discipline. and
- have at least 5 years of experience in aircraft maintenance, continuing airworthiness management or the design of aircraft,

An applicant will be taken as meeting the knowledge and experience requirements if the applicant holds, or has previously held, any of the following authorisations issued by CASA:

- an approval under Subpart 21.J and Subpart 21.M of CASR 1998;
- an instrument of appointment authorising the person to approve design changes or approve modifications and repairs of aircraft;
- an instrument delegating the person with CASA's powers to approve design changes or approve modifications and repairs of aircraft.

An applicant must be a member of AWAL and bound by the rules and procedures laid out in the Self Administration Manual

Qualification prerequisites for a person appointed to give advice about modifications, repairs, or safety-critical aeronautical products

For sub regulation 132.185 (2) of CASR 1998, a person appointed to give advice on behalf of AWAL, under sub regulations 132.175 (1) (a) and (d) of CASR 1998, on modifications, repairs or safety-critical aeronautical products, must meet the following qualification and experience requirements:

- a tertiary qualification in a relevant engineering discipline
- at least 8 years of experience in a relevant engineering discipline, including at least 12 months in a civil aviation environment; and
- experience in certification processes for the design of aircraft or the modification and repair of aircraft.

An applicant will be taken as meeting the knowledge and experience requirements if the applicant holds, or has previously held, any of the following authorisations issued by CASA:

- an approval under Subpart 21.J and Subpart 21.M of CASR 1998;
- an instrument of appointment authorising the person to approve design changes of aircraft;
- an instrument delegating the person with CASA's powers to approve design changes of aircraft.

An applicant must be a member of AWAL and bound by the rules and procedures laid out in the Self Administration Manual

Recognition of prior learning (RPL)

In accordance with the provisions of the Part 132 MOS, the DSA in consultation with the MRB may recognise prior learning or experience when assessing applicants for authorisations to:

- approve modifications and repairs, or
- approve modified aircraft to be operated for adventure flights, or
- give advice as to whether a modification, defect, damage or repair is a major modification, defect, damage or repair and if a life-limited aeronautical product is safety-critical aeronautical product.



Subject to MRB assessment and approval, the DSA may credit a person with meeting the equivalent qualifications, training, and experience requirements of the Part 132 MOS if that person:

- has functioned as an aircraft maintenance engineering manager, chief engineer, or aircraft maintenance quality manager for at least 8 years in a maintenance organisation carrying out maintenance of warbird, historic or replica aircraft, or
- has held a CASA authorisation to issue certificates of airworthiness for limited or experimental category aircraft for at least 8 years, and
- has documented evidence that, during that time, he or she has assessed at least 5 modifications in accordance with condition 1 of Schedule 2 of CASA instrument EX 51/15 or any previous or subsequent issue of that instrument, however numbered.

Note: If the DSA AWAL meets the above requirements, he/she will be approved automatically without the requirement to be approved via an MRB.

Qualification prerequisites for operational appointed persons

Reserved.

Responsibilities of Appointed Persons

Carry out all functions and duties in accordance with this manual and /or at the direction of the DSA.

Ensure that any tasks carried out by the AP are within the scope of the appointment given to them by the DSA.

In order to maintain currency with the industry, the regulations, and certification tasks, each AP using this manual will routinely:

- attend courses offered by CASA;
- attend courses offered by AWAL;
- attend appropriate seminars;
- subscribe to CASA up-dates;
- monitor the Regulatory Review progress;
- participate as required in AWAL TACs;
- maintain membership of AWAL.

Register of AWAL Appointed Persons

A register of AWAL Appointed Persons and their approved functions is provided in the Appendices.

The register of appointed persons includes:

- Employees name;
- License or Authorisation Number as applicable;
- Functions that they may perform;
- Date of appointment for each function;
- Location and Contact Number(s).



The scope of their approvals to carry out the specified tasks will be reviewed every two years, if not terminated beforehand.

Notification of Appointments and withdrawals of Appointments

Appointment, suspension or cancellation of an appointment, or disciplinary action against AP, by AWAL shall be notified to the AWAL Governance Committee and CASA in a timely fashion, but no longer than 3 working days

AWAL Membership

Who are required to be financial members?

- All those persons who fly an aircraft administered by AWAL.
Note: An instructor carrying out a test or review that may have to take over the aircraft controls is not required to be an AWAL member.
- Any person acting on behalf of AWAL as an 'Appointed Person'.

Operation of Aircraft administered by AWAL

An aircraft may only be operated in the Limited Category under AWAL's administration if any administration fee or other charge fixed by AWAL for the administering of that aircraft has been paid and is not overdue.

Member Status

Persons must be financial Flying, Maintenance, Foundation, Honorary, Life, or Temporary Members to be deemed as current AWAL Members with privileges to operate Limited category aircraft.

Members' Responsibilities

All members must ensure that any aircraft administered by AWAL which is operated or flown by the member, is operated and flown in accordance with current CASA regulation and the requirements of this manual.

All members

- Must conduct themselves in accordance with the AWAL Code of Conduct and Constitution.
- Must report any hazard, incident or accident to the AWAL Safety Officer

Members that operate 'Limited' category aircraft for the purpose of Adventure Flights are to:

- operate in accordance with the *AWAL Adventure Flight Compliance Guide* as amended, and
- ensure that a minimum \$10M combined single limit passenger and -third-party liability insurance is in place, or
- For those aircraft that are Permit Index 0 and not operating out of an 'unsuitable airport' as defined in the CASR Pt 132 MOS, a combined single limit of \$5M is acceptable.

AWAL Airworthiness procedures

CASR 21.189 Special Certificate of airworthiness in the Limited category

Policy background/purpose

CASA has by way of an Instrument, approved the Australian Warbirds Association Limited to administer the operation of aircraft engaged in special purpose operations mentioned in sub regulation 21.189(3) of the *Civil Aviation Safety Regulations 1998*.

As part of the performance of this function, AWAL, through the DSA or an AP approved by DSA for that purpose, will from time to time, issue special certificates of airworthiness to aircraft in the limited category.

Who may apply for a limited certificate of airworthiness

A registered operator wishing to operate an aircraft for a special purposes in CASR 21.189 (3) may apply to AWAL for a special certificate of airworthiness in Limited Category, subject to the following exclusions:

Aircraft applying under CASR 21.189(1)(a)(i) will be excluded from AWAL administration unless it is classed as 'Historic'.

Aircraft applying under CASR 21.189(1)(a)(ii) would be excluded (unless identified in the Pt132 MOS) if:

- a) The particular aircraft is eligible for a Standard Category C of A and did not serve in an armed force or,
- b) The particular aircraft served in an armed force with a civil registration and Standard Category C of A or,
- c) The particular aircraft's Make and Model was not designed and manufactured specifically for and accepted for use by, an armed force.

Aircraft applying as an 'Historic' aircraft would be excluded if they do not meet one of the following:

- a) An aircraft that was built prior to 31st December 1965 and for which the type certificate is not supported; or
- b) An aircraft that AWAL considers to be historically significant to Australia.

Aircraft applying for 'Operating a Replica Aircraft' on the SC of A would be excluded if it does not meet the following definition:

An aircraft is a replica aircraft if it is built to the same proportions as the original aircraft and its design and construction is based on the original design standards and construction methods. This does not preclude the use of substitute engines or materials if required in the interest of improved safety, or if original engines or materials are no longer procurable.

Who may issue a Limited category C of A

The DSA or an AP who has been appointed by the DSA for the purpose of CASR 21.189, may issue a special certificate of airworthiness in the limited category.



How will a limited category C of A be issued?

- AWAL AP will advise DSA of application and DSA will enter details in CASA DMN System;

Application

- The DSA/AP will obtain from the applicant:
 - CASA Form 718, Application for Special C of A, completed by applicant clearly setting out the purpose or purposes for which the aircraft is to be used.
 - a written statement which should include, but not limited to, details of aircraft basing, areas of operation, approximate hourly usage per year, substantiating reasons for all purposes listed in Form 718, intentions for passenger carriage/payment, etc.;
 - data, such as photographs and drawings to identify the aircraft;
 - any additional information the DSA/AP considers is reasonably required to be able to impose any conditions necessary in the interests of safety of other airspace users and persons on the ground or water.

Note: An SC of A applicant that requires the inclusion of 'Special Purpose' operations 3(e), 'Mock Combat' and 3(h), 'any other operation in which the only use of the aircraft is to carry people taking part in a recreational activity that is intrinsically hazardous' of CASR 21.189 will be required to provide a separate and comprehensive set of procedures on the types of operation that will be undertaken, how they will be controlled and how other airspace users will be protected. Approval from the AWAL TAC will then be sought.

Assessing the application

- The DSA/AP will assess the aircraft, the application and the documentation supplied in accordance with this manual;
- The DSA/AP must be, as far as can be reasonably determined, satisfied that the aircraft is in a good state of preservation and repair and is in a condition for safe operation;
- The DSA/AP must be satisfied that the aircraft can reasonably be expected to be safe when it is operated under the intended conditions of the special purpose operation(s);
- The AP may physically inspect the aircraft, its flight records and maintenance records to determine that it is in a good state of preservation and repair and is in a condition for safe operation;
- The AP will determine if, and to what extent, the aircraft needs to be dismantled in order to allow him/her to inspect the structure, systems, controls and engine(s);

Assigning permit index numbers

All limited category certificates must be issued with a permit index number entered on the certificate or its annex IAW the permit index procedures in this manual.

Certificate issue

When the DSA/AP are satisfied that the aircraft is in a condition for safe operation and that all specified forms, documents and information has been obtained and are acceptable, the DSA/AP will issue a Limited Category SC of A to the aircraft.

Record keeping

All forms, documents, information and checklist used to assess and then issue a Limited Category SC of A will be attached to the AWAL aircraft file and all relevant documents will be submitted to CASA IAW the record keeping requirements in Appendix 6 of this manual.

Transitional Procedures for CASR Pt 132 introduction

Transition complete, this section no longer required.



CASR 11.125 SC of A Variations for missing Permit Indexes

Some previously issued Limited Category SC of A's do not have the Permit Index recorded on the C of A or its Annex. As part of the transition to CASR Pt 132 and IAW CASR 202.612 and CASR 21.176(5A), the following procedures will apply to vary the SC of A:

- The Registered Operator for the Limited Cat C of A aircraft will complete a Permit Index Application (PI001) and a SC of A Variation Checklist (TR002).
- The DSA, AWAL will assign a Permit Index, based on a current assessment or on previous Permit Indexes issued to aircraft types by CASA and AWAL via the MRBs listed in AC21.25(2) Attachment 3, and the current CASR Pt 132 MOS.
- The applicant will provide a Maintenance Organisation declaration IAW with the AWAL 'PI Maint Org Dec Requirements' document (PI002A)
- The applicant will supply photographs showing front $\frac{3}{4}$ of the aircraft, VH registration, 'LIMITED' sticker and cockpit passenger warning.
- The applicant will provide data or information on Major Repairs and Modifications (CASR Pt 132.020)
- If the DSA, AWAL accepts the supplied data he will issue a new C of A containing the variation

Documentation

All information relating to the allocation or refusal of a special certificate of airworthiness and exercise of this delegation will be recorded in accordance with the ESAM Appendix 6 and made available to CASA if /when required.

Refusal

The reason(s) for a refusal must be provided by the DSA/AP in writing to the RO.

Limitations of this delegation

- Limited category Certificates of Airworthiness will only be processed for those aircraft mentioned in CASR 21.189 and that are to be operated under and bound by AWAL procedures;

Cancellation of Limited Category C of A by CASA

The DSA will notify CASA if:

- the RO fails to comply with any conditions or schedules attached to the Limited C of A; or
- The DSA/AP becomes aware of a potentially unsafe condition that may exist within a particular aircraft or an aircraft type which is operating under an AWAL issued Limited Category C of A.



CASR 21.191 Special Certificate of airworthiness in the Experimental category

How will an Experimental category C of A be issued?

- AWAL AP will advise DSA of application and DSA will enter details in CASA DMNS;
- The DSA/AP will obtain from the applicant:
 - CASA Form 718, Application for Special C of A, completed by applicant clearly setting out the reason for requiring an experimental certificate and the duration and approximate number of flights for which a certificate is required.
 - a written statement which should include, but not limited to, details of aircraft basing, proposed flight test area, and details of how the aircraft will at all times be flown clear of populous areas during the flight test program.
 - data, such as photographs and drawings to identify the aircraft;
 - any additional information the DSA/AP considers is reasonably required to be able to impose any conditions necessary in the interests of safety of other airspace users and persons on the ground or water.
- The DSA/AP will assess the aircraft, the application and the documentation supplied in accordance with this manual
- The AP may physically inspect the aircraft and its maintenance records to determine what conditions will need to be applied to the certificate
- The AP will determine if, and to what extent, the aircraft needs to be dismantled to allow him/her to inspect the structure, systems, controls and engine(s)
- The AP will ensure that the aircraft has all required placards and markings as set out in the Part 45 MOS and sub regulation 262AP (9) of CAR
- The AP will determine that a maintenance release inspection has been completed and a certification made in the aircraft log book that the aircraft is eligible for issue of a maintenance release

Limitations of this delegation

- AWAL will only issue experimental certificates for warbird, historic and replica aircraft
- An experimental certificate will only be issued for the duration of the specified flight test program but in any case, no longer than 12 months
- A certificate will not be issued for an aircraft that is based at an aerodrome that is lacking any acceptable approach/departure corridor and can only be accessed by flying over populous areas. The applicant will be advised to relocate the aircraft to a suitable airport before a certificate will be issued.

Special Flight Permits

CASR 21.200 Issue of special flight permits

Background/policy purpose

The delegation of CASR 21.200 allows AWAL, acting through the DSA or an appropriately authorised AP, to issue, subject to CASR 21.200, a special flight permit (SFP) if the applicant is eligible under CASR 21.196.

The DSA/AP must be of the opinion that the applicant complies with the regulation and satisfied that the aircraft can be reasonably expected to safely complete the flight when subject to limitations and conditions included in the SFP.

Who will issue Special Flight Permits (SFP)

The DSA or AP appointed by the DSA for that purpose may issue, suspend or cancel a special flight permit for an aircraft subject to any conditions considered necessary in the interests of aviation safety.

How will a SFP be issued

The DSA/AP will administer CASR 21.200 under the limitations of the regulations, this Manual and specifically, in accordance with the procedures and practices laid out in the CASA SFP Procedures Manual.

Limitations of this delegation

- The DSA/AP will only issue SFPs under this delegation to those aircraft mentioned in CASR 21.189;
- The SFPs will only be issued for purposes of CASR 21.197(1)(a), (1)(b) or (1)(d);
- The DSA/AP will not issue a special flight permit for an aircraft if the aircraft is covered by an AD and that AD includes a statement to the effect that a special flight permit must not be issued for an aircraft covered by the AD;

Conditions of a SFP

The DSA/AP will assess the aircraft in accordance with the procedures set out in the CASA Administration and Approval of Special Flight Permits Procedures Manual.

If the DSA/AP decides that conditions may be required in order to ensure that the flight can be reasonably expected to be safe, the conditions will be applied to the Annex to the Special Flight Permit (Form 721)

In applying conditions, the DSA/AP should refer to the sample conditions listed at Annexes A and B to the SFP Manual.

Refusal

- All information relating to the issue or refusal of a special flight permit will be recorded and made available to CASA as and when required.
- Reasons for decision to refuse to issue a special flight permit must be provided in writing to the RO.

CAR 42M Procedures

Background/Policy purpose

AWAL will administer the maintenance programs for Limited category aircraft that have been developed, in consultation with CASA or AWAL, as required by CAR 42CA and those approved under CAR 42M.

Limitations

AWAL may only exercise this delegation for an aircraft of a type mentioned in regulation 21.189 of CASR 1998 or historic aircraft specified in the Part 132 MOS unless otherwise authorised by CASA and in accordance with any limitations, conditions or restrictions imposed at any time by CASA.

Maintenance Program

In this procedure, *Maintenance program* also means a system of maintenance or maintenance schedule.

An aircraft may not operate under the administration of AWAL unless and until it has in place a maintenance schedule approved by CASA or AWAL under CAR 42CA or a Maintenance Program approved under CAR 42M.

Who may approve an individual aircraft maintenance program?

The AWAL Director Self Administration (DSA) or an AWAL Appointed Person (AP) authorised by the DSA may approve an individual aircraft Maintenance Program

An AP may not approve a Maintenance Program for an individual aircraft unless there is in existence, a Master Maintenance Program for the aircraft, however the MRB may approve such a schedule and that schedule then becomes a Master Maintenance Program.

When approving an individual aircraft maintenance program based on the Master Maintenance Program the DSA or AP will consider the following:

- the configuration of the aircraft;
- the modification status of the aircraft;
- the equipment fitted to the aircraft and the modification status of that equipment;
- life limitations for aeronautical products, material, parts or appliances fitted to the aircraft;
- inspection intervals for the aircraft and aeronautical products, material, parts or appliances fitted to an aircraft;



- overhaul intervals for aeronautical products, material, parts or appliances fitted to the aircraft;
- the aircraft utilization;
- the types of operations and the operational environment, that the aircraft has been, and is likely to be used in;
 - any maintenance required to be carried out after repair or modification;
 - any applicable instructions for continuing airworthiness issued by the manufacturer or by CASA
 - any maintenance requirements imposed by an approved aeronautical engineer in accordance with CASR Pt 132.030

Master Maintenance Program

A master Maintenance Program is a Schedule previously approved by CASA in conjunction with AWAL or a schedule approved by the DSA in accordance with these procedures.

Who on the MRB may approve master Maintenance Programs

- The DSA, holds the authorisation to approve master Maintenance Programs in accordance with these procedures on recommendation by the MRB.
- The DSA may approve variations to master Maintenance Programs in accordance with these procedures on recommendation by the MRB.

Note: A master Maintenance Program can be amended by the DSA without an MRB for

(a) Compliance with regulatory change, or

(b) Minor wording changes, typographical errors or any other change that does not significantly affect the content and intent of the Program

When assessment and approval/refusal will occur

The MRB will assess and approve/reject a master Maintenance Program for member aircraft whenever:

- Application is made to AWAL for an aircraft to be operated in Limited Category operations under CASR Pt 132 for which a master schedule does not yet exist or;
- AWAL determines that a schedule is inadequate for the intended purpose of an aircraft.

How is application to be made to the MRB

A person shall make an application in writing, to an AWAL AP or the AWAL DSA, for review of an aircraft type, technical and operational documents and maintenance requirements

The application should be accompanied by all necessary technical and operational data involved with the approval sought.

Technical and operational data should include where possible but is not limited to:

- Evidence of the company of manufacture, place and date of manufacture;
- Documented history of safe operation;
- Type and model data, including drawings or other technical data required to perform a conformity inspection;



- Documented maintenance history of the aircraft from the time of manufacture. This includes technical records for the airframe, engine, propeller, and all life-limited aeronautical products. Evidence that all applicable civil airworthiness directives, or foreign equivalents and all mandatory military modifications and special inspections have been complied with; and
- Proposed Maintenance Program.

The following manuals and documents are required where possible but not limited to:

- Flight manual or similar operational data;
- Manufactures or operators Maintenance Manual (as required);
- Inspection requirements;
- Illustrated Parts Manual;
- Structural Inspection Manual;
- Current Weight and Balance report; and
- Previous issues of Certificates of Airworthiness or other foreign country approvals.

How an assessment will be conducted

The MRB will:

- Ensure that each application is assessed for approval in accordance with these procedures;
- Confirm that maintenance program includes all of those matters set out in CAR 42L that are relevant to the aircraft under review;
- Confirm that the maintenance programs nominated annual inspection meets at a minimum, the depth and scope of the CASA Maintenance Schedule.
- Confirm that maintenance program adequately provides for the continued airworthiness of the aircraft, its engine and components;
- Review and approve generic and specific Maintenance Systems;
- Review and approve maintenance data;
- Review the following as applicable:
 - Aircraft technical manuals for Maintenance Programs etc.
 - Service Bulletins SB
 - Greases, oils etc. Mil Spec
 - Manufacturer's Engine overhaul periods
 - CASA/FAA Airworthiness Directives
 - CASA Airworthiness Bulletins
 - EAA website
 - FAA 8130 – 2F – Paragraph 156 – Former Military Aircraft
 - FAA - Special Airworthiness Information Bulletins
 - FAA Advisory Circulars:
 - AC121-1 Specifications and Overhaul periods
 - UK CAA - Mandatory Permit Directives (CAP 661)
 - UK CAA - Airworthiness Approval Notes



MRB reporting procedures

All MRB Discussion documents are to be signed off by the AWAL DSA and a copy forwarded to the attending Members of the Board.

Note: All documentation, which shall be produced, is to be in the English language.

The MRB will: -

- Record the decision(s) made under this delegation listing
 - the aircraft by make and model,
 - whether it was
 - a first of type, or
 - a variation to a schedule.
 - the decision(s) made,
 - the references used,
 - the reason(s) for the decision(s)
- Ensure that a copy of each document and checklist used in the application, assessment and approval of a master Maintenance Program is
 - placed on file per AWAL quality procedures and
 - made available to CASA when required.

A separate report on any application made for a review shall be provided to the applicant to include:

- Maintenance System acceptability.
- Requirement for specific or additional maintenance.
- Maintenance data acceptability.

Existing maintenance schedules

Maintenance schedules previously approved by CASA or AWAL under CAR 42 CA remain valid

CAR 2A procedures

This procedure describes how AWAL will approve maintenance data and instructions under CAR 2A.

Authority to approve instructions

The AWAL DSA or his/her AP may approve instructions in the Airframe, Engine, Instrument, Electrical and Radio category in relation to Limited category aircraft as mentioned in CASR 21.189

Limitations

AWAL may only exercise this delegation for an aircraft of a type mentioned in sub regulation 21.189 of CASR 1998 unless otherwise authorised by CASA and in accordance with any limitations, conditions or restrictions imposed at any time by CASA.

When may AWAL approve instructions

The DSA/AP will assess data for approval pursuant to CAR 2A (4) whenever:-



- A recommendation to do so is made by the MRB during the approval process of a Maintenance Program.
- A RO requests that AWAL do so and the DSA is satisfied that there is a need to do so.
- Where the existing instructions are:
 - no longer available from the manufacturer and no alternative exists; or
 - no longer provide for the continuing airworthiness of the aircraft, aircraft component or aircraft material; or
 - no longer applicable and no alternative exists.
- How the data will be assessed
- DSA AWAL may appoint one or more APs to conduct an assessment
- DSA or his/her AP(s) will:-
 - Raise work/assessment package:
 - Inspect aircraft/component: if required
 - Inspect aircraft records: (where applicable)
 - Determine whether advice is required from specialised persons
 - Determine requisite qualifications of specialist persons if relevant:
 - Document and record any advice received from specialised persons on the relevant file
 - Verify that any proposed method or instruction meets or exceeds safety outcome(s) of original requirement (s):
 - Consider existing inter-related data (e.g. Life Extension Programs):
 - Identify the scope of aircraft/components to which data will apply:
 - Be satisfied that any decisions will not adversely affect public safety:
 - Determine whether any conditions may be required to be attached to any approvals:
 - Assess whether the aircraft's maintenance schedule requires amendment to reflect increased/decreased maintenance requirements or other changes arising out of the approval of new data.
 - Complete assessment checklists

Automatically approved data is data that has been generated by:

A military authority (produced in English language)

A foreign NAA

A manufacturer

Data that may be approved by MRB

Other data must not be approved unless it has been:

- assessed by a recognised engineering organisation qualified to do so and deemed acceptable; or
- assessed by the relevant aircraft manufacturer and deemed acceptable; or
- previously assessed and approved by CASA; or
- examined in depth by appropriately qualified and experienced AWAL specialists and compared to data for similar types of aircraft where available; and
- sufficient limitations and monitoring arrangements are established to test the effectiveness of the data.
- Assessed that the operating history of the aircraft is acceptable

Approval process

If approval of the maintenance data has been granted, the approval will be written and will state:

- Title(s) of document(s) being approved;
- Revision status of approved documents;
- Any variations to the approved documents; and
- Any limitations or conditions that AWAL may decide to attach to the approval(s) in the interest of safety of flight.

Notification to RO

The RO will be notified in writing of the approval and of any conditions, variations or limitations that have been imposed.

Post implementation review of new data for continued appropriateness

The DSA or the appointed AP will monitor operational safety of the aircraft to ensure that the approved data is appropriate and that safety standards have not deteriorated.

If subsequent experience determines that the approved data is inadequate in any way, the AP will advise the DSA.

DSA will determine whether to cancel or vary the approval in order to remedy and deficiencies identified.

If necessary, DSA or the appointed AP may direct (using a CAR 38 direction) the RO to cease operations until any unsafe condition is remedied.

Process to ensure that existing superseded data is updated by appropriate person

The DSA or the AP will direct that all maintenance data that has been removed, superseded or made redundant is removed from service and clearly marked in such a manner that it will not be inadvertently used to perform maintenance.

Retention of records

An aircraft file will be generated IAW AWAL record keeping procedures to contain all documents, records and other information relevant to the approval process.

Part 132 Procedures

This section describes the procedures to be followed by: AWAL APs, DSA and MRB whenever assessing an application under Part 132

Procedures for giving advice about modifications or repairs under regulation 132.175 of CASR 1998

An application for advice as to whether a modification or repair is a major modification or repair under paragraph 132.175 (1) (a) of CASR 1998 must include the following information:

- the name of the applicant or registered operator;
- the make, model and registration of the aircraft;

- a detailed description of the modification or repair;

An AP who has been authorised by AWAL to provide the advice under regulation 132.175 of CASR 1998 must:

- decide whether the modification or repair is a major modification or repair; and
- document reasons for the decision.

Giving the advice

The advice will be provided to the applicant in writing and will include the following:

- the name of the applicant or registered operator;
- the make, model and registration of the aircraft;
- a description of the modification or repair;
- the regulation under which the advice is being given;
- the name of the AP who issued the advice;
- the signature of the AP who issued the advice;
- that the advice has been given by AWAL;
- the provision under which the advice was issued;
- the date on which the advice was issued.

Assessment criteria

A modification or repair is a major modification or repair if it has a significant effect on any of the weight, balance, structural strength, reliability, operational characteristics or other characteristics affecting the airworthiness of the aircraft.

In making an assessment, the AP will consider the following:

- the airworthiness standards (if any) that applied for the issue of the aircraft's limited category certificate;
- if the aircraft has another modification or repair that is affected by the modification or repair, the airworthiness standards (if any) that applied for the approval of the other modification or repair.

Record keeping

On issue of advice under these provisions, the DSA will file all relevant documents pertaining to the assessment and a copy of the advice in the aircraft or operator file as appropriate and IAW Appendix 6 of this manual.

Procedures for giving advice about defects and damage under regulation 132.175 of CASR 1998

An application for advice as to whether a defect or damage is a major defect or damage under paragraph 132.175 (1) (b) & (c) of CASR 1998 must include the following information:

- the name of the applicant or registered operator
- the make, model and registration of the aircraft
- a detailed description of the damage or repair

An AP who has been authorised by AWAL to provide the advice under regulation 132.175 of CASR 1998 must:



- decide whether the defect or damage is a major defect or damage; and
- document reasons for the decision.

Giving the advice

The advice will be provided to the applicant in writing and will include the following:

- the name of the applicant or registered operator;
- the make, model and registration of the aircraft;
- a description of the damage or defect;
- whether the damage or defect is major
- the name of the AP who issued the advice;
- the signature of the AP who issued the advice;
- that the advice has been given by AWAL;
- the provision under which the advice was issued;
- the date on which the advice was issued.

Assessment criteria

The damage or defect is major if it has a significant effect on any of the weight, balance, structural strength, reliability, operational characteristics or other characteristics affecting the airworthiness of the aircraft.

In making an assessment, the AP will consider the following:

- the airworthiness standards (if any) that applied for the issue of the aircraft's limited category certificate;
- if the aircraft has a modification or repair that is affected by the damage or defect, the airworthiness standards (if any) that applied for the approval of the modification or repair.

Record keeping

On issue of advice under these provisions, the DSA will file all relevant documents pertaining to the assessment and a copy of the advice in the aircraft or operator file as appropriate and IAW Appendix 6 of this manual.

Procedure for giving advice about safety-critical aeronautical products under regulation 132.175 of CASR 1998

An application for advice about safety-critical aeronautical products under paragraph 132.175 (1) (d) of CASR 1998 must include the following information:

- the name of the applicant or registered operator;
- the make, model and registration of the aircraft;
- the details of the aeronautical product and its function in the aircraft;

An AP who has been authorised to provide the advice under regulation 132.175 of CASR 1998 will:

- decide whether the aeronautical product is a safety-critical aeronautical product; and
- document reasons for the decision;

Giving the advice

- the advice will be provided to the applicant in writing and will include the following:
 - the name of the applicant or registered operator;
 - the make, model and registration of the aircraft;
 - the details of the aeronautical product;
 - whether the aeronautical product is a safety-critical aeronautical product for the aircraft;
 - the name of the AP who issued the advice;
 - the signature of the AP who issued the advice;
 - that the advice was given on behalf of AWAL;
 - the provision under which the advice was issued;
 - the date on which the advice was issued.

Assessment criteria

The aeronautical product will be assessed in accordance with:

- the airworthiness standards (if any) that applied in relation to the issue of the aircraft's limited category certificate, and the airworthiness standards (if any) that applied in relation to the approval of any associated modifications or repairs; or
- a system safety assessment carried out in accordance with a standard for assessing systems safety that is published by a recognised civil or military standards authority.

Record keeping

On issue of advice under these provisions, the DSA will file all relevant documents pertaining to the assessment and a copy of the advice in the aircraft or operator file as appropriate and IAW Appendix 6 of this manual.

Procedure for approving a major modification or repair under regulation 132.030

An application may be made to AWAL for approval of a modification or repair.

The application must be in writing and include the following information:

- the name of the applicant or registered operator
- the make, model and registration of the aircraft
- a detailed description of the major modification or repair

Note: As per the current CASA AC132-01, Minor modifications or modifications that are determined by the administering authority to have no significant effect on the safety, structural integrity, handling or performance of the aircraft do not require approval.

Assessment

The appointed person will assess the modification or repair to determine which of the following has been a significantly affected:

- the weight and balance
- the reliability of the aircraft
- the aircrafts performance
- structural strength of the aircraft
- the operational characteristics of the aircraft,



- any other characteristics affecting the airworthiness of the aircraft.

The AP will assess the modification or repair referring to:

- the airworthiness standards (if any) that applied in relation to the issue of the aircraft's limited category certificate, and the airworthiness standards (if any) that applied in relation to the approval of any associated modifications or repairs; or
- a system safety assessment carried out in accordance with a standard for assessing systems safety that is published IAW a recognised civil or military standards.

Limitations

In assessing a modification, the AP must:

- ensure that the modification does not have an adverse effect on the safety of other airspace users and people and property on the ground or water.
- consider the conditions attached to the aircrafts limited certificate for suitability in the aircrafts modified state, and
- if necessary amend the conditions to ensure that the modification does not have an adverse effect on the safety of other airspace users and people and property on the ground or water

Approving the modification

The Major modification or repair is approved when the AP notifies the applicant in writing and the approval must include the following:

- The name of the applicant or registered operator
- The make, model and registration of the aircraft
- A description of the modification or repair
- Whether the modified/repared aircraft may be used to carry out adventure flights. *Note: If the approval is for a major modification or repair for an aircraft that is permitted to carry out adventure flights, the approval must be checked by another independent individual who has been approved by the DSA AWAL for that purpose*
- Any conditions associated with the approval
- Any instructions for continued airworthiness in respect of the modification or repair that are necessary to ensure that the modified or repaired aircraft remains safe throughout its lifetime
- The name of the individual who issued the approval
- The signature of the individual who issued the approval
- The date on which the approval was issued

Record keeping

On issue of an approval under these provisions, the DSA will file all relevant documents pertaining to the assessment and a copy of the approval document and amended certificate/annex if required in the aircraft or operator file as appropriate and IAW Appendix 6 of this manual.

Procedure for issuing a certificate stating that an aircraft that has a major modification or repair may be operated for adventure flights

An application may be made to AWAL for a certificate stating that a limited category aircraft that has a major modification or repair may be operated for adventure flights.

The application must be in writing and include the following information:

- the name of the applicant or registered operator
- the make, model, and registration of the aircraft
- a detailed description of the modification or repair

If an application is received by AWAL, the DSA will refer the application to an appointed person who is approved to issue a certificate under sub regulation 132.105(3).

The AP must decide whether the modification is a major modification or repair, and document the reasons for the decision.

Assessing the application

The appointed person will assess the modification or repair to determine whether there has been a significant adverse effect on:

- the weight and balance
- the reliability of the aircraft
- the aircrafts performance
- structural strength of the aircraft
- the operational characteristics of the aircraft,
- any other characteristics affecting the airworthiness of the aircraft.

In deciding whether a modification or repair has an adverse effect the AP will assess the modification or repair referring to:

- the airworthiness standards (if any) that applied in relation to the issue of the aircraft's limited category certificate, and the airworthiness standards (if any) that applied in relation to the approval of any associated modifications or repairs; or
- a system safety assessment carried out in accordance with a standard for assessing systems safety that is published by a recognised civil or military standards.

The AP will also take into consideration whether the modification or repair was approved by any of the following:

- the aircraft's manufacturer;
- an approved design organisation;
- CASA;
- the national aviation authority of a foreign country under a law of the foreign country

If a certificate is to be issued for an aircraft that was not permitted to be used for adventure flights in its unmodified condition due to an airworthiness matter, the AP must have:

- documented engineering and system safety analysis of the design of the modification; and
- documented quantitative flight test data from the engineering inspection associated with the flight test.

When a certificate must not be issued

The AP must not issue the certificate if the modification or repair has a significant adverse effect on any of the weight, balance, structural strength, reliability, performance, operational characteristics or other characteristics affecting the airworthiness of the aircraft.

If an aircraft for which an application has been made under sub regulation 132.105(3) is not permitted to carry out adventure flights in its unmodified condition due to an airworthiness matter — the AP must not issue the certificate unless the modification is demonstrated to have improved the safety of the aircraft to an adequate level for adventure flights. That demonstration must include:

- (a) documented engineering and system safety analysis of the design of the modification; and
- (b) documented quantitative flight test data from the engineering inspection associated with the flight test.

Issuing the certificate

The certificate must be provided to the applicant in writing;

The certificate must include the following:

- the make, model and registration of the aircraft;
- a description or identification of the modification or repair;
- the approval to carry out adventure flights;
- any limitations associated with the approval;
- the name of the individual who issued the certificate;
- the signature of the individual who issued the certificate;
- the name of the limited category organisation under whose authority the individual issued the certificate;
- the provision under which the certificate was issued;
- the date on which the certificate was issued.

Record keeping

On issue of a CASR 132.030 determination or approval, for 132.105(3) the DSA will file all relevant documents pertaining to the assessment and a copy of the certificate in the aircraft or operator file as appropriate and IAW Appendix 6 of this manual.

Procedures for giving a certificate stating airframe life for an aircraft under paragraph 132.180 (4) (d) of CASR 1998

An aircraft owner /RO may apply to AWAL for a certificate under paragraph 132.180(4) (d) stating an airframe life that is different to the aircrafts currently approved airframe life.

Application

The application must be in writing and contain the following information:

- the name of the applicant or registered operator;
- the make, model and registration of the aircraft;
- the approved airframe (fatigue) life of the aircraft
- the expired fatigue life of the aircraft
- how the fatigue has been measured



- the operational history of the aircraft
- the maintenance history of the aircraft
- the proposed future use of the aircraft
- whether it is proposed to use the aircraft for adventure flights
- if a detailed inspection has been made of the aircraft structure, the reports of that inspection

Assessment

AWAL will pass the application to an AP who is authorised to issue a certificate under 132.180(4)(d) for assessment.

The AP, in making the assessment will review and consider all documentation relating to:

- the existing approved airframe life and the factors and assumptions on which it is based;
- the intended future operations of the aircraft;
- the operational and airworthiness history of the aircraft;
- the service history of:
 - other aircraft of the same type and model; and
 - other aircraft and structures of similar design;
- maintenance program findings;
- an assessment of the structure of the aircraft

The AP will refer questions to the MRB as required to obtain information about the service history of other aircraft of the same type or model and other aircraft and structures of similar design.

The AP may only issue a certificate stating an approved airframe life for an aircraft if he or she is satisfied that doing so will at least maintain an acceptable level of safety of flight

Issuing a certificate

The certificate will be provided to the applicant in writing and will include the following:

- the make, model and registration of the aircraft;
- the approved airframe life;
- whether the aircraft may be used to carry out adventure flights;
- any limitations associated with the approval;
- the name of the individual who issued the certificate;
- the signature of the AP issuing the certificate;
- a statement that the certificate is issued under CASR 132.180 (4)(d);
- the date on which the certificate was issued;
- the signature of the AP who issues the certificate
- any instructions for continued airworthiness that are necessary to ensure that the limited category aircraft remains safe throughout the period of the approval



Record keeping

On issue of a CASR 132.180(4)(d) certificate the DSA will file all relevant documents pertaining to the assessment and a copy of the certificate in the aircraft or operator file as appropriate and IAW Appendix 6 of this manual.

Advice to CASA

Advice of all Determinations and Approvals issued by AWAL for the purposes of Part 132 will be transmitted to CASA via the normal reporting as required by current delegation instrument issued to AWAL.

Limitations

AWAL will only issue Determinations or Approvals for the purposes of Part 132 in relation to aircraft as mentioned in CASR 21.189.

These procedures may only be implemented if the delegated functions are listed in the AWAL Instrument of Delegations and Authorisations issued by CASA that is currently in force.

DSA AWAL may cancel any approval issued by AWAL, if the DSA considers an approval to be in contravention of limitations or if the DSA feels that it is necessary to do so in the interest of safety of third party persons or property.

Right to review

A Registered Operator may request a review of any such decision by means of written submission to the DSA.

Permit Index procedures (132.195)

All Permit Indexes (PI)'s will be assigned by the DSA AWAL or an AP who has been authorised for the purpose by the DSA AWAL.

The AP will only assess an aircraft for assignment of a PI number if the RO has provided all of the required documentation specified in the Part 132 Manual of Standards (MOS).

When must a PI number be assigned?

Permit Index numbers must be assigned to an aircraft at the time of issue of a Limited certificate in accordance with CASR 21.176(5);

At what other times may a PI number be assigned?

A permit Index number may also be assigned to a Limited category aircraft

- At any time upon application by the holder of a Limited certificate (132.210); or
- If AWAL becomes satisfied under regulation 132.200 that the existing PI number does not comply with regulation 132.195; or
- If directed to do so by CASA under regulation 132.205.



If a holder of a Limited certificate makes application to AWAL for a PI number to be assigned to an aircraft, the application must be accompanied by any relevant documentation that is specified in the Part 132 MOS.

Permit Index Process

Application

An application form will require the applicant to provide the following information:

- Certification basis for the aircraft if any;
- Certification basis for the engine if any;
- Approved MOW or MTOW;
- Number and types of engines;
- Take-off and climb performance data;
- Aircraft stall speed at MOW;
- Glide capability if an aeroplane;
- Fatigue history if applicable and if known;
- Maintenance history with supporting log books, release notes (however described) and records of component changes;
- Damage repair records and modification records if applicable, including relevant design data if available;
- Design philosophy;
- Maintenance philosophy details;
- Fuel type- Avgas, Mogas or Avtur;
- Fuel tank(s) capacity;
- Fuel tank location and design (Internal tanks, external tanks, jettisonable tanks);
- On-board explosives.

Application –Assignment of a Permit Index

An applicant for a Permit Index (PI) number must complete all the required fields in the AWAL application form (Form: PI App.doc) and submit the application to the DSA along with supporting data that will allow the DSA to satisfy himself that the details entered on the application form are correct.

Initial assessment

When an application for assignment of a PI number is received from an applicant, the DSA or Appointed Person (AP) will ensure that the proper form (Form: PI App.doc) has been supplied and that all required boxes have been correctly filled in, If the form is incomplete or not in an acceptable format, the application will be returned to the applicant for rectification.

Assessment Procedure- Permit Index assignment

The DSA/AP will examine each entry in the application form and compare it with the supporting data supplied by the Applicant. If the AP should form the opinion that any of the responses are incorrect or inappropriate, he or she may:

- seek additional information from the applicant; or



- refer to AWAL library; or
- Refer to AWAL MRB; or
- research the data on the internet; or
- seek information from other operators of the same aircraft type either locally or internationally; or
- instruct the applicant to take verification action such as:
- having the aircraft weighed by a person who is authorised by CASA under CAR 33B (1)(e) for the purpose, or
- having the aircraft test flown by an experienced pilot to determine actual stall speeds, approach speeds, landing speeds and glide characteristics; or
- Assign the highest PI number (PI 3); or
- Return the application to the applicant for rectification and resubmission.

Having obtained and verified the necessary information, the AP will assign a risk point score against each risk element using the assessment guidelines and criteria set out in AC21-25 - Limited category aircraft permit index.

When each risk indicator has had a risk point score assigned to it, the AP will then tally the points and use Table 2 at APPENDIX B of the AC to convert the points total to a PI number. This number will then be entered on the annex to the aircrafts special certificate of airworthiness.

Note. If the aircraft has not yet been issued with a limited certificate, it may require temporary issue of an experimental certificate for the purpose of sub regulation 21.191(a) (research and development) to enable the flights to take place.

The applicant will be notified in writing of the PI number that has been assigned and advised of the restrictions that apply to his or her aircraft because of the determination. See Approval: PIAssign.1 (Appendix 7)

Assessment procedure- Upgrade to a next lower permit index number

Background

If an aircraft's total risk point score is within 5 points of the next lower PI number, an owner or registered operator may apply to AWAL for assignment of the next lower PI number.

An application will only be accepted if it is accompanied by a safety case that addresses the matters mentioned in Chapter 11: Safety Case, of AC 21-25.

Assessment

The DSA or AP will examine the proposed measures as follows.

- If a reduction from MTOW to Max Operating Weight is approved:
- Confirm that the lower weight is reasonable and will allow safe operation with adequate fuel reserves;



- Confirm that the lower operating weight is not to be achieved by removal of essential operational or safety equipment.

If a lower risk point score is achieved by removing external fixed fuel tanks, ensure that:

- the aircraft is not subject to flight manoeuvre restrictions without the tanks; and
- sufficient internal fuel for safe flight with normal reserves can be carried without affecting any known or published structural limitations.

If an aircraft has been modified to carry a type certified engine, the DSA or AP must ensure that the modification has been properly assessed in accordance with AWAL assessment procedures.

If the additional points have been gained by removing on-board explosives, the DSA or AP must ensure that the modifications have been assessed in accordance with AWAL assessment procedures.

- If at the end of the assessment, the changes have been found acceptable and the new point score allows a lower PI number to be assigned, the DSA or AP must:
- vary the PI on the annex to the limited certificate; and
- notify the applicant in writing of the new PI number and the operational restrictions associated with the new number.

Populous Area Over flight (PAO) Approval – 132.075(4)(a)

The RO of a Limited category aircraft with a PI of 1 may apply to AWAL and AWAL may approve it to fly over a populous area. This can occur in two ways:

- approving a procedure to operate over a built-up area
- approving a procedure to operate to and from an aerodrome specified in the Part 132 MOS

These are collectively referred to as built up area requests. On receipt of a request in writing for a PAO Approval and submission of a safety/operations proposal by the Registered Operator, the DSA or an AP who has been approved by the DSA for the purpose will assess the proposal.

If a particular route is proposed:

- Confirm that the aircraft can be flown at all times on a track and an altitude that will let the aircraft glide to a suitable area where an emergency landing can be made without endangering persons or property on the ground.

This will require:

- Detailed up to date maps of the area; or
- Recent aerial photographs which show sufficient detail to allow selection of suitable emergency landing sites and identification of any obstructions that may affect the choice of a site; or
- Satellite imagery taken within the previous 12 months that clearly shows possible emergency landing sites, and any obstructions that may affect the choice of a site.



The proposed track or tracks should be drawn on the map and show how, taking into account the glide performance of the aircraft, a suitable emergency landing area is within gliding range of the aircraft at all stages of the flight.

Note-This may require operations at altitudes that are within controlled airspace.

In considering the application, the AP must take into consideration whether:

- the aircraft noise footprint would be acceptable and whether;
- the aircraft has a history of reliable operation.

If there is concern about noise footprint, the applicant should be advised to consider an alternative route in the interests of community harmony.

If there is any doubt about the operational reliability of the aircraft, the DSA should be consulted with a view to refusing the application or applying more stringent conditions on the approval.

If an application is approved under regulation 132.035, the DSA will advise the applicant using the Approval Inst: BUAIInst.1 (Appendix 7). Where optional phrases or parameters are shown in the letter separated by a forward slash the inapplicable phrases or parameters should be deleted to prevent confusion.

Authority to Approve

The DSA or an AP who has been appointed by AWAL for the purpose may approve a built-up area request for a Permit Index 1 aircraft, subject to a satisfactory safety case being presented by the RO.

Form of a PAO approval

- A PAO must state that it is an approval issued under regulation 132.035 for the purpose of regulation 132.075(4)(a) and/or (4)(b)
- A PAO approval must be in writing and must include any conditions that the DSA or AP considers being necessary in the interests of safety of third party persons or property.
- A PAO approval may be for a single flight, a series of flights or for a calendar period not exceeding 2 years.
- A PAO approval may specify a geographic area with defined routes
- A POA approval will be granted only to an AWAL approved operator and is not transferable with an aircraft.
- A PAO approval will lapse if the operator ceases to be a member in good standing of AWAL (AWAL is unable to accept responsibility for oversight of the operator's activities if he or she ceases to be a member)

When may AWAL approve

The DSA or an AP who has been approved by the DSA for the purpose may approve a PAO application only after he or she has:

- assessed the RO submission and assessed any safety case put forward; and



- considered the aircraft type and, if considered necessary, attached appropriate operational restrictions to any approval.

Persons on Board Limit – 132.060 (1)

The AWAL MRB must assess any application to approve the number of persons on board a Limited category aircraft that is in excess of 6

How is application to be made to the MRB

The registered operator will submit a Safety Case in writing to the AWAL DSA which will include:

- Number of persons on board being requested
- If the aircraft was previously approved for a number in excess of 6, supporting evidence.
- Emergency Exits
- Who will be responsible for control of passengers on board,
- Communication on board
- Briefing
- For helicopters, how passengers will be loaded safely and who is responsible
- Any other information requested by the DSA.

Authority to Approve.

The DSA, as chair of MRB, may approve an increase in persons carried on board a Limited category aircraft.

When may AWAL approve.

The DSA may approve an increase in persons carried on board only on receipt of a recommendation from the MRB.

How will data be assessed.

Before making a determination, the MRB will:

- Assess the RO safety case submission, and
- Consider the aircraft type including its
 - performance limitations,
 - safety features,
 - suitability of emergency exits with regard to the proposed increased number of POB
 - reliability history, and
- Consult with CASA, if required.

The MRB will not approve a number of persons on board (passengers and crew) for an aircraft if that number exceeds the number permitted by the original design of the aircraft, or if a modification approved under regulation 132.035 permits a greater number, that number.



When making a determination, the MRB will if considered necessary, place operational restrictions on the aircraft.

The AWAL MRB, AWAL DSA or AP or any other AWAL authorised person will assess and record results as required by this manual.

An approval will:

- be given in writing, stating that it is granted under regulation 132.035 for the purpose of sub regulation 132.060(1)
- state the number of persons that may be carried, including operating crew
- state any conditions that the DSA in consultation with the MRB considers necessary in the interest of safety of passengers and crew.

Maintenance Directions issued by AWAL

Policy background/purpose

- This procedure has been developed to delegate CASAs powers under CAR 38(1) to AWAL.
- The powers granted under this delegation will be exercised by the AWAL DSA.
- Specifically, the DSA, under this delegation, will issue a direction under CAR 38(1) when deemed necessary for the purpose of ensuring the safety of air navigation.

Who will issue directions

The DSA is the only AWAL officer who may issue a maintenance direction.

When will a direction be issued

The DSA will issue a direction pursuant to CAR 38(1) when the DSA becomes aware that:

- a system of maintenance (maintenance program/maintenance schedule) in use by an aircraft under AWAL administration is deficient or
- there is an airworthiness issue with a Limited Cat aircraft that could have an adverse effect on people on the ground or water, or other airspace users.

How will a direction be issued

DSA will issue a direction pursuant to CAR 38(1) to the RO.

The DSA will serve the direction pursuant to CAR 38(1) on the RO in writing.

The DSA will issue a written direction and serve that direction on the RO by post, by fax or by email in PDF format. A record of satisfactory email or fax transmission will be regarded as acceptable evidence that a direction has been served on a person.

The DSA will as part of any direction, require the RO to take all reasonable steps to ensure the direction is brought to the attention of any person who is likely to fly, or issue a maintenance release for, the aircraft.

The direction may require remedial action within a specified timeframe determined by the DSA, or before further flight if in the opinion of the DSA, an imminent safety hazard exists.

Record keeping

On issue of a CAR 38(1) direction, the DSA will create a record of the direction, the reason(s) for it and the outcomes.

Such records will be made available when required by CASA.

The DSA will regularly review all CAR 38 directions given under this delegation to ensure that they have been satisfactorily complied.

Advice to CASA

CASA Safety Assurance Branch will be advised within 48 hours of a CAR 38 direction being issued

Should a member fail to comply with a CAR 38 direction, a report will be made to CASA Sports Office with recommendations attached.

Only CASA has the authority to issue an enforcement action for contravention to a CAR 38(1) direction.

State of Design Airworthiness Directives

Background

Compliance with State of Design Airworthiness Directives (including UK CAA Mandatory Permit Directives) has been a requirement for Limited Category certification since the introduction of CASR Pt 39. Some ADs and MPDs are onerous and expensive to comply with and have little relevance to 'Warbird' operations in Australia. Recent investigation by CASA concluded that the legislation around Pt 39 and the State of Design AD requirements were for Type Certified aircraft only and not applicable to those aircraft certified in Limited Category.

Limited Category aircraft are still required to comply with any applicable Australian Airworthiness Directive that has been issued by CASA.

What is the compliance requirements

AWAL always *recommends* compliance with any directive or instructions for continued airworthiness.

The State of Design Airworthiness Directives will be assessed by AWAL and CASA as to their applicability and relevance to the operation and airworthiness of the aircraft.

For Private operations:

If during the assessment, it is identified that the non-incorporation of a State of Design Airworthiness Direction or UK CAA MPD could place other airspace users or people or property at risk, the Registered Operator must be advised that the Permit Index assigned to the aircraft may need to be re-assessed IAW 132.200.

In addition to the requirements below (**'How will the assessment be carried out'**), AWAL/CASA may consider that the State of Design AD is relevant to Adventure flight aircraft only. If such a determination is made, then the AD will be applicable to all aircraft that have 'Conduct Adventure Flights' listed as a permitted Special Purpose operation on the Limited Category SC of A.



How will the assessment be carried out

The DSA will convene a Maintenance Review Board (MRB) that will include AWAL TAC (Eng), CASA and may include a representative of the Registered Operator, with the DSA AWAL acting as chairperson.

Points for discussion:

- Is it based on a known safety occurrence or issue?
- Does it affect 'Safety of Flight' critical components?
- Do operations in Australia change its relevance?
- Does having the Permit Index system change its relevance?
- Is it onerous to carryout for the gain in safety it will achieve?
- Is it expensive or otherwise prohibitive to comply with?
- How many aircraft does it effect?
- Have other measures been put in place already that address the underlying issues?
- Could AWAL approve 'Another Means of Compliance' by amending the Maintenance Program via AWAL's CAR 42M appointment?
- If it is not complied with, what is the probable outcome?
- Is it relevant? Taking into account various factors including where it was written and why?
- If it is so critical that compliance is mandatory, then CASA would need to issue an AD.

How would a determination be advised

After the MRB has made a determination, affected Registered Operators and the Adventure Flight Organisations will be advised in writing by the DSA AWAL

Record keeping

A copy of the written advice will be kept in the aircraft and Adventure Flight Operators file

Advice to CASA

CASA Sports Office will be forwarded a copy of the written determination for their information

Dispute Resolution

The following process shall be undertaken if an applicant for a C of A disagrees with a decision by the DSA or an AP relating to such matters as refusal to issue a certificate, conditions imposed on a certificate, or the PI to be issued to the particular aircraft. The applicant will inform the DSA that they don't agree with the decision and would like a review. The review will follow the procedures outlined below.

Level one

DSA and C of A applicant will review all the documentation together. If the decision is confirmed by the DSA with the applicant and the applicant accepts the outcome, no further action required.



If the DSA and the C of A applicant can't agree the dispute will move to Level two.

Level Two

The DSA will review the documentation with MRB or expert panel for that aircraft type.

If the MRB confirms the DSA data and outcome the applicant will be informed. The applicant can attend the MRB review if they wish.

All level two disputes must be reported to the board and CASA via the DSA monthly report.

If the applicant still won't accept the AWAL decision, then the dispute would be elevated to Level Three.

Level Three

The dispute would have been reported to CASA via the DSA monthly report. The level three includes experts from CASA to review the AWAL decision.

A meeting would be arranged by AWAL with all parties and the required experts. A review would be conducted of all the historic documents and information. Each party would give its reason why it believes that the decision should or should not be changed.

CASA would assist in reaching an acceptable outcome. If however the applicant will not accept the outcome of the meeting, then the applicant will need to take further action directly with CASA.

Quality Program

This program is used by AWAL to ensure that its authorised functions are performed in a manner that is consistent, safe and legally based.

Note: Reference has been made to the CASA draft guidance material on establishing and operating an internal evaluation system as contained in Advisory Circular (AC) 149-2* (Final to be published).

Personnel Qualifications and Experience

Personnel implementing the Quality Program shall be knowledgeable on the policies and administrative requirements of AWAL.

Personnel shall be nominated by the Director, Self-Administration, in consultation with the TAC.

The AWAL Quality Program implements the AWAL Safety Policy in a manner that ensures compliance with Procedures and Guidance Material provided by AWAL. There are two major components to the Quality Program:

Quality Checking Procedures

Planned Audits

Audits shall be carried out at regular intervals as determined by the AWAL Board of Directors and /or the Director, Self-Administration, but as a minimum, a full internal governance audit will be completed covering every activity of AWAL in any 12-month period.

Audits may take the form of a desk audit, sampling an activity or by carrying out a complete audit of all activities of a participant.

Special Audits

Special audits are carried out as directed by the Director, Self-Administration, or at the request of CASA.

Audit Process

The audit process shall be carried out by a person not usually associated with the particular activity. The Director, Self-Administration, in consultation with the TAC, shall determine if a person is suitable to carry out the assigned audit task.

The audit may also be carried out by a suitably qualified person from outside AWAL, with the assistance of AWAL.

The person nominated for the audit will report deficiencies detected on the appropriate Forms. If no deficiencies are found, then a NIL Report will be noted.

Corrective Action

On receipt of a completed Audit Report the Director, Self-Administration shall ensure that all areas of the Audit Plan have been addressed and any deficiencies noted assessed and rectification action requested by the use of a Request for Corrective Action (CAN) - Form CAN (Appendix 2).



Follow Up Action

Follow up action of a CAN, including time interval for review of any deficiencies or rectification action noted during a planned or special audit shall be specified by the Director, Self-Administration.

Aircraft Operators

Audits, Compliance and Enforcement

Limited Category operations must be conducted in compliance with Part 132.

Persons conducting Limited Operations under Part 132 as members of AWAL, must at all times comply with the requirements of this Exposition and Manual, and those procedures published by AWAL under CAR 262AN (3)

AWAL will conduct regular surveillance and audit activities in order to ensure that Adventure Flight operations are being conducted in accordance with this ESAM and the operators Adventure Flight manual.

‘Desk Top’ audits will be conducted at times as determined by the DSA, however all AWAL Adventure Flight organisations will be audited at least once in a 3-year cycle.

Any member or Organisation may at any time be subject to an on-site audit at the discretion of the DSA or if AWAL is in receipt of non-compliance information or an incident has occurred.

All members operating under AWAL administration are required to allow AWAL audit and compliance staff access to their facilities, records and aircraft as required to ensure that operations comply with this manual.

Audit Reports

AWAL auditors will provide the operator with an audit report at the end of the audit.

Corrective Action Notifications (CANs)

Any CANs issued by the auditors will be notified to the DSA and the operator.

If the CANs are of a serious nature which may affect safety of flight, the DSA will also notify CASA of the findings

In the event that an operator is unable or unwilling to comply with AWAL CANs, the DSA may:

- Suspend or Cancel AWAL membership of the person (individual or organisation) concerned, and
- Advise CASA the enforcement action is considered necessary.

The DSA may also consider cancellation of a Certificate of Airworthiness.

Audit reports will be retained on file and made available to AWAL and CASA audit staff as required for further audit purposes.

Appendices

There are a number of forms, letters etc., which while referred to in the Manual or its Annexes, may not be part of the Manual or even the property of AWAL or the AP.

Each appendix contains a list of all those related documents that are referred to in the Manual or its Annexes, the purpose of those documents, and where those documents can be located.



The following table describes the type of documents referred to in each appendix.

List of Appendices

Appendix	Description
1	Checklists
2	Forms
3	Guides
4	Appointed Persons
5	Letters
6	AWAL Administration procedures
7	Approval Templates



Appendix 1 - Checklists

CHECKLISTS

DOC NAME	DESCRIPTION	OWNER
	Governance Audit Checklist	
	Operator audit checklist	
CL001 AP New SC of A Checklist	Process checklist for issuing Limited Category SC of A for Adventure Flight, Exhibition and Aerobatics	AWAL
checklistEXH	process checklist for issuing experimental certificate for exhibition and/or air racing	AWAL
checklistSFP	process checklist for issuing special flight permits	AWAL
DocList,EXH	checklist to ensure that all documents required for the issue of an experimental certificate or LTD C of A to exhibition aircraft, are included in file	AWAL



Governance Audit Checklist

Section One: Document Review

Review last audit documentation

Review Legislation for changes that effect manual
Review current legislation in relation to any changes since last audit

Audit Procedures

Location: _____

Key personal present during Audit

Date of Audit: _____

Location _____

Name of Auditor: _____

Corrective Actions Required

Date by which the corrective action will need to be in place:



Copy of report received by:

Do you agree with the findings of the report Yes No

On Behalf of the Company or operator _____

On Behalf of Warbirds Australia _____

Time taken to conduct the audit _____



AWAL Adventure Flight

Desk Top Audit

Checklist

Operator Details

Adventure Flight Approved Organisation:

Address/ Location:

Adv Flt Base of Operation:

Primary contact person's details

Name

Tel:

_____ (M) _____

E-mail

Date of Audit:

Name of Auditor



Is the operator a Pty Ltd company? Yes No

Company Directors: _____

Any other CASA approvals held by Company

Additional operations conducted:

Mock Combat Yes No

Private Yes No

Cost sharing Yes No

Air Show or Exhibition flights Yes No

Training Yes No

Other, please specify: _____

AWAL Adventure Flight Approval

AWAL Permission to Operate Yes No

Expiry date: _____

A red AWAL sticker does not constitute a Permission to Operate, only that your aircraft is registered with AWAL for Adventure Flying.

Valid Adventure Flight Manual (CASR Pt 132 compliant) Yes No

Date of last issue/amendment: _____

Aircraft Insurance (Adventure Flight operators only)

Minimum \$10M Combined Single Limit Yes No

For Permit Index 0 aircraft not operating from an 'Unsuitable Landing Area'.
Minimum \$5M Combined Single Limit Yes No

Insurer _____

Expiry Date _____



Administration

Are your records kept and stored IAW CASR 132.170: Yes No

Long term storage: Electronic Hard Copy

What records are kept: _____

Are passengers briefed IAW CASR 132.135 & 132.155 Yes No

When and where does the briefing take place _____

Does your passenger get a copy of the briefing and signed acknowledgement
Yes No

Do you sell flights using Gift Certificates Yes No

If yes, do you comply with CASR 132.145 (1) Yes No

Do you use a booking agent (Red Balloon/Adrenalin, etc.) Yes No

If yes, have you complied with CASR 132.145 (2) Yes No

Can bookings be made on your website Yes No

If yes, do you comply with CASR 132.145 (1) Yes No

Do you comply with your 'Flight Following' requirements Yes No



Aircraft Information

Please copy sheet for additional aircraft.

Rego: VH-

Current M/R Yes No

Issued By: _____

Expiry: _____

Pax warning placards as required CASR 132.050 (2)(e) Yes No

'LIMITED' displayed on aircraft (CASR sub part 45C) Yes No

Applicable Flight manual/Pilots Notes in use Yes No

W&B loading data available Yes No

Valid C of R: Yes No

Who is the Registered Operator: _____

Valid C of A and Annex: Yes No

Issue Date: _____

Current Noise Certificate Exemption Yes No

Expiry Date: _____

If applicable, is your Permit Index 1 approval instrument for operations into and out of
'Unsuitable Landing Areas' current Yes No N/A

Signature: _____

Name: _____

On Behalf of the Adv Flt Operator

Time taken to conduct the audit _____

Please note, you maybe asked to provide additional information or documents



Appendix 2 - Forms

FORMS

DOC NAME	DESCRIPTION	OWNER
	CAN	
	Publication Change Request	
Control,Exhibition	This form is the first page of an aircraft file, an overview of the file status, for an exhibition aircraft, LTD or experimental	AWAL/ AP
Control,Restricted	This form is the first page of an aircraft file, providing an overview of the file status, for a RESTR category aircraft	AWAL/ AP
form718 application special C of A	'Application for the issue of a Special Certificate of Airworthiness'	CASA
form725 SFP apply	'Application for the Issue of a Special Flight Permit	CASA
Indemnity	Applicants for experimental or LTD certificates, will use this form to acknowledge to the AP and AWAL, that responsibility for the safety of the aircraft does not rest with the AP or AWAL	AWAL/ AP
ReqforinfoLTD	AP uses this form to seek information about a particular LTD aircraft	AWAL/ AP
PI001 PI Application	This is an application form to be filled out by Owner/Operator/Registered Operator and supplied to the AP with supporting documents for assessing an aircraft for the assignment of a PI	AWAL/ AP
PI004 PI Assign	This letter advises applicant of the assigned Permit Index	AWAL/ AP
PAO Approval	This letter and its conditions advises the applicant of their approval to overfly a populous area	AWAL/ AP
PAO Refusal	This letter and its reasons advises the applicant why they were not approved for populous area over flight	AWAL/ AP



Form CAN01

Corrective Action Notification

Organisation:

**An Operational Audit conducted on (date)
following deficiency:**

has revealed the

Corrective action as follows is requested:

Due date for compliance:

Audit Officer:

Date:

DSA Certification of Corrective Action Compliance:



PUBLICATION CHANGE REQUEST – Form AF002

Forward to: Director, Self-Administration

PUBLICATION Change Request

Name of publication requiring change:		
Section	Page	Paragraph
Reason for change:		
Details of change:		
Does the change affect other publications?	Yes: / No:	
Name of publication affected:		
	Section:	Page:
Requested by:	Signature:	Date:
QUALITY CHECKING		
Are there any airworthiness implications?	YES	NO
Are there implications for procedures?	YES	NO
Are there implications for guidance material?	YES	NO
Change approved:	YES	NO
Change Revision Number:		
Name of person required to implement change		
Date that change is required by:	/ / 20	
Approved by:	Signature:	Date:
		/ / 20

Appendix 3 - Guides

Appendix 3

DOC NAME	DESCRIPTION	OWNER
Adventure Flight Compliance Guide	A document produced by AWAL to assist adventure operators prepare and meets operation requirements	AWAL
Docs to be carried EXP & LTD	This handout explains what documents must be carried on board an Exhibition aircraft	AWAL
Flight Folder sample	Illustrates how to comply with the CASA requirement for an experimental or LTD aircraft to carry certain documents on board the aircraft in a 'Flight Folder'	AWAL
AG002 Adv Flt Consultation Fact Sheet	Information guide regarding the aircraft noise requirements for Adventure Flight Operators	Dept of Infrastructure
Pax Warn placards, LTD	Artwork to assist the applicant to manufacture placarding	AWAL
Placards,LTD	Summary of special markings required for a LTD aircraft, including explanations and illustrations	AWAL

Appendix 4 – Personnel

Table 13 - Register of current Committee Members

Position	Name	Date of Appointment	Contact
President, Accountable manager	Mr Stephen Death	Feb 21	0428 698862
Vice-President, Deputy Accountable Manager/Treasurer	Mr Doug Hamilton	Feb 21	0428 691009
Secretary	Mr Matt Henderson	Apr 21	0409 850154
Committee	Mr Paul Bennet	Nov 21	0425 292391
Committee	Mr Ross Parker	Feb 21	0401 493999
Safety Officer	Mr Matt Handley	Nov 12	0438 308185
Committee	Mr Jack Moshovis	Nov 21	0412 204155
Committee	Mr Cameron Rolph-Smith	Feb 21	0409 052681
Committee	Mr Brian Candler	Apr 21	0418 204611
DSA	Mr Peter Pring-Shambler	Aug 12	0417 234626
CEO	Mr Phil Prap	May 22	0408 213024

**Table 14 - Register of AWAL Appointed Persons**

Name	Approved Activities	CASA Authority	Init. Appoint. Date	Review Date	Location	Contact
Philip Goard	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP02	01 Jun 10	31 May 17	Cowra NSW	02 63411635
Charles Camilleri	CoA & SFP- "Ltd" a/c Approve maint. Data & Instructions CAR 2A(4)	AP05	01 Jun 10	31 May 17	Bathurst NSW	02 63373737 0409 455084
Peter Pring-Shambler	AWAL DSA Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4) & Maint. Schedule CAR 42CA	AP06	01 Aug 12 09 Nov 10		Wagga Wagga NSW	0417234626
Barry Pover	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP07	09 Aug 13	31 May 17	Carrum Downs VIC	0416 565028
Jack Moshovis	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP09	09 Aug 13 09 Aug 13	31 May 17	Perth WA	0412 204155



Andy Morris	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP10	09 Aug 13	31 May 17	Syndal VIC	0428 852654
Stephen Death	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP11	09 Aug 13	31 May 17	Albury NSW	0428 698862
Andrew Bishop	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP12	09 Aug 13	31 May 17	Temora NSW	0414 285556
Cameron Rolph-Smith	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP13	09 Aug 13	31 May 17	Archerfield QLD	0409 052681
David Scully	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP14	09 Aug 13	31 May 17	New Lambton Heights NSW	0418 849416
Alex Von Mengersen	Airworthiness Certification and SFP for "Limited" a/c Approve maint. Data & Instructions CAR 2A(4)	AP15	09 Aug 13	31 May 17	Wagga Wagga NSW	0408 281378



Appendix 5 - Letters

Table 15 - Relevant letters

LETTERS

<i>FILE NAME</i>	<i>LETTER accompanies</i>	<i>CERT</i>

Appendix 6 – AWAL Administration Procedures

Record Control

(Record control and record keeping responsibilities that are applicable to self-administration functions will in future be defined by Part 149.)

The General administration and Accounting activities of the AWAL shall be recorded and kept in appropriate files and registers at the Company office. All AP, Aircraft and RO specific data will be recorded and held by the DSA. Copies of all data required by CASA will be forwarded within the period specified by CASA, generally within 7 days.

The minimum period of retention of document for each operation or activity is stated within the relevant sections of this manual

Retention of Records

Backup of electronic files stored on computer systems must be performed regularly by the position holder and at least quarterly. Backup media must be stored at a separate location for security.

Administration of Training

General

Assessment of competency and training needs are necessary steps to ensure safety and compliance. All personnel must have the appropriate specific training and skills to perform their assigned tasks.

Review of training requirements is the responsibility of the Director, Self-Administration.

Training Programs

Director, Self-Administration has the responsibility to identify and establish training programs in consultation with the TAC, covering activities such as:

- Aircraft type training
- Audit training
- Airworthiness training
- Specialised training
- Recognition of prior learning

Training Records

Director, Self-Administration is responsible for ensuring that training records are retained as follows:

- List of training participants;
- Training provider;
- Training date;
- Course identifier; and
- Notice of attainment/level of competency/acknowledgement of participation, as appropriate.

Training records shall be controlled following the administration procedures provided in this manual.



Administration of Airworthiness Activities

AWAL Appointed Persons

When work is performed on behalf of AWAL under this manual, it is a pre-requisite that a person holds AWAL Appointments appropriate to the task/s performed.

Details of the current appointed AWAL person are attached in Appendix 4. Table 14.

Each Task Checklist contains a check box, to confirm there is a relevant and current AP for a particular task at the time of issuing permission.

Proficiency

Any additional training that is identified as being required by any persons representing AWAL, will be reviewed and recommended by the Director, Self-Administration.

Training of APs

All APs who are to exercise CASA delegated functions or Part 132 functions on behalf of AWAL must meet the qualification and experience requirements set out in the section titled

AWAL Appointed Persons (APs)

Access to Reference Material

- The DSA is responsible for providing all APs with access to reference material.
- AWAL uses CASA Website Notification Service: electronic (e-mail) notices of new and interim changes to information carried on the CASA website.
- The relevant Information shall be circulated within AWAL by the DSA. APs may choose also to receive this information independently.
- If any AWAL employee, member or contractor becomes aware of changes to reference material that may affect AWAL policy or procedures, the DSA must be notified promptly.



Authorised Activities

The following list indicates the activities that the DSA is authorised to undertake by using this manual.

Table 5 - DSA Authorised Activities

Activity	Category, Designation or Purpose	Reference	Approved via :
Issue of Certificates of Airworthiness & associated Operating Limitations (Page 17)	Limited	CASR 21.189	CASA instrument
	EXP - Research and Dev.	CASR 21.191(a)	CASA instrument
	EXP – Showing Compliance	CASR 21.191(b)	CASA instrument
Issue of Special Flight Permits (Page 19)	ferry for maintenance or storage	CASR 21.197 (1)(a)	CASA instrument
	delivery or export	CASR 21.197 (1)(b), (1)(d)	
Approve maint data and instructions (Page 24)	AWAL	CAR 2A (4)	CASA instrument
Maint. Schedules (Page 20)	AWAL	CAR 42CA	CASA instrument
Operations manual	AWAL		
Assign Permit Index (Page 26)	Limited	CASR 21.176(5)	CASA instrument
Approve Populous Area Over-flight	Operate to and from an aerodrome specified in the Part 132 MOS	CASR 132.075(1)(a)	CASA instrument
	Operate over a populous area	CASR 132.075(1)(b)	CASA instrument
Give Advice on Behalf of AWAL about Damage and Defects	AWAL	CASR 132.175(1)(b) and (c)	AWAL ESAM



The following list indicates the activities that an AP may be authorised to undertake by using this manual.

Table 6 - AP Authorised Activities

Activity	Category, Designation or Purpose	Reference	Approved via.
Issue of Certificates of Airworthiness & associated Operating Limitations (Page 17)	Limited	CASR 21.189 (1)	CASA instrument
	EXP - Research and Dev.	CASR 21.191(a)	CASA instrument
	EXP – Showing Compliance	CASR 21.191(b)	CASA instrument
Issue of Special Flight Permits (Page 19)	ferry for maintenance or storage	CASR 21.197 (1)(a)	CASA instrument
	delivery or export	CASR 21.197 (1)(b)	
	evacuating a/c from areas of impending danger	CASR 21.197 (1)(d)	
Approve maintenance data and instructions	AWAL	CAR 2A (4)	CASA instrument
Approve maintenance programs	AWAL	CAR 42CA	CASA instrument

Logging of Activities

The DSA AWAL will utilise CASA's Delegate Management Notification System to record the basic details of AWALs activities involving the exercising of its delegated powers, before commencing the activity and on completion of it.

The DSA will be able to log into CASA DMNS and input data relating to:

- Aircraft type and registration
- Job summary
- Delegations and approvals being exercised
- Start and end dates

This activity will be carried out IAW CASA's DMNS User Guide and information available at www.casa.gov.au/dmns

AWAL requires each Appointed Person to keep a log of authorised activities in accordance with the following instructions

Task log

A log of all permissions issued, is recorded in an electronic file titled 'CertList'. The log is in a table format to enable easy sorting by field/s.

The log captures the following information:

- date of issue
- AP ID
- task ID
- task type
- a/c ID (usually call sign)
- applicant's ID (usually surname)
- date of notifying AWAL.

'CertList' provides sufficient information to locate any particular aircraft file. Additional information required to be logged by AWAL is captured in each aircraft file and is not repeated in 'Certlist'.

That additional information is:

- the name of the registered operator
- the manufacturer, type, model and serial number of the aircraft
- the date of expiry of each certificate.

'CertList'

Each AP assigns a filename to their current log of activities, in the format:

<CERTLIST APxx 20xx.doc>

The AP ID refers to the number issued to the relevant AP on the 'Appointment Certificate' authorised by the DSA, AWAL.

The following table illustrates the layout of the task register -

Table 7: Cert List Sample

CERTLIST AP03 2007.doc

Issue date	AP	AC	Cert Nr	Type	Rego	Owner	AWAL Notified
2007			07xx				
3 January 2007	03	X	0702	exh	YSZ	Traeger	4/01/2007
3 January 2007			YSZ01	anx	YSZ	Traeger	4/01/2007
			0702				
			etc.				
Returns: dsa@australianwarbirds.com.au ; aircraft.data@casa.gov.au							
2007			07xx				
1 July 2007	03	L	0701	ltd	MEI	Aaron	2/07/2007
1 July 2007			MEI01	anx	MEI	Aaron	2/07/2007
			0702				
			etc.				
Returns: dsa@australianwarbirds.com.au ; aircraft.data@casa.gov.au							

Revision 3.5, dated 28-08-12

Table 8: Key to headings

heading	Meaning
issue date	date of issue on a certificate
ap	APxx who issued certificate
ac	Airworthiness Category
nr	sequential number
type	description of certificate issued
notified	date of dispatch of docs to...

Table 9: Key to airworthiness category abbreviations

ac	Description
L	Limited Category
M	Multiple
P	Special Flight Permit
X	Experimental

Table 10: Key to certificate type abbreviations

type	Description	Reference
anx	Annex	21.195A
exh	Research and Development, Showing Compliance	21.191(a),(b)
ltd	Limited Category	21.189
sfp	Special Flight Permit	21.197
pi	Issued to include PI	CASR Pt 132 MOS
buA	Unsuitable Landing Area and Built-Up area approvals	CASR Pt 132 MOS

Task ID / Certificate numbering

In order to track the permissions issued by an AP under this manual, each permission is assigned a unique alphanumeric identifier. The ‘alpha’ component identifies the type of task, and the numeric component consists of a calendar-based prefix followed by a sequentially assigned number, as shown by the following example –

Table 11: Decode for Certificate number

Example: C of A number 03L0702	
03	issuing AP = (refer to Table 15)
L	airworthiness category = Limited
07	calendar year = 2007
02	sequential number = 2nd in this year

Issue of a Certificate or Permit

Whenever a task will require the production of a certificate or permit, each AP will assign a consecutive number from their current 'CertList'.

Issue of a permission via another mechanism, (e.g. Annex)

Whenever an Annex is issued, the identifier will consist of the call sign of the aircraft, followed by a version number –

e.g.: *QFF/02* = 2nd issue of an Annex to VH-QFF

Reporting Activity to AWAL

- APs are to forward copies of CoA and SFP Application Forms on receipt from applicant to the DSA, AWAL.
- Each AP will forward their current CertList by e-mail to AWAL DSA, within 5 working days of issuing a CoA or SFP, in pdf format, at dsa@australianwarbirds.com.au, and will annotate their CertList accordingly.
- The DSA will allocate a job number to applications received and forward information to AWAL Treasurer/Accounts.
- Treasurer/Accounts are to contact and provide aircraft owner and operator with AWAL schedule of costs, and ensure they are current members.
- If DSA receives a request to supply an AWAL maintenance schedule, this request will be forwarded to accounts, once m/s fee has been paid a copy of receipt is to be forwarded to the DSA who will only then issue the Maintenance Schedule to designated aircraft. Aircraft owner/operator may contact AWAL accounts direct for AWAL maintenance schedule.
- On DSA completing or receiving complete work package from AWAL AP, DSA will notify AWAL accounts to process aircraft registration fee.
- Once DSA has received all required documents from owner/operator an AWAL 'Permission to Operate' will be issued upon payment of appropriate fees if for adventure flights. A reduced fee is applicable for 'Permission to Operate' for aircraft that do not have the Adventure Flight Operation annotated on the CoA.





Appendix 7 – AWAL Approval Templates

<i>Approval ID</i>	<i>Description</i>	<i>Iss Date</i>	
BUAInst.1	Approval Instrument for flights over built-up areas and routes for use of Capital City aerodromes	Jun13	
PIAssign.1	PI assignment advice	Jun13	



BUAInst.1

App ID#

Instrument number AWAL number/year

I, PETER PRING-SHAMBLER, Director, Self-Administration, Australian Warbirds Association Limited (**AWAL**), acting on behalf of AWAL in its capacity as a delegate of CASA, make this instrument.

Peter Pring-Shambler
Director, Self-Administration
Australian Warbirds Association Limited

Date **XXX**

Approval — VHxxx procedure for safety of others when flying over a Built up Area

Approval — VHzzz access routes for using an aerodrome in a capital city

1 Name of instrument

This instrument is the *AWAL Flight Over Built-up Areas Instrument 2013*.

2 Duration

2.1 This instrument commences on the day after it is signed.

2.2 This instrument expires on **[date]**.

Note This instrument expires within 2 years of issue so that AWAL can review relevant approved procedures and reconsider safety aspects of relevant operations. The instrument may be reissued unchanged or with changes.

3 Authority

This instrument is made under: regulation 132.035 of the *Civil Aviation Safety Regulations 1998*.

4 Definitions

4.1 In this instrument:

aircraft means a limited category aircraft:

- (a) satisfying the requirements for the issue of a special certificate of airworthiness mentioned in regulation 21.189 of CASR 1998; and
- (b) issued with a special certificate of airworthiness; and
- (c) assigned a permit index of 1 under sub regulation CASR 132.195, 132.200 132.205 or 132.210.



AMSL means above mean sea level.

ATC means air traffic control.

AWAL maps and photographs means maps and photographs, approved by AWAL and bearing the AWAL approval stamp and approval number, showing flight routes for aircraft.

BUA means a built-up area of a city or town.

CAR 1988 means the *Civil Aviation Regulations 1988*.

CASR 1998 means the *Civil Aviation Safety Regulations 1998*.

civil aviation legislation means the *Civil Aviation Act 1988*, CAR 1988, CASR 1998 or any instrument made under the Act, CAR 1988 or CASR 1998.

MOW means maximum operating weight.

MTOW means maximum take-off weight.

SPO means a special purpose operation mentioned in sub regulation 21.189 (3) of CASR 1998.

- 4.2 Unless the contrary intention appears, words, phrases, expressions and abbreviations used in this instrument have the same meaning as in CAR 1988 and CASR 1998.

5 Application

Aircraft, fuel, weight and pilot

- 5.1 This instrument applies only for the aircraft whose:
- (a) VH registration number is mentioned in Schedule 1; and
 - (b) owner or registered operator does not change after the date of this instrument; and
 - (c) maximum fuel load when the aircraft first moves under its own power for the purpose of taking off does not exceed the maximum (if any) stated for the aircraft in Schedule 1;
- and
- (d) pilot is a person described in Schedule 2.

Period and number of flights

- 5.3 This instrument applies only:
- (a) during the period mentioned in Schedule 3 for the aircraft; and
 - (b) for the number of flights mentioned in Schedule 4 for the aircraft for the period.

Built-up area

- 5.4 This instrument applies only for a BUA described in Schedule 4.

Unsuitable Landing Area

- 5.5 This instrument applies for the use of an unsuitable landing area, as defined in the CASR Pt 132 MOS and mentioned in Schedule 5.

Airworthiness

- 5.6 This instrument applies only for an aircraft:
- (a) for which there is in force a maintenance release issued by an authorised person in accordance with Division 9 in Part 4A of CAR 1988; and
 - (b) which, during the currency of the maintenance release:
 - (i) is not damaged or modified; and



- (ii) does not develop any condition or deterioration that could affect the safety of the aircraft, its pilot, or any person or property on the ground or water.

Documents

- 5.7 This instrument applies only when the pilot of the aircraft:
- (a) is carrying a copy of this instrument in the aircraft so that it may be produced on demand by CASA or AWAL:
 - (i) immediately before, and immediately after, a flight; and
 - (ii) reasonably before, and reasonably after, a flight; and
 - (b) has left with an officer of AWAL or another responsible person for retention, and return after the flight, a signed statement that he or she has read the instrument and is familiar with its terms.

Weather

- 5.8 This instrument does not apply if, before take-off, the prevailing or predicted weather conditions anywhere along the flight route are such that they are likely to cause:
- (a) the aircraft to track outside the AWAL approved tracks mentioned in clause 1 of Schedule 6; or
 - (b) such delay that the aircraft's fuel reserves could be reduced below the minimum required for the flight under civil aviation legislation.

ATC

- 5.9 This instrument does not apply if the arrangements with ATC mentioned in clause 3 of Schedule 6:
- (a) are not made before the flight; or
 - (b) are not confirmed during the flight.

Approved procedure is also for access route

- 5.10 To avoid doubt, the provisions of this instrument, including the approved procedure in Schedule 6, apply for the use of an access route to or from an unsuitable landing area, as defined in the CASR Pt 132 MOS and mentioned in Schedule 5.

6 Approved procedure over BUA for safety of others

- 6.1 The approved procedure which when followed by an aircraft permits the aircraft to be operated over the BUA mentioned in Schedule 4 for the safety of other airspace users and persons on the ground or on water is set out in Schedule 6.

Note The aircraft may be operated over the BUA only to the least extent necessary to allow it to comply with the approved procedure.

7 Approved access route for an unsuitable landing area.

- 7.1 The approved access route for the use of an unsuitable landing area, as defined in the CASR Pt 132 MOS, mentioned in Schedule 5, which when followed by an aircraft for landing or take off permits the aircraft to be operated over the BUA mentioned in Schedule 4, is set out in Schedule 7.

8 Civil aviation legislation applies

- 8.1 To avoid doubt, compliance with the approved procedure mentioned in section 6 or the access route mentioned in section 7 does not relieve a pilot, or an aircraft operator, of any obligation which must otherwise be complied with for the flight under civil aviation legislation.



Schedule 1 VH registration number of aircraft to which the approved procedure applies

Item	VH number	Maximum fuel load (litres)	MOW (kgs)	MTOW (kgs)
1				

Schedule 2 Pilot of aircraft to which the approved procedure applies

The pilot must:

- (a) hold a current flight crew licence and rating required to fly the aircraft in the SPO and in the supporting operation; and
- (b) hold a current medical certificate under Part 67 of CASR 1998 that is appropriate for the aircraft and the flight; and
- (c) be a financial member of the AWAL who has formally undertaken in writing to comply with the AWAL operations manual and by-laws for operations in the aircraft.

Schedule 3 Period and number of flights to which the approved procedure applies

- 1 For aircraft VHxxx:

Item	Dates	Number of flights
1	[Date] to[Date]	[number]
2	[Date] to[Date]	[number]

Schedule 4 Built up Area (BUA) for which the approved procedure applies

- 1 For aircraft VHxxx:

- (a) [name and description delineating the relevant built-up area 1]; and
- (b) [name and description delineating the relevant built-up area 2].

Schedule 5 Unsuitable Landing Area subject to an approved access route

Item	Unsuitable Landing Area
1	[name]
2	[name]

Schedule 6 Approved procedure

- 1 The aircraft's flight must follow the following AWAL approved tracks identified by route numbers or titles as detailed on AWAL maps and photographs:
 - (a) route numbers or titles;
 - (b) route numbers or titles.



- 2 The aircraft's flight between places marked along the route, as mentioned in the following Table, must be flown at not less than the altitude shown for the flight in the Table.

Item	From/to	Minimum altitude AMSL (in feet)
1	Place name marked x on the route to place name marked z on the route	9999
2	Place name marked x on the route to place name marked z on the route	9999

- 3 If, in compliance with clause 1 or 2, the aircraft's flight would enter controlled airspace, then:
- before the flight, the pilot must make arrangements with ATC to ensure that the flight may enter the controlled airspace; and
 - during the flight, the pilot must confirm the arrangements with ATC before entering the controlled airspace.

Schedule 7 Approved access route for operations to and from an unsuitable landing area as defined in the Part 132 MOS

- 1 The access route to the specified aerodrome is along the following AWAL approved tracks identified by route numbers or titles as detailed on AWAL maps and photographs:
- route numbers or titles;
 - route numbers or titles.

Note An access route for the use of a specified aerodrome is always a subset of the approved procedures mentioned in Schedule 6 for the safety of other airspace users and persons on the ground or water. However, for legal reasons, while it may be included in the AWAL approved tracks in Schedule 6, it is separately identified in Schedule 7.



App ID# PIAssign.1

Date:

To:

Letter advising of PI number assignment

Please be advised that your aircraft VH---- has been assigned a permit index number of 0 and may be flown over built-up areas subject to normal airspace and ATC requirements.

Or

Please be advised that your aircraft VH---- has been assigned a permit index number of 1 and the following conditions apply:

- 1) VH--- may only be flown over populous areas to the least extent necessary to take off from or land at an aerodrome other than at an aerodrome specified in the part 132 MOS.
- 2) Flights into and out of a specified airport may only be conducted using routes approved by AWAL or CASA.
- 3) Flights over populous areas other than those mentioned above may only be conducted in accordance with an approval issued by AWAL or CASA
- 4) You must ensure that any person who flies as pilot in command of this aircraft is aware that
 - a) the aircraft has a permit index number of 1 and that the aircraft must not be flown over a populous area or into or out of an aerodrome specified in the Part 132 MOS without written approval from AWAL or CASA, and
 - b) when taking off from or landing at an aerodrome other than a specified aerodrome, flights over populous areas must be to the least extent necessary to achieve the flights consistent with safety.

Or



Please be advised that your aircraft VH---- has been assigned a permit index number of 2 and the following conditions apply:

- 1) Flights over populous areas may only be conducted in accordance with an approval issued by CASA;
- 2) You must ensure that any person who flies as pilot in command of this aircraft is aware that the aircraft has a permit index number of 2 and that the aircraft must not be flown over a populous area without written approval from CASA.

Or

Please be advised that your aircraft VH---- has been assigned a permit index number of 3 and the following conditions apply:

- 1) Flights over populous areas in this aircraft are prohibited;
- 2) You must ensure that any person who flies as pilot in command of this aircraft is aware that the aircraft has a permit index number of 3 and flights over populous areas in this aircraft are prohibited.

Safe Flying

Peter Pring-Shambler
Director, Self-admin
Australian Warbirds Association Limited