

# **EXPOSITION**

**CASR Part 149**

**Approved Self-Administering Aviation Organisation**

## **AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INCORPORATED (ASRA)**

**ABN: 53412417012**

**Incorporated Association Number: A2065**

**ISSUE 01**

**December 2023**

**ASAO Certificate: Reference Number: CASA.ASAO.0004 Revision: Initial  
Dated 28 November 2023**

**This certificate is effective from 02 December 2023 and will expire on 30  
November 2028.**

# Intentionally left Blank

©2023 Australian Sport Rotorcraft Association Inc.

For further information, visit <https://www.asra.org.au>

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

***Requests for further information should be directed to:***  
Australian Sport Rotorcraft Association Inc.

PO Box 204

BEROWRA NSW 2082

email: [president@asra.org.au](mailto:president@asra.org.au)

## **CHECKLIST OF CURRENT PAGES**

---

### **ASRA PART 149 EXPOSITION ISSUE 01 – DECEMBER 2023**

---

This Exposition is uncontrolled if printed. Ensure your copy of the Exposition is complete by comparing pages with the checklist. Notify any deficiencies to the Accountable Manager at the address printed on the inside cover of this Exposition or the address that can be obtained from the ASRA website at <http://www.asra.org.au>

<b>Page No.</b>	<b>Section</b>	<b>Date</b>

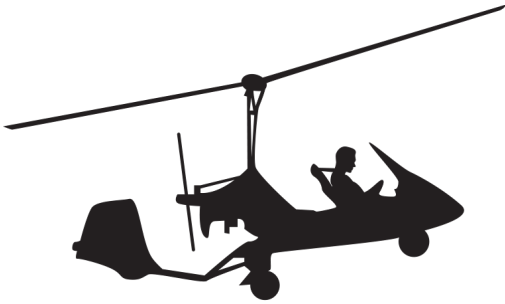
<b>Page No.</b>	<b>Section</b>	<b>Date</b>

## AMENDMENT RECORD

---

Upon receipt of an amendment to this Exposition, remove and destroy the pages indicated, insert the new pages, then complete, sign and date the amendment record below.

<b>Amendment Number</b>	<b>Amendment Date</b>	<b>Exposition Amended By</b> (If printed you must record full name, signature and date)
-----------------------------	---------------------------	---



**ASRA**

**AUSTRALIAN SPORT ROTORCRAFT ASSOCIATION INC.**

# TABLE OF CONTENTS

---

<b>CHECKLIST OF CURRENT PAGES</b> .....	<b>4</b>
<b>AMENDMENT RECORD</b> .....	<b>6</b>
<b>TABLE OF CONTENTS</b> .....	<b>8</b>
<b>1. ADMINISTRATION</b> .....	<b>13</b>
1.1. Version Control – Revision History .....	13
1.2. Distribution List .....	13
1.3. Abbreviations and Acronyms .....	14
1.4. Definitions .....	16
<b>2. ASRA Status and FUNCTIONS</b> .....	<b>19</b>
2.1. Legal Status of ASRA .....	19
2.2. Role of ASRA .....	19
2.3. Approved Functions .....	20
<b>2.4. STAKEHOLDER RELATIONSHIPS</b> .....	<b>21</b>
2.4.1. CASA Deed of Agreement (DOA) .....	21
2.4.2. ATSB, State Police, Coroners – Investigation Assistance .....	21
2.4.3. Affiliations .....	21
<b>3 ASSOCIATION STRUCTURE</b> .....	<b>22</b>
<b>3.1 Corporate and Associational Structure</b> .....	<b>22</b>
3.1.1 Governance & Management Structure.....	22
3.1.2 ASRA Board .....	22
3.1.3 ASRA President (Accountable Manager) .....	23
3.1.4 Board Committees .....	23
3.1.5 Operational Committees .....	23
(i) Safety Committee (SC).....	23
(ii) Operations Committee (OC).....	24
(iii) Short-Term Technical Committees (STTC) .....	24
3.1.6 Other Committees .....	24
<b>3.2 Key Personnel and ASRA Officers</b> .....	<b>24</b>
3.2.1 ASRA Key Personnel .....	24
(i) ASRA President & Accountable Manager (AM) .....	25
(ii) Safety Manager (SM) .....	25
(iii) Head of Flight Operations (HOFO) .....	25
(iv) Head of Airworthiness and Maintenance (HAM).....	25
3.2.2 Other Appointments .....	25
3.2.3 Reporting requirement under CASR Part 149.215.....	25
<b>3.3 Membership of ASRA</b> .....	<b>26</b>
3.3.1 Membership Categories .....	26



3.3.2 Individual Members (Flying, Flying (Under 18yrs) & Non Flying).....	26
3.3.3 Affiliated Club .....	26
<b>4 SYSTEMS, FACILITIES, REFERENCE MATERIALS AND RULES...27</b>	
<b>4.1 Management Systems.....</b>	<b>27</b>
<b>4.2 Governance System .....</b>	<b>27</b>
4.2.1 Key Personnel.....	27
4.2.2 Document and Information Framework.....	27
4.2.3 Legislative Documents .....	28
<b>4.3 Member Services .....</b>	<b>29</b>
4.3.1 Membership Management .....	29
4.3.2 Regulatory and Advisory Information .....	29
4.3.3 Insurances.....	29
<b>4.4 Aviation Safety Management System (SMS).....</b>	<b>30</b>
4.4.1 Management Commitment and Responsibility.....	30
4.4.2 ASRA SMS and the Assumption of Risk .....	30
4.4.3 SMS is Multi-Dimensional .....	30
4.4.4 Corporate Risk Management .....	30
4.4.5 ASRA SMS .....	30
4.4.6 Warning that aviation can be hazardous .....	31
4.4.7 Accident / Incident Reporting System .....	31
4.4.8 Flight Training Providers [FTPs] (Individual, School or Club) SMS:.....	31
<b>4.5 Record Keeping and Retention .....</b>	<b>32</b>
4.5.1 ASRA Document Management .....	32
4.5.1.1 Association Documents .....	32
4.5.1.2 Operational and Technical Documents .....	32
4.5.1.3 Membership Records and Operational data .....	32
4.5.2 Surrender of Certain Documents to CASA (Winding up of the Association) .....	32
4.5.2.1 Where ASRA must comply with CASR Part 149.550.....	32
4.5.2.2 Documents subject to surrender.....	33
<b>5. AUDIT AND SURVEILLANCE SYSTEM.....</b>	<b>34</b>
<b>5.1 Scope of Activities.....</b>	<b>34</b>
<b>5.2 Surveillance of Flying Operations .....</b>	<b>34</b>
(i) Auditing of Flying Training Providers .....	34
(ii) Incident Reporting.....	34
<b>5.3 Auditors .....</b>	<b>34</b>
<b>5.4 Audit and Member Records .....</b>	<b>34</b>
<b>6 CERTIFICATES, AUTHORISATIONS AND RATING SYSTEM .....</b>	<b>35</b>
<b>6.1 Accreditation and Revalidation System .....</b>	<b>35</b>
<b>6.2 Recognised flight time and/or qualifications from other Associations.....</b>	<b>35</b>
<b>6.3 Recognised suspensions from casa or other Associations .....</b>	<b>35</b>
<b>6.4 Enforcement – Misconduct, Discipline and Grievances.....</b>	<b>36</b>
<b>7 REPORTING TO CASA.....</b>	<b>37</b>

<b>7.1 Reporting requirements under CASR Part 149.G</b> .....	<b>37</b>
<b>7.2 Reporting requirement under CASR Part 149 MOS</b> .....	<b>37</b>
<b>7.3 Reporting requirement under CASR Part 149.K</b> .....	<b>37</b>
<b>8 CHANGE MANAGEMENT</b> .....	<b>38</b>
<b>8.1 Changes to ASRA Rules, and Controlled Documents</b> .....	<b>38</b>
8.1.1 Document Approval .....	38
8.1.2 Initiation of Changes to Policies and Other Documents .....	38
8.1.3 Significant Changes to the ASRA Constitution and By-Laws .....	38
8.1.4 Minor Changes to Operational, Technical and Other Documents .....	38
8.1.5 Safety Directives and Safety Alerts .....	39
8.1.6 Notifying ASRA Members of Changes .....	39
8.1.7 Notifying CASA of Changes .....	39
<b>9 EXPOSITION CHANGE MANAGEMENT</b> .....	<b>40</b>
<b>9.1 CASA Initiated Change</b> .....	<b>40</b>
<b>10 FLIGHT OPERATIONS</b> .....	<b>41</b>
<b>10.1 Preamble</b> .....	<b>41</b>
<b>10.2 Governing Policy</b> .....	<b>41</b>
<b>10.3 Key Personnel</b> .....	<b>41</b>
10.3.1 Head of Flight Operations (HOFO) .....	41
10.3.2 Chief Training Pilot (CTP) .....	42
<b>10.4 Operations</b> .....	<b>42</b>
10.4.1 Authorisations and Approvals.....	42
10.4.2 Meteorological Conditions.....	42
10.4.3 Recreational Gyroplane and Gyroglider Operations Not to Create a Hazard .....	42
10.4.4 Medical Requirements .....	43
10.4.5 Alcohol and Other Drugs.....	43
10.4.6 Fatigue Management .....	44
<b>10.5 CERTIFICATES</b> .....	<b>45</b>
10.5.1 Certificates, Ratings and Endorsements.....	45
10.5.2 Suspension and or cancellation of pilot certificates, ratings and endorsements.....	45
<b>10.6 TRAINING</b> .....	<b>46</b>
10.6.1 Flight Training Providers .....	46
10.6.2 Pilot Training .....	47
10.6.3 Examinations and Tests .....	47
<b>11 GYROPLANE REPAIR, MODIFICATION and MAINTENANCE</b> .....	<b>48</b>
<b>11.1 General</b> .....	<b>48</b>
<b>11.2 Governing Policy</b> .....	<b>48</b>
<b>11.3 Airworthiness Activities</b> .....	<b>48</b>
<b>11.4 Suspension and/or Cancellation of Gyroplane/ Gyroglider Listing</b> .....	<b>48</b>
<b>11.5 KEY PERSONNEL</b> .....	<b>48</b>
11.5.1 Head of Airworthiness and Maintenance .....	48
<b>11.6 GYROPLANE/GYROGLIDERS</b> .....	<b>49</b>

11.6.1 Gyroplane Types .....	49
11.6.2 Gyroplane Modification.....	50
11.6.3 Gyroplane Repair .....	50
11.6.4 Gyroplane First of Type .....	51
11.6.5 Gyroplane Placards.....	51
<b>11.7 WEIGHT AND BALANCE .....</b>	<b>51</b>
<b>11.8 MAINTENANCE POLICY AND AUTHORITIES .....</b>	<b>52</b>
11.8.1 Owner Operated Gyroplane .....	52
11.8.2 Gyroplane Used for Flying Training.....	52
11.8.3 Training of Maintainers .....	52
11.8.4 Maintainer Approval.....	52
<b>11.9 Grounding of Gyroplanes due to Maintenance Issues .....</b>	<b>53</b>
<b>11.10 Maintenance Activities .....</b>	<b>53</b>
<b>11.11 Defect Reporting and Airworthiness Notices.....</b>	<b>53</b>
<b>11.12 Technical Forms .....</b>	<b>54</b>
<b>11.13 Gyroplane Listing &amp; Special Flight Permits .....</b>	<b>54</b>
<b>12 GYROPLANE Listing.....</b>	<b>55</b>
12.1 Gyroplane Listing – Overview .....	55
12.2 Listing Procedures .....	55
12.3 Forms.....	55
12.4 Listing Number Allocation and Listing Markings .....	55
12.5 New Listings .....	56
12.5.1 Basic Ultralight Gyroplane.....	56
12.5.2 Ultralight Gyroplane .....	56
12.5.3 Light Sport Gyroplane .....	57
12.6 Recorded Listing .....	57
12.7 Renewal of Listing.....	57
12.8 Transfer of ASRA Listing .....	58
12.9 Suspension of Listing and/or Grounding of a Gyroplane .....	58
<b>13 SAFETY MANAGEMENT SYSTEM .....</b>	<b>59</b>
13.1 Preamble .....	59
13.2 Governing Policy .....	59
13.3 Commitment and Responsibility.....	59
13.3.1 ASRA SMS .....	60
13.3.2 Appointment of ASRA Key Personnel and Safety Accountabilities .....	60
13.3.3 SMS Life Cycle.....	61
13.3.4 Third Party Interface.....	61
13.3.5 Coordination of Emergency Response .....	61
13.3.6 SMS Documentation .....	62
13.4 Safety Risk Management .....	62
13.4.1 Safety Risk Identification, Assessment and Mitigation .....	62
13.5 Safety Assurance.....	63

13.5.1 Safety Performance Monitoring and Measurement.....	63
13.5.2 Internal Safety Investigation.....	63
13.5.3 Management of Change.....	63
13.5.4 Continuous Improvement of the SMS.....	64
<b>13.6 SAFETY PROMOTION .....</b>	<b>64</b>
13.6.1 Training and Education .....	64
13.6.2 Safety Communication .....	64
<b>Appendix A - APPROVED FUNCTIONS .....</b>	<b>65</b>
<b>Appendix B - ORGANISATION CHART.....</b>	<b>71</b>
<b>Appendix C - CONTROLLED DOCUMENTS.....</b>	<b>72</b>
<b>Appendix D - DOCUMENT AND INFORMATION FRAMEWORK .....</b>	<b>73</b>
<b>Appendix E - RISK MANAGEMENT PROCESS.....</b>	<b>74</b>

---

# 1. ADMINISTRATION

---

## 1.1. VERSION CONTROL – REVISION HISTORY

Exposition Part 8 describes ASRA’s Change Management policy and procedures and the Exposition Management of Change Process. The following table lists Exposition Change Notices (ECNs) and Document Advisory Notices (DANs) that have been incorporated into this Exposition.

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

Version Number	Details of ECN and DANs incorporated	Effective Date
V1.0	Original document	

## 1.2. DISTRIBUTION LIST

The Australian Sport Rotorcraft Association Ltd (herein under referred to as ASRA) Exposition will be managed such that the latest approved Version will be available to ASRA key personnel, members and CASA by being hosted on the ASRA website ([www.asra.org.au](http://www.asra.org.au))

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

Position	Method of Notification
Board Members	President Monthly Report
Team Leader CASA Sport and Recreation Aviation	By Email
Safety Manager (SM)	By Email
Head of Flight Operations (HOFO)	By Email
Head of Airworthiness and Maintenance (HAM)	By Email
Document & Records Manager (DRM)	By Email

### 1.3. ABBREVIATIONS AND ACRONYMS

Capitals or text in bold are used throughout the Exposition where the word or term is a 'defined' word or term. Words and phrases used by ASRA in its documents have the meaning ascribed to them in a rule where a Rule is referenced. The sources of definitions are:

- This Exposition – Abbreviations and Definitions
- ASRA Constitution – Abbreviations and Definitions
- ASRA Operations Manual (OM)
- ASRA Technical Procedures Manual (TPM)
- ASRA Disciplinary Procedures Handbook (DPH)
- Safety Management System Manual (SMSM)
- ASRA CASR Part 149 Administration Manual (ADM)
- ASRA Administration Database (ADB)
- AIP GEN
- CASA dictionary, and technical definitions applicable to specific regulations that are contained in that particular part and
- ICAO Definitions (where used).

Acronym	Meaning
ABN	Australian Business Number
ACN	Australian Company Number
AD	CASA Airworthiness Directive
ALA	Aircraft Landing Area
AM	Accountable Manager
ANAO	Australian National Audit Office
ASAO	Approved Self-administering Aviation Organisation (under CASR Part 149)
ATSB	Australian Transport Safety Bureau
ATC	Air Traffic Control
CAO	Civil Aviation Order
CAR	Civil Aviation Regulations 1988
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations 1998
CFI	Chief Flying Instructor
CTA	Controlled Airspace that is Class A, C, D or E airspace

CTAF	Common Traffic Advisory Frequency
DAN	Document Advisory Notice
DFR	Daily Flight Record
ECN	Exposition Change Notice
ERP	Emergency Response Plan
FAA	Federal Aviation Administration of USA
FAI	Federation Aeronautic Internationale
FIM	Flight Instructor Manual
FT	Flight Training
FTP	Flight Training Provider
FTS	Flight Training School
HAM	Head of Airworthiness and Maintenance (previously known as the Technical Manager)
HOFO	Head of Flight Operations (previously known as the Operations Manager)
MOS	Manual of Standards
MOU	Memorandum of Understanding
NAA	National Aviation Authority
NPRM	Notice of Proposed Rule Making
OB	Operations Bulletin
OM	Operations Manual
OMS	Occurrence Management System
OR	Operational Regulations
RAAO	Recreational Aviation Administration Organisation
ASRA	Australian Sport Rotorcraft Association Inc.
SA	Safety Alert
SB	Service Bulletin (issued by the manufacturer)
SD	Safety Directive
SMS	Safety Management System
SM	Safety Manager
TPM	Technical Procedures Manual (Refer also to HAM)

## 1.4.DEFINITIONS

Term	Definition	External Reference
<b><i>Gyroplane</i></b>	gyroplane means a power-driven, heavier than air aircraft supported in flight by the reaction of the air on 1 or more rotors which rotate freely on substantially vertical axes.	Civil Aviation Legislation Amendment (Part 149) Regulations 2018
<b><i>Gyroglider</i></b>	means a nonpower driven heavier-than-air aircraft supported in flight by the reaction of the air on 1 or more rotors that rotate freely on substantially vertical axes.	
<b><i>Continuing Airworthiness</i></b>	the doing of any work (including a modification or repair) on the gyroplane that may affect the safety of the gyroplane or cause the gyroplane to become a danger to person or	
<b><i>Flight Training</i></b>	Involves training to an appropriate competency standard for the issue or renewal of an ASRA Pilot Certificate, Rating or Approval, endorsement or conversion training. The training may include solo flights and navigation exercises conducted as part of the ASRA Syllabus of Flight Training.	<a href="http://www.asra.org.au">www.asra.org.au</a>
<b><i>Flight Training Provider (FTP)</i></b>	A person, business, club or organisation that has legal personality, and is approved by ASRA to deliver gyroplane flying training in Australia.	
<b><i>Flight Training School (FTS)</i></b>	A school approved and operating in accordance with the ASRA Operations Manual and ASRA Syllabus of Flight Training.	<a href="http://www.asra.org.au">www.asra.org.au</a>
<b><i>Flyoff</i></b>	The 40-hour flight endurance evaluation period for listing new amateur-constructed or first-of-type commercially manufactured gyroplanes	



<b><i>Informed Participation</i></b>	Means that before you take part or pay for an activity that you are fully aware of the potential risks and consequence of the activity.	
<b><i>Participant</i></b>	Means any legal entity (person/s, clubs, incorporated or company limited by guarantee, commercial entity, not for profit etc.) sole trader, partnership, or any other participant identified by CASA, who might seek to engage in activities administered by ASRA as a Part 149 ASAO.  The term also includes ASRA	
<b><i>Officer</i></b>	Means a person appointed by the ASRA Board to perform a specific non-Part 149 administrative or oversight role in the safe flying of recreational gyroplanes in Australia	
<b><i>Safety</i></b>	Means the state in which risks associated with aviation activities, related to, or in direct support of the operation of gyroplane, are reduced and controlled to an acceptable level.	
<b><i>Safety Alert</i></b>	Means:  1. a document issued by the Head of Airworthiness and Maintenance (HAM) to ASRA gyroplane registrants/ operators and other interested persons, alerting them to a concern relating the continuing airworthiness of a gyroplane. A SA may recommend rectification action; <b>or</b>  2. A document issued by the Head of Flight Operations (HOFO) to ASRA gyroplane registrants/operators and other interested persons, alerting them to a concern relating the operation of a gyroplane. A SA may recommend	

<b>Safety Bulletin</b>	A document issued by the gyroplane Manufacturer to the registrant, advising them of a known defect or deficiency that must be rectified by the registrant, in the manner and time frame specified in the SB. A SB must be complied	
<b>Safety Directive</b>	Means:  1. a document issued by the Head of Airworthiness and Maintenance (HAM) to ASRA gyroplane registrants/ operators and other interested persons, that must be complied with, advising them of a known defect or deficiency and rectification action required; <b>or</b>  2. a document approved by CASA, promulgating an amendment to the Operations Manual (OM) until the OM can be amended and promulgated. An SB is issued by the Head of Flight Operations (HOFO). An SB has the legal authority and/or same meaning	
<b>Safety Management System (SMS)</b>	Means a systematic approach to managing safety, including the necessary organizational structures, accountabilities, policies and procedures. When referenced in the exposition SMS refers to the ASRA Association wide SMS.	
<b>Virtual Office</b>	A <b>virtual office</b> is a service that enables members and stakeholders to work remotely by providing a range of functions accessible through the internet. A <b>virtual office</b> enables participants to have many of the benefits of a physical <b>office</b> but without any actual space, desks or financial	
<b>Rule</b>	An ASRA Constitution Rule	<a href="http://www.asra.org.au">www.asra.org.au</a>

## 2. ASRA STATUS AND FUNCTIONS

---

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

### 2.1. LEGAL STATUS OF ASRA

ASRA is a not-for-profit association (ABN: 53412417012 ) incorporated in the Australian Capital Territory (ACT) and so is subject to Associations Incorporation Act 1991 (<https://www.legislation.act.gov.au/a/1991-46>). ASRA reports to the Australian Capital Territory Register-General in accordance with Section 79 of the ACT. Accounts must give a true and fair view of income and expenditure, assets and liabilities annually.

As an incorporated association, ASRA has:

- (a) members
- (b) a Committee of Management elected for a period of 12 months at the AGM and which operates on a volunteer basis. Refer to Constitution Rule 13 [www.asra.org.au](http://www.asra.org.au)

In the event ASRA becomes insolvent, the proceeds from the winding up must be passed to one or more not-for-profit entities with similar objectives and purposes in accordance with Constitution Rule 39, [www.asra.org.au](http://www.asra.org.au)

### 2.2. ROLE OF ASRA

ASRA is the CASA approved body for the administration, oversight and advancement of gyroplane operations in Australia. ASRA promotes and fosters the construction, ownership and operation of gyroplanes and gyrogliders (Rotorcraft) as permitted by Australian Civil Aviation legislation. ASRA is a voluntary, not for profit Association whose membership is widely distributed throughout Australia.

Members are dedicated to the advancement of knowledge, public education and safety of Rotorcraft. This includes but is not limited to:

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

## 2.3. APPROVED FUNCTIONS

For the purpose of this Exposition and CASR Part 149.070(3)(e) certification, the approved functions of ASRA as an ASAO are tabulated in Appendix A.

The primary functions are:

- (a) Associational, management and record keeping systems supporting the functions listed below;
- (b) Registration of Gyroplanes and Gyrogliders (see Section 12);
- (c) Setting construction, modification, repair and maintenance standards and assessing the compliance against these standards of home built gyroplanes and gyrogliders and factory built gyroplanes mooted for sale in Australia (See Section 11);
- (d) Gyroplane flight training (see Section 10);
- (e) Aviation activities and continuing airworthiness for all gyroplanes listed with ASRA (see Sections 10 & 11);
- (f) Developing requirements for the keeping of airworthiness records in relation to gyroplanes (see Section 12);
- (g) CASR Part 103 listing of gyroplanes when Part 103 MOS has commenced;
- (h) Safety management system (see Section 13);
- (i) Continuing education (see Section 13); and
- (j) Disciplinary process and enforcement action (CASR Part 149.290).

NOTE: CASR Parts 103 and 149 incorporate the term 'airworthiness' and its derivatives to describe functions and processes relating to ASAOs approved under Part 149. ASRA has used this term and its derivatives in this Exposition for compliance with CASR Parts 103 and 149 however ASRA nor its officers do not have the qualifications to technically "certify" any gyroplane as 'airworthy' in the same ways that national entities such as the U.S. FAA or Australia's CASA can. Instead, ASRA's technical standards and procedures have been iteratively developed to indirectly ensure that ASRA Listed gyroplanes have continuing airworthiness by ensuring they remain compliant with ASRA Gyroplane Construction Standards and Safety Directives.

## **2.4. STAKEHOLDER RELATIONSHIPS**

### **2.4.1. CASA Deed of Agreement (DOA)**

ASRA has a Deed of Agreement with CASA, to perform the Self Administration functions set out in the Deed of Agreement. CASA provides limited financial assistance to ASRA to meet the cost of providing these functions.

### **2.4.2. ATSB, State Police, Coroners – Investigation Assistance**

ASRA has no formal MOU with the ATSB, however ASRA facilitates communication and supports equitable and consistent accident investigation of gyroplane activities by the ATSB.

Gyroplane certification, flight operations and associated ground activities are required to comply with the reporting requirements of the Transport Safety Investigation Act 2003 (TSI) and the Transport Safety Investigation (TSI) Regulations 2022. ASRA provides support to members in their compliance with the TSI Act through the on-line accident and incident reporting system

ASRA, within its limited resources, provides support to State and Territory Police when requested. ASRA facilitates efficient and effective relationships with Police and Coroners on investigations into accidents or incidents involving ASRA listed gyroplane as and when requested. ASRA will also seek cost recovery via a prior agreement before becoming involved in investigations at the request of local police or the ATSB.

ASRA uses comparative accident, incident data to measure its safety related metrics domestically and against international peers.

### **2.4.3. Affiliations**

ASRA participates by invitation in a number of industry focused operational, continuing airworthiness and safety related forums and advisory groups, including those established by the Minister for Transport and Infrastructure and CASA.

Details of affiliations are published from time to time on the ASRA web site and quarterly magazine (Gyro News).

## **3 ASSOCIATION STRUCTURE**

---

### **3.1 CORPORATE AND ASSOCIATIONAL STRUCTURE**

#### **3.1.1 Governance & Management Structure**

ASRA is an elected, volunteer based, not-for-profit based incorporated association reregistered in the ACT under the Associations Incorporation Act 1991 (<https://www.legislation.act.gov.au/a/1991-46>).

As required by the Associations Incorporation Act 1991, ASRA is managed by a Board. This committee sets policies, priorities and goals as well as manages the day to day activities of the association. ASRA has no employees.

The board also appoints all ASRA Key Personnel and Officers. Under its governing legislation, the ASRA board may delegate its authority but cannot abrogate it.

The current ASRA President automatically takes on the role of Accountable Manager (AM) under CASR Part 149.

The ASRA Board also appoints the Head of Flight Operations (HOFO), Safety Manager (SM) and Head of Airworthiness and Maintenance (HAM).

The HOFO, SM & HAM report to the AM but remain accountable to the ASRA Board.

As a matter of established practice to streamline reporting and governance, the HOFO, SM and HAM are encouraged to nominate for the ASRA board and if not board members are still required to attend Board meetings as observers. While all Key Personnel interact with one another through their positions when issues in common arise, their attendance at board meetings ensures that they are conversant with all issues currently before ASRA and consequently may contribute their expertise to the resolution of issues and development of policies, priorities and goals.

The ASRA Board also appoints 'ASRA Officers' who take responsibility for specific administrative functions (e.g., Registrar, magazine editor) that fall outside of the legal requirements of CASR Part 149.

Chief Flying Instructors, Senior Instructors and Instructors are appointed by the HOFO and report to the HOFO.

Technical Advisors are appointed by the HAM and report to the HAM.

Please refer to the Organisation Chart listed in Appendix B for further information.

#### **3.1.2 ASRA Board**

The ASRA Board consists of the President, Vice-President, Secretary and Treasurer, who form the Executive of the Association, plus a minimum of three ordinary members.

The ASRA Board is elected in accordance with requirements of the ASRA constitution and exercises its powers and performs its duties as provided for in the constitution. Proceedings are managed in accordance with the ASRA Constitution,

By-laws , Rules and ASRA Board Policies. The Board sets the strategic direction for the Association.

The day-to-day administration of ASRA is the responsibility of the Executive Members of the ASRA Board, who function in accordance with the directions of the ASRA Board.

Where required under CASR Part 149, the ASRA Board will delegate its decision making authority to the AM in making a final decision binding ASRA to a course of action. Delegation will take place at an ASRA Board meeting and will be minuted. The minutes for all ASRA Board meetings are available to members on the ASRA website. Urgent delegations that cannot be delayed until the next scheduled board meeting can be executed by the majority of ASRA board members responding to a 'flying minute' email. Decisions made by 'flying minutes' are minuted at the next Board meeting.

The ASRA Board is responsible for:

- (a) The administration of ASRA.
- (b) Ensuring the safe operation of gyroplanes listed with ASRA and that they are operated in accordance with CASR Part 149 and other relevant CASRs and CARs.
- (c) Appointing Key personnel and ASRA Officers.
- (d) The production and distribution of the "Gyro News" magazine.
- (e) The quality and accuracy of the ASRA website and social media.
- (f) The appointment and monitoring of ASRA Officers.
- (g) Supporting the AM to insure that all Key Personnel diligently carry out their duties in accordance with their respective Position Descriptions given below.
- (h) See the ASRA Website ([asra.org.au](http://asra.org.au)) for names of current Board Members.

### **3.1.3 ASRA President (Accountable Manager)**

The President (Accountable Manager) is required to oversee the implementation of strategy approved by the Board and ensure that the Association's structure, finances and processes meet the strategic, regulatory compliance and cultural needs of ASRA.

### **3.1.4 Board Committees**

The ASRA Constitution enables the ASRA Board to establish Committees on a needs basis to facilitate the delivery of Association business and regulatory compliance.

### **3.1.5 Operational Committees**

#### ***(i) Safety Committee (SC)***

The SC is an advisory committee under the control of the ASRA Safety Manager (SM) who is the key person for the purposes of CASR Part 149.220 and CASR Subpart 149 E. The SC has no formal CASR Part 149 role with the SM together with the Head of Flight Operations (HOFO) and the Head of Airworthiness and Maintenance (HAM), managing operational and continuing airworthiness compliance matters.

The SC is an advisory committee made up of volunteers who have been identified by the SM in consultation with the ASRA Board, to have the technical, operational and/or risk management experience to contribute to the aviation safety of ASRA members.

### ***(ii) Operations Committee (OC)***

When requested by the HOFO, this committee offers advice in the development of policy, standards and procedures for gyroplane operations, flying training and airspace-related matters referred to in Exposition Chapter 10. The Operations Committee is chaired by the HOFO.

The OC has no formal CASR Part 149 role.

The OC is an advisory committee made up of volunteers who have been identified by the HOFO in consultation with the ASRA Board, to have the expertise to contribute to ASRA flight operations and training.

### ***(iii) Short-Term Technical Committees (STTC)***

These advisory committees are convened by the HAM to address complex technical issues that may arise from time to time. STTC's are chaired by the HAM and their members are gyroplane experts selected for their expertise relevant to the issue under consideration.

STTCs have no formal CASR Part 149 role.

An STTC is an advisory committee made up of volunteers who have been identified by the HAM in consultation with the ASRA Board, to have the expertise to contribute to gyroplane technical issues.

## **3.1.6 Other Committees**

Board advisory committees such as Risk, Audit are convened on a needs basis. For example, the Disciplinary Committee is convened as required to deal with matters that arise under Rule 9 – Disciplining Members and enforcement rules specified under CASR Part 149.290.

## **3.2 KEY PERSONNEL AND ASRA OFFICERS**

### **3.2.1 ASRA Key Personnel**

The ASRA President is the Accountable Manager (AM) and the ASRA Safety Manager (SM) is the Head of the Safety, Risk and Compliance portfolio. The ASRA Safety Manager is the appointed person for the purposes of CASR Part 149.D.

The Operations Manager is the Head of Flight Operations (HOFO) and the Technical Manager is the Head of Airworthiness and Maintenance (HAM).

The register of Key Personnel is published on the ASRA website.

The ASRA CASR Part 149 Administration Manual (ADM) details the processes for the appointment and management of Key Personnel, including managing temporary vacancies longer than 35 days and relevant notification to CASA.



**(i) ASRA President & Accountable Manager (AM)**

The President is elected annually by the incoming ASRA Board. The President's duties and responsibilities are specified under the Position Descriptions of the ASRA ADM.

**(ii) Safety Manager (SM)**

The SM manages the safety management system (SMS), chairs the advisory Safety Committee and oversees safety management training, operational safety compliance, incident and accident investigation and related disciplinary matters. The SM's duties and responsibilities are listed in the ASRA ADM.

**(iii) Head of Flight Operations (HOFO)**

The Head of Flight Operations (HOFO) manages gyroplane operations, chairs the advisory Operations Committee meetings and oversees flight training, operational compliance, incident and accident investigation and operationally related disciplinary matters. The HOFO duties and responsibilities are listed in the ASRA ADM.

**(iv) Head of Airworthiness and Maintenance (HAM)**

The Head of Airworthiness and Maintenance (HAM) manages gyroplane continuing technical gyroplane standards, chairs the advisory technical committee meetings and oversees gyroplane technical compliance, incident and accident investigation and related disciplinary matters. The HAM duties and responsibilities are listed in the ASRA ADM.

### **3.2.2 Other Appointments**

Details of those members elected or appointed to the ASRA Board, appointed by the Board as ASRA Officers and those appointed by the ASRA Board to represent ASRA in aviation forums or advisory groups, including those established by the Minister for Transport and Infrastructure and CASA are published on the ASRA web site.

### **3.2.3 Reporting requirement under CASR Part 149.215**

Should the AM become aware that a person has overridden or willfully ignored an aviation safety-related decision of key personnel, the AM will report the matter to CASA, in writing, as soon as becoming aware of the matter, and in any case not later than 7 days after becoming aware of the matter.

Should the SM become aware that a person has overridden or willfully ignored an aviation safety-related decision of key personnel, the SM will report the matter to CASA, in writing, as soon as becoming aware of the matter, and in any case not later than 7 days after becoming aware of the matter.

If a member of the ASAO's personnel fails to carry out their duties or responsibilities in relation to the ASAO's approved functions, the Board will manage the personnel's performance under the ASRA Misconduct & Disciplinary Procedures Manual.

For the purposes of CASR Part 149.215 reporting by email is acceptable. See also the ASRA ADM.

### **3.3 MEMBERSHIP OF ASRA**

In order to operate as the pilot in command of an ASRA listed gyroplane in Australia the participant must be a financial member of ASRA.

#### **3.3.1 Membership Categories**

The ASRA By-laws enables the Board to create and/or remove any class of membership. The Board also determines the rights associated with each class of membership.

Convention provides for various categories of membership including, Individual Member, Non Flying Member, Junior Member and Affiliated Club, and such other category of membership as the ASRA Board may at its discretion create.

#### **3.3.2 Individual Members (Flying, Flying (Under 18yrs) & Non Flying)**

In accordance with ASRA By-laws, a person may apply to become a member of ASRA by paying the prescribed fee and applying to ASRA in the format prescribed by ASRA stating that they:

- (a) support the purposes of ASRA;
- (b) agree to comply with ASRA' Constitution, including paying the guarantee under Clause 4 if required;
- (c) accept the membership contract presented on the member login screen of the ADB;
- (d) agree to be bound by the Rules and Regulations of ASRA;
- (e) acknowledge that they understand the risks involved in undertaking recreational flying/ flying training; and
- (f) if under the age of 18 years have the permission of a parent or legal guardian.

#### **3.3.3 Affiliated Club**

Any Association, Club, Incorporated Body or Company wishing to become an "Affiliated Rotorcraft Club" as provided in the ASRA Constitution must complete and lodge with the ASRA an application to affiliate prescribed in the ASRA By-Laws.

The application for club affiliation must be completed by a duly appointed official of the club. If accepted the club will be issued with an affiliation membership. The club must agree in writing to abide by the Rules of ASRA.

## **4 SYSTEMS, FACILITIES, REFERENCE MATERIALS AND RULES**

---

### **4.1 MANAGEMENT SYSTEMS**

ASRA has an online administration database (ADB), with off-line backups, for governance, member records, member services, administration, operational oversight, flying training, certification and listing of gyroplanes, safety (SMS), audit and observation, licensing (certificates, endorsements & authorisations), misconduct, compliance and enforcement, reporting to CASA, documentation, incident reporting and change management to meet its corporate objectives which in turn meet the requirements of CASR Part 149.E.

### **4.2 GOVERNANCE SYSTEM**

#### **4.2.1 Key Personnel**

Exposition Part 3.1.1 describes the management structure below the ASRA Board. The ASRA Constitution provides for the Board to delegate certain functions to ASRA Officers, delegates (members) and committees. Volunteer members who hold ASRA Board or ASRA Officer positions are listed on the ASRA website.

Key personnel are appointed by the ASRA Board and their reporting lines are detailed in Exposition 3.1.1.

The ASRA Board ensures that ASRA develops and implements systems and processes to enable it to comply with its legal and policy obligations (complying with statutes such as the Associations Incorporation Act 1991 (ACT), adhering to accounting standards, aviation regulatory compliance, and ensure the association's assets and intellectual property is protected through appropriate risk management.

#### **4.2.2 Document and Information Framework**

ASRA formulates its documentation and information framework of database records, regulations, policies, procedures, manuals, training syllabi, advisory material and handbooks to regulate and administer the affairs of the ASRA and to educate sector participants. Constitution Rules and Operational Regulations are binding on all members.

Policies, manuals and advisory material describe the prerequisites, application process and procedures for achieving compliance with the regulations.

Policy and procedures, and advisory material are published in sector specific manuals to target a particular audience such as members, pilots, maintainers, educators, role specialists and authorised examiners e.g. Disciplinary Procedures Handbook, Operations Manual, Technical Procedures Manual and the ASRA Safety Management System Manual. Controlled documents relevant to this Exposition and CASA are listed in Appendix C.

Appendix D contains a diagrammatic representation of the ASRA Document and Information Framework

### **4.2.3 Legislative Documents**

In addition to the specific requirements of CASR Part 149, ASRA will comply with legislative requirements that apply to by virtue of being an incorporated association, including the Trade Practices Act 1974, Work, Health and Safety Act, and CASA requirements applying to gyroplanes listed by ASRA and operated under Civil Aviation Orders (CAOs) 95.12, 95.12.1, 95.14. and CASR Part 103. Those of relevance are identified throughout this Exposition.

## **4.3 MEMBER SERVICES**

### **4.3.1 Membership Management**

ASRA does not have an administration Office, staff or a permanent storage repository. The ASRA President is the Accountable Manager (AM) and their contact details and residential address (address at which the ASAO's accountable manager performs their duties and responsibilities (MOS 149.37(2)(c)) is available to CASA via the AM's Aviation Reference Number (ARN).

Membership services are part of the online ADB.

ASRA through a dedicated Registrar position, staffed by a volunteer, provides membership services nationally. The AM, SM, HOFO ASRA Board and the Registrar run a web based member support. At the core of this virtual office is a self-service database overlaid with scripts and logical inter-locks to implement ASRA processes and policies.

Functions include Board secretariat, industry advocacy, financial management; marketing, merchandising, standards setting, education, accident/incident reporting, continuing airworthiness, the issue of certificates, permissions and authorisations; gyroplane listing, ASRA' physical record management and IT infrastructure.

See the ASRA website ([asra.org.au](http://asra.org.au)) for details of member services.

### **4.3.2 Regulatory and Advisory Information**

All ASRA produced regulatory and advisory material is available to view and download from the ASRA website ([asra.org.au](http://asra.org.au)), as required by CASR Part 149.285. The definitive version of each document is that which is on the ASRA website ([asra.org.au](http://asra.org.au)). These documents remain ASRA' Intellectual Property, and are protected by copyright (©) law, and therefore must not be used by third parties without the written permission of ASRA.

ASRA facilitates sector participant access to other (3rd party) regulatory and technical material relevant to ASRA activities via the ASRA website ([asra.org.au](http://asra.org.au)) and dedicated login privileges for the ADB.

### **4.3.3 Insurances**

ASRA maintains insurance coverage appropriated for an incorporated association, and acts as a broker to negotiate and collect fees on behalf of members for their Members Liability Insurance which provides coverage for those members of ASRA who hold an ASRA issued Student Pilot Certificate or a Pilot Certificate.

NOTE: ASRA is neither the owner of, or a beneficiary of the member liability insurance cover. It merely acts as a broker on behalf of the members.

## **4.4 AVIATION SAFETY MANAGEMENT SYSTEM (SMS)**

### **4.4.1 Management Commitment and Responsibility**

The Accountable Manager is responsible for ensuring that the SMS is implemented and operating and ensuring a Safety Policy is published on the ASRA website (asra.org.au). The Safety Policy can also be found in the ASRA SMSM.

All documentation relating to the ASRA SMS including the ASRA Safety Policy, is reviewed and updated as warranted. However, a SMS review must take place before 3 years has elapsed since the last review.

### **4.4.2 ASRA SMS and the Assumption of Risk**

- (a) The ASRA SMS identifies hazards and risks associated with gyroplane aviation activities that ASRA can influence and seeks to eliminate or mitigate them to a level that is as low as reasonably practical. The ASRA SMS meets the requirements of CASR Part 149.270 and 149.340(e) and;
- (b) ASRA classifies members as a non-flying member, student, flying member or club for the purposes of identifying the level of oversight needed and the participant's ability to identify and accept risk. The ASRA SMS and regulatory framework puts greater focus on those who deliver flying training and those who maintain gyroplanes.

### **4.4.3 SMS is Multi-Dimensional**

ASRA has a "whole of business" approach to safety. The ASRA SMS provides a systematic way to identify hazards and reduce risk. It is a comprehensive process for appropriately managing safety risks that are focussed on the Corporate, Operational and Maintenance associated with flying gyroplanes. As with all management systems, the ASRA Safety Management System provides for continuous improvement through goal setting, planning, measuring performance (audit), education and review.

The SMS is part of the culture of ASRA, and is embedded in the way ASRA Key Personnel deliver services, set standards, and oversight sector engagement.

The ASRA SMS also covers governance and service delivery for flight training and continuing airworthiness.

### **4.4.4 Corporate Risk Management**

As required, the Risk and Audit Committee assists the Board to identify and mitigate risks related to financial management and reporting, external and internal financial audits and risk transfer (through appropriate insurance).

### **4.4.5 ASRA SMS**

The ASRA SMS meets CASA requirements under ICAO and is appropriate to the size of the ASRA and the scope of its activities. See: ASRA Safety Management System Manual.

#### 4.4.6 Warning that aviation can be hazardous

ASRA participants fly in an ASRA listed gyroplane on the basis of “informed participation”. In order for ASRA registrants and operators of ASRA listed gyroplanes to meet this legal obligation with respect to “informed participation” ASRA requires a cockpit warning placard to be of sufficient size and colour contrast, fixed in a conspicuous location, so as to be easily read by each occupant while seated in the gyroplane, stating that:

- neither CASA nor ASRA guarantee the airworthiness of the gyroplane; and
- the pilot operates the gyroplane at the pilot’s own risk; (for single seat gyroplanes) or
- the occupants operate the gyroplane at their own risk; (for dual seat gyroplanes).

The Membership Application Form, the ASRA website ([asra.org.au](http://asra.org.au)) and relevant ASRA documents carry a warning that all forms of flight can be hazardous; similar to the following warning.

**WARNING: ASRA ROTORCRAFT FLYING IS UNDERTAKEN ENTIRELY AT YOUR OWN RISK.**

#### 4.4.7 Accident / Incident Reporting System

ASRA maintains an online accident, incident and defect notification and reporting system to ensure that accidents, incidents and defects however serious, are identified reported and as necessary investigated. Accidents and incidents associated with ground or flight operations are reported using the online ASRA Incident Reporting System which is a reporting tool used to comply with the reporting requirements of the Transport Safety Investigation Act 2003 (TSI) and the Transport Safety Investigation (TSI) Regulations 2022.

ASRA members are encouraged to report all incidents and can access the Incident Reporting System via the ASRA website ([asra.org.au](http://asra.org.au))

ASRA does not have the resources to investigate all accidents and incidents involving ASRA listed gyroplanes. ASRA will attempt to investigate an accident where the reported circumstances of the accident suggests that there may be a broader safety issue that could impact other ASRA members. Under these circumstances ASRA will request that members with appropriate technical experience attend the accident site and assist police. ASRA must obtain permission from police attending the accident to do this. ASRA members investigating an accident are required to write a report using previous reports as a template.

Accidents and Incidents are analysed by the SM, or the HOFO, or the HAM. These personnel will seek specific technical information from industry experts as required. Accident, incident and defect notification outcomes are accessible via the ASRA website ([asra.org.au](http://asra.org.au)) and Gyro News.

#### 4.4.8 Flight Training Providers [FTPs] (Individual, School or Club) SMS:

Each ASRA approved FTP operates under the ASRA SMS but maintains a local ERP. A generic ERP template and audit are used as the basis for demonstrating SMS compliance. The ASRA ERP template (see ASRA SMSM) is modified as necessary to suite the unique characteristics of each operation and location.

## **4.5 RECORD KEEPING AND RETENTION**

### **4.5.1 ASRA Document Management**

#### ***4.5.1.1 Association Documents***

As an Incorporated Association ASRA must adhere to record keeping and retention rules for taxation law, privacy law and other government legislative requirements. Board appointed auditors will periodically audit and review ASRA's performance against its corporate governance responsibilities.

#### ***4.5.1.2 Operational and Technical Documents***

Legislation requires that original operational and technical records be retained in a legible and retrievable format for a legislated period of time. ASRA maintains records in accordance with ANAO standards. ASRA will make records available to CASA within 28 working days of receiving a written request unless prevented from doing so by Australian legal precedent. Refer to the ASRA ADM.

#### ***4.5.1.3 Membership Records and Operational data***

ASRA maintains membership records in its ADB. Records relating to certificates, ratings, endorsements, appointment of authorised persons (e.g. instructors and technical advisors), gyroplane listing, audit findings, disciplinary action, are recorded against the participant's or club's profile in this database.

Membership data in the ADB are partitioned and password protected. Key Personnel, ASRA Officers, and authorised third parties have security controlled restricted access to the ADB that is essential to their assigned responsibilities, delegations and authorisations. Refer to the ASRA ADM.

### **4.5.2 Surrender of Certain Documents to CASA (Winding up of the Association)**

#### ***4.5.2.1 Where ASRA must comply with CASR Part 149.550***

In the event the Accountable Manager determines that ASRA cannot carry out its functions by:

- its own admission;
- CASA serving notice that it has cancelled the ASRA ASAO Certificate; or
- ASRA being deemed to be insolvent under the Australian Capital Territory (ACT) Associations Incorporation Act 1991;

The AM or the person acting as the AM must comply with CASR Part 149.550 within 30 days.



Where ASRA is deemed to be insolvent or chooses to wind up , it will in compliance with its Constitution and the ACT Associations Incorporation Act 1991 - Take all reasonable steps to transfer all documents, records, intellectual property, registers and surplus assets, after payment of the Association's liabilities and the expenses of winding up, to such other Institutions, Societies, Associations or Clubs having similar objectives to those of the Association in accordance with ASRA Constitution and ensure that the recipient was aware of their obligations are CASR Part 149.

If required by CASA, ASRA will surrender all documents used by ASRA in performance of its ASAO functions to CASA within 30 days.

#### ***4.5.2.2 Documents subject to surrender***

Documents subject to surrender are:

- (a) those listed in Appendix C; and
- (b) open access to the ADB that contains the membership register with all certificates, ratings and endorsements, authorisations and gyroplane listing details held by each ASRA member that relates to CASR Part 149 and CASR Part 103.

## **5. AUDIT AND SURVEILLANCE SYSTEM**

---

### **5.1 SCOPE OF ACTIVITIES**

The ASRA ADM details audit and surveillance procedures, as required by CASR Part 149.275 for ASRA flying training providers (FTPs), pilot examiners and ASRA Officers.

The ASRA Technical Procedures Manual details audit and surveillance procedures, as required by CASR Part 149.275 for ASRA Technical Advisers, Senior Technical Advisers and gyroplane maintainers.

### **5.2 SURVEILLANCE OF FLYING OPERATIONS**

#### ***(i) Auditing of Flying Training Providers***

Audits of FTPs are conducted in conjunction with Instructor, Senior Instructor and CFI rating renewals and at other times when deemed necessary on the basis of a risk assessment by the HOFO or SMS. Audits may include administration matters, member qualifications, standards of training, student records, operational standards, currency requirements, SMS compliance, gyroplane safety and maintenance of gyroplanes used to deliver training.

The ASRA Training Facility Audit Checklist is available from the ASRA website ([asra.org.au](http://asra.org.au)).

#### ***(ii) Incident Reporting***

ASRA's accident, incident and defect notification and reporting system, described in Exposition Part 4.4.7, informs the planning of ASRA's audit program and oversight of aviation activities. De-identified data are used to determine risk and identify elements that may result in enhanced participant engagement or targeted education programs.

### **5.3 AUDITORS**

Audits of FTPs are conducted by the HOFO or a CFI, based on their availability. All audits follow the ASRA Training Facility Audit Checklist which is available from the ASRA website ([asra.org.au](http://asra.org.au)).

Other ASRA officers, based on subject matter expertise, may assist in audits where a need for specialist knowledge will facilitate an improved safety, compliance or educational outcome.

### **5.4 AUDIT AND MEMBER RECORDS**

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

## **6 CERTIFICATES, AUTHORISATIONS AND RATING SYSTEM**

---

### **6.1 ACCREDITATION AND REVALIDATION SYSTEM**

ASRA maintains an online system for the issuing of student pilot certificates, pilot certificates, ratings, endorsements, and authorisations to members who have demonstrated the relevant competency as required by ASRA OM. The ASRA OM, available on the ASRA website ([asra.org.au](http://asra.org.au)) gives the requirements for all certificates, ratings, endorsements and authorisations offered by ASRA. The process for issuing these certificates, ratings, endorsements and authorisations is given in the ASRA ADM.

### **6.2 RECOGNISED FLIGHT TIME AND/OR QUALIFICATIONS FROM OTHER ASSOCIATIONS**

For gaining a pilot certificate issued by ASRA the applicant must meet the requirements for the certificate that is applied for, in accordance with the standards set out in the ASRA Operations Manual. The HOFO on advice from the student's FI makes this determination.

Where a pilot applicant comes from another ASAO, or the foreign equivalent of ASRA, their previous experience and qualifications will be assessed by the ASRA HOFO to determine if any dispensation will be given for any part of the ASRA pilot training syllabus including training hours flown.

Where a person comes from another ASAO, or the foreign equivalent of ASRA, they will also be assessed by ASRA, to the best of ASRA's ability, by communication with the relevant organisations, as required by CASR Parts 149.430 and 149.435 to determine if there is any variation, cancellation or suspension that may be in place through another ASAO or foreign equivalent to ASRA. Where a variation, cancellation or suspension is in place, ASRA will uphold these and so notify the applicant and relevant organisation.

### **6.3 RECOGNISED SUSPENSIONS FROM CASA OR OTHER ASSOCIATIONS**

ASRA will not issue, unless CASA gives approval, an authorisation to a person applying for an authorisation when that person already holds an authorisation that is the same in substance, and ASRA knows there is an exclusion period in force under section 30A of the Act in relation to the person and the already-held authorisation.

If CASA cancels an authorisation issued by ASRA under CASR Part 149.495, ASRA will not grant the person an authorisation that is the same in substance until three (3) years after the day that cancellation takes effect.

## 6.4 ENFORCEMENT – MISCONDUCT, DISCIPLINE AND GRIEVANCES

The ASRA Constitution, available on the ASRA website ([asra.org.au](https://asra.org.au)), provides a statutory obligation for ASRA to establish and maintain processes and procedures to deal with misconduct and complaints. ASRA has documented procedures to deal with enforcement action, which satisfy CASR Part 149.290. Refer to **ASRA Misconduct and Disciplinary Procedures Manual**, available on the ASRA website ([asra.org.au](https://asra.org.au)).

## **7 REPORTING TO CASA**

---

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

ASRA will provide relevant information to CASA in writing, within 7 days, in the event of any of the following:

- (a) If an ASRA member or applicant for ASRA membership contravenes CASR Part 149.425
- (b) If ASRA contravenes CASR Part 149.430, 149.435 and/or 149.440.

### **7.2 REPORTING REQUIREMENT UNDER CASR PART 149.MOS**

Upon ASRA exercising its enforcement powers, the AM will notify the outcome of the action to CASA, in writing, within 14 days.

ASRA will have fulfilled its reporting obligations under CASR part 149.G if the report is by email to the CASA Sport & Recreation Aviation Branch.

All reported transgressions are reported to the ASRA Board who then respond in accordance with the ASRA Misconduct & Disciplinary Procedures Manual

### **7.3 REPORTING REQUIREMENT UNDER CASR PART 149.K**

When notified under CASR 149.615, ASRA will provide CASA, within 28 days after such notification, the information and documents as required under CASR 149.620.

---

## **8 CHANGE MANAGEMENT**

---

### **8.1 CHANGES TO ASRA RULES, AND CONTROLLED DOCUMENTS**

Changes to the documents listed in Appendix C are controlled through the ASRA Change Management process detailed in the ASRA ADM.

#### **8.1.1 Document Approval**

Documents in Appendix C will be authorised for publication, as appropriate, by the ASRA Board on advice from the AM in accordance ASRA's obligations under CASR Part 149.

#### **8.1.2 Initiation of Changes to Policies and Other Documents**

The ASRA governance, administrative and technical documents are living documents that are subject to regular review.

Proposals for changes will come from diverse sources including but not limited to:

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

#### **8.1.3 Significant Changes to the ASRA Constitution and By-Laws**

Changes to the ASRA Constitution requires a formal vote registering at least 75% in favour by members eligible to vote on a special resolution at a General Meeting.

Changes to the controlled documents listed in Appendix C must follow the Change Management process outlined in the ASRA CASR Part 149 Administration Manual.

#### **8.1.4 Minor Changes to Operational, Technical and Other Documents**

Minor changes and corrections to governance, operational, technical and other documents that have been determined by the ASRA Board as part of its governance responsibilities under the Associations Incorporation Act 1991 (<https://www.legislation.act.gov.au/a/1991-46>) to have no material or financial impact on members will not be the subject of membership consultation. These changes would include administrative changes that ASRA determines are ASAO Specific Changes in accordance with the ASRA CASR Part 149 Administration Manual.

### **8.1.5 Safety Directives and Safety Alerts**

A Safety Directives (SD), and Safety Alert (SA) is a mechanism to quickly create a binding instruction or directive on sector participants in the interests of aviation safety. SDs and SAs may be time or gyroplane variant limited. An SD or an SA is intended as an interim advice until the content is included in the next CASA approved revision of the Operations or Technical Procedures Manual, or for a fixed period because it has no enduring impact.

The ASRA AM will notify CASA Sport & Recreation Aviation Branch within 10 working days of a SD or SA that affects operational or technical compliance. SDs and SAs will be distributed to affected parties and will also be published on the ASRA website ([asra.org.au](http://asra.org.au)) and in Gyro News. SDs or SAs may be deactivated prematurely on direction from CASA.

### **8.1.6 Notifying ASRA Members of Changes**

When this Exposition changes or a key document referenced in Appendix C changes, ASRA members will be advised using an email broadcast and website bulletin in the ASRA members portal.

### **8.1.7 Notifying CASA of Changes**

CASA will be notified of proposed or actual changes to key document referenced in Appendix C in accordance with the Change Management process in the ASRA CASR Part 149 Administration Manual.

---

## **9 EXPOSITION CHANGE MANAGEMENT**

---

Changes to ASRA documents listed in Appendix C are controlled through the ASRA Change Management process detailed in the ASRA ADM.

### **9.1 CASA INITIATED CHANGE**

- In accordance with CASR Part 149.120 CASA may, in the interests of aviation safety, give written notice to ASRA directing that ASRA change its Exposition. This direction under CASR Part 149 must be complied with by ASRA.
  - A CASA-initiated change (including SD or SA if appropriate) will follow the ASRA Change Management process detailed in the ASRA ADM until such time as the amendment to the ASRA Exposition and key documents referenced in Appendix C have been updated and approved by CASA.
-



## **10 FLIGHT OPERATIONS**

---

### **10.1 PREAMBLE**

This Part contains general information on the operation of gyroplanes and gyrogliders listed with and operated by members of ASRA. Unless specifically exempted or directed by CAO 95.12, 95.12.1, 95.14, CASR 200.014 or any other Regulation, Order or Instrument issued by CASA, sector participants will conduct all operations in accordance with the ASRA OM, AIP and other relevant legislation.

This requirement includes but is not limited to:

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

### **10.2 GOVERNING POLICY**

ASRA manages and administers recreational aviation operations in gyroplanes and gyrogliders listed with ASRA that operate in Australian States and Territories, in accordance with the CASA approved CASR Part 149 Exposition, the ASRA Operations Manual (OM), the ASRA Technical Procedures Manual (TPM), CAO 95.12, CAO 95.12.1 and CAO 95.14, CASR Part 103 and other applicable legislation.

### **10.3 KEY PERSONNEL**

#### **10.3.1 Head of Flight Operations (HOFO)**

The Head of Flight Operations (HOFO) is appointed by the ASRA Board and is responsible to the AM for the overall control, supervision, compliance and discipline related to flight operations, in accordance with the CASA approved ASRA Operations Manual (OM), CARs 1988 and CASRs 1998 and CAO 95.12, CAO 95.12.1 and CAO 95.14, CASR Part 149, other relevant CASRs and pending promulgation of CASR Part 103 Manual of Standards.

The full scope of HOFO portfolio responsibilities, including preferred experience and qualifications are documented in the HOFO Position Description in the ADM.

### **10.3.2 Chief Training Pilot (CTP)**

The Chief Training Pilot (CTP) is a voluntary, flight operations supervisory position appointed and tasked as required by the HOFO. The selection and location of an CTP is dependent on the domiciled location of the volunteer appointed to the position.

A CTP is responsible to the HOFO to assist as tasked with safety management, supervision, standardisation, education and compliance related to ASRA flight training and flight operations generally, IAW with the CASA approved ASRA Operations Manual (OM) , CASR Part 149 and other relevant CASRs. The CTP may charge a fee for services to an ASRA member for ground and in-flight services that are not conducted at the direction of the HOFO.

The full scope of the CTP portfolio responsibilities, including preferred experience and qualifications are documented in the CTP Position Description in the ADM.

## **10.4 OPERATIONS**

### **10.4.1 Authorisations and Approvals**

Members of ASRA undertake flying activities in accordance with the terms and conditions of CAO 95.12, CAO 95.12.1 and CAO 95.14, CASR 200 (B) and CASA approved ASRA operational and technical manuals, notices and bulletins and this Exposition.

The ASRA Operations Manual (OM) and its supplements are compiled to meet the relevant requirements of the Civil Aviation Act 1988 (CAA), Civil Aviation Regulations 1988 (CARs), Civil Aviation Safety Regulations 1998 (CASRs), Civil Aviation Orders (CAOs), and attendant legislation such as the Transport Safety Investigations Act 2003 (TSI Act).

The Operations Manual (OM) is a CASA approved document that sets out the “who, how and when” of compliance for ASRA sector participants, and the consequences of non-compliance.

### **10.4.2 Meteorological Conditions**

An ASRA listed gyroplane must be operated in day visual meteorological conditions (Day VFR).

### **10.4.3 Recreational Gyroplane and Gyroglider Operations Not to Create a Hazard**

ASRA Operations Manual requires all pilot certificate holders to ensure their competency to operate a gyroplane or gyroglider type and exercise the privileges of their ratings and endorsements, and to undertake the intended flight with all reasonable precautions to ensure that they do not create a hazard to other airspace users and persons and property on the ground.

#### 10.4.4 Medical Requirements

ASRA members, prior to being issued with a pilot certificate are required to meet a minimum of a self-declared health standard equivalent to that required for the issue of an Australian private motor vehicle driver licence. The Australian health standard for holding a private motor vehicle licence also applies to ASRA pilot certificate holders who seek and obtain a passenger-carrying endorsement.

Requirements for the issue of, maintenance of, and/or renewal of the medical standard for the type of pilot certificate issued to the participant are detailed in the OM.

A candidate for the issue of an instructor rating or higher approval must hold a current Class 1 or 2 Aviation Medical Certificate or an ASRA Medical Certificate (Examination Form F010 ) which is the standard set by the National Transport Commission & Austroads in their publication "Assessing Fitness to Drive 2022 (as amended) for Commercial Vehicle Drivers Standard" and on their website [austroads.com.au](http://austroads.com.au).

Requirements for the issue of, maintenance of, and/or renewal of the medical standard for the type of rating or approval held by the participant are given in the OM.

The holder of a pilot certificate, rating or approval who has a medically significant safety-relevant condition must not exercise the privileges of their Pilot Certificate until such time as they have fully recovered from the condition. In cases where there is some lasting physiological or psychological change or the condition is diagnosed as chronic, the person must not exercise the privileges of their pilot certificate, rating or approval until such time as they have provided ASRA with a statement from their treating doctor (GP or specialist) confirming they meet the health standard.

Where an ASRA Conditional Medical Certificate is issued, it is incumbent on the affected pilot to provide an Indemnity and Disclaimer Form to any intended passenger prior to undertaking flight. This form should clearly describe the medical condition under which the pilot in command will be operating. This form should be fully understood and then signed by the proposed passenger.

If an ASRA certified pilot fails to disclose information that has an impact on the safety of aviation, the HOFO may request confirmation of the participant's current medical status directly from the participant. The HOFO may also take further action in the interests of safety in accordance with the ASRA Misconduct and Disciplinary Procedures Manual.

#### 10.4.5 Alcohol and Other Drugs

- (a) ASRA has a responsible attitude to the consumption or use of alcohol and other drugs while a member:
  - executes their duties in a Key Personnel or ASRA Officer role,
  - maintaining, operating or otherwise in control of an ASRA gyroplane or gyroglider. Refer to OM.
- (b) An ASRA member maintaining or operating an ASRA listed gyroplane or gyroglider shall not act as, or perform any duties or functions preparatory to maintaining or operating of a gyroplane or gyroglider if:

- They are in a state in which, by reason of having consumed, used, or absorbed any alcoholic liquor, drug, pharmaceutical or medicinal preparation or other substance, his or her capacity so to act is impaired; or
  - the person has, during the period of 8 hours immediately preceding the departure of the gyroplane or gyroglider consumed any alcoholic liquor or medicinal preparation that would result in a blood alcohol reading of above 0.02%.
- (c) ASRA members are required to submit to a test by a CASA approved testers if they are available to perform, or are performing a safety sensitive aviation activity (SSAA). E.G. Preparing a gyroplane or gyroglider for flight, PIC of a gyroplane or gyroglider, refuelling a gyroplane, performing maintenance on a gyroplane or gyroglider, securing a gyroplane or gyroglider at a tie-down point or working on a gyroplane or gyroglider in a hangar at an airfield.

For member guidance this is taken to mean almost anything that an ASRA member is doing in relation to the preparation for or the operation of a gyroplane or gyroglider.

#### **10.4.6 Fatigue Management**

- (a) ASRA relies on its elected officials, key personnel and appointed persons to self assess their own fatigue levels and to not make any decisions that may impact on the safety of operations when suffering from the effects of fatigue. .

## 10.5 CERTIFICATES

### 10.5.1 Certificates, Ratings and Endorsements.

ASRA trains participants and issues certificates, ratings and endorsements in accordance with the ASRA Operations Manual, and the ASRA Syllabus of Flight Training (as approved by CASA). This ensures that all recreational gyroplanes and gyrogliders are operated in accordance with the standards and procedures specified in the ASRA Operations Manual.

The Operations Manual and syllabus of flight training sets out the competencies necessary to obtain and retain a pilot certificate, rating or endorsement. In a broad context certificates and ratings are broken in to four groups:

- Student or converting pilot;
- Pilot Certificate Holder;
- Instructor Rating (includes Senior instructor); and
- Approval Holder (includes CFI and Chief Training Pilot)

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

Certificates, ratings and endorsements are then further linked to gyroplane or gyroglider types. The following are the operational gyroplane or gyroglider types that underpin the classification of ASRA operational certificates, ratings and endorsements.

- Single place Motorised Gyroplanes
- Dual place Motorised Gyroplanes
- Dual place Gyroglider.

### 10.5.2 Suspension and or cancellation of pilot certificates, ratings and endorsements.

The HOFO, upon becoming aware of an alleged contravention of legislation, medical issue or conduct that constitutes, contributes to, or results in a serious and imminent risk to the safety of air navigation may, immediately suspend a pilot certificate for the set periods laid out in Part 2 of the ASRA Disciplinary Procedures Handbook.

Subsequent to this action and in accordance with ASRA By-Law 2010-01 and the ASRA Disciplinary Procedures Handbook (available on the ASRA website - [asra.org.au](http://asra.org.au)) the matter is subject of further review and/or disciplinary action in accordance with the provisions of CASR Part 149 Subpart 149.K Review of ASAO Decisions and CASR Part 149 MOS Chapter 6 - ASAO aviation administration and enforcement rules.

## 10.6 TRAINING

Flight Training is training for a pilot certificate, rating or endorsement in relation to the operation of a Part 149 gyroplane or gyroglider, and means training in all the units of competency, and assessment required by ASRA for the issue of a pilot certificate, rating, endorsement or approval:

- (a) for a pilot certificate – operate the gyroplane or gyroglider; and
- (b) for an endorsement, rating or approval on the pilot certificate – conduct the activities authorised by the endorsement, rating or approval.

### 10.6.1 Flight Training Providers

Student pilots or converting pilots and pilot certificate holders may only undertake flight training with an approved ASRA Flight Training Provider (FTP). A FTP or facility must not provide flying training until the FTP is approved in writing by the HOFO.

To be approved for the delivery of flying training a FTP or facility must meet all of the conditions for approval set out in the ASRA Operations Manual.

A FTP must have as a minimum:

- (a) a CFI appointed by the HOFO;
- (b) facilities and equipment appropriate for the nature and type of flying training that is to be delivered by the FTP;
- (c) appropriate documentation;
- (d) at least one, two-seat gyroplane or gyroglider which complies with CAO 95.12.1, CAO 95.14 and other relevant legislation; and
- (e) access to a location suitable for the safe operation of the gyroplane or gyroglider to be used for the delivery of flying training.

The duties, responsibilities and the required minimum level of aeronautical experience for the assessment and appointment of a CFI, Senior Instructor and Instructor are documented in the ASRA Administration Manual.

To assist ASRA CFIs in the performance of their FTP responsibilities and the maintenance of a consistent and high standards of flying training ASRA has developed and published on the ASRA website ([asra.org.au](http://asra.org.au)) a specific Instructor Manual and Instructor Rating Flying Competency Requirements as well as related information from the ASRA OM.

The ASRA website ([asra.org.au](http://asra.org.au)) provides access to operational, airworthiness, flying training, educational and legislative guidance as well as all relevant ASRA forms.

Continuing education is provided via the delivery of occasional ASRA sponsored workshops and online resources.

In addition, ASRA undertakes audits of approved FTPs and CFIs in accordance with the requirements of Form F015 Training Facility Audit Checklist on a systematic and risk basis. Alternatively, depending on ASRA resource availability a desktop audit related to documentation may be conducted remotely using the ASRA Desktop Audit Report.

### **10.6.2 Pilot Training**

The ASRA OM and supporting documents, approved by CASA set out the requisites, syllabus of training, competency standards and procedures to obtain and maintain the operational certificates, endorsements and approvals issued by ASRA. The procedures published in the ASRA ADM, OM and supporting documents must be strictly adhered to by all sector participants. Guidance material and handbooks published from time to time, represent best practice at the time of publication and if followed, will contribute to compliant outcomes, safety and a high standard of pilot proficiency.

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

### **10.6.3 Examinations and Tests**

ASRA has developed and administers an examination and testing regime. This system is administered in accordance with the procedures found in the ASRA Operations Manual.

ASRA specifies and publishes the theory examinations that must be satisfactorily completed and the competencies that must be demonstrated prior to the issue of a pilot certificate, rating or endorsement.

Where the actions of a pilot calls in to question the competency of that person to continue to exercise the privileges of the certificate, rating or endorsement, the HOFO may direct the member to undertake a flight review with the HOFO or a CFI, based on their availability.

## **11 GYROPLANE REPAIR, MODIFICATION AND MAINTENANCE**

---

### **11.1 GENERAL**

This Part contains general information on standards for gyroplanes and gyrogliders operated by ASRA sector participants and the continuing airworthiness of those aircraft.

Detailed information is published in the ASRA Technical Procedures Manual.

### **11.2 GOVERNING POLICY**

ASRA Maintenance Policy is influenced by airworthiness and maintenance provisions within CASR Part 103 and certain other provisions within the CARs and CASRs. To implement these requirements ASRA has developed a Technical Procedures Manual (TPM).

### **11.3 AIRWORTHINESS ACTIVITIES**

The ASRA System of Maintenance is contained within Parts 2, 3, and 4 of the ASRA Technical Procedures Manual. It involves an emphasis on responsible owner maintenance, supplemented by compulsory 3rd-party inspections by ASRA Technical Advisers and / or Senior Technical Advisers, together with -where necessary - qualified aircraft engine technicians and other technicians as necessary.

### **11.4 SUSPENSION AND/OR CANCELLATION OF GYROPLANE/ GYROGLIDER LISTING**

The HOFO or the HAM, upon becoming aware of an alleged breach of airworthiness standards, industry accepted maintenance practices, manufacturer maintenance requirements, ASRA procedures and/or legislation, or conduct that constitutes, contributes to, or results in a serious and imminent risk to the safety of air navigation may, immediately place conditions on, suspend or cancel the listing of a gyroplane or gyroglider until the process detailed in Section 21, Part 2 of the ASRA Technical Procedures Manual has been completed.

Subsequent to this action, the HAM will review the suspension in accordance with the ASRA Misconduct and Disciplinary Procedures Manual.

### **11.5 KEY PERSONNEL**

#### **11.5.1 Head of Airworthiness and Maintenance**

In accordance with the general requirements specified in CASR Part 21 and CASR Part 149, ASRA oversees construction standards for gyroplanes and gyrogliders in Australia. The Head of Airworthiness and Maintenance (HAM) is the key person responsible for technical oversight. Refer to the ADM for the HAM Position Description and the TPM for the Technical Adviser and Senior Technical Adviser Position Descriptions.



## 11.6 GYROPLANE/GYROGLIDERS

### 11.6.1 Gyroplane Types

The models of gyroplane listed by ASRA are increasing across all types defined in the ASRA Operations Manual and described in detail by the ASRA Basic and Compliant Gyroplane Standards. The types will be described in Chapter 2, Division 1 of the CASR Part 103 Manual of Standards (MOS), as:

#### Basic ultralight gyroplanes

A basic ultralight gyroplane is a rotorcraft that:

- (e) is a single-place gyroplane (other than an LSA gyroplane); and
- (f) has a single non-turbine engine and a single propeller;
- (g) has an empty weight not exceeding 250 kg; and
- (h) has a maximum take-off weight not exceeding 600 kg in any configuration.

ASRA categorises these single-seat gyroplanes against the Basic Gyroplane Construction Standard. They may be either home built or commercially manufactured.

#### Ultralight gyroplanes

An ultralight gyroplane is a rotorcraft that:

- (a) is a single-place gyroplane, or a two-place gyroplane, other than:
  - (I) an LSA gyroplane; or
  - (II) a basic ultralight gyroplane; and
- (b) has a single non-turbine engine and a single propeller; and
- (c) has a maximum take-off weight not exceeding:
  - (I) if not equipped to operate on water – 600 kg; or
  - (II) if equipped to operate on water – 650 kg; and
- (d) has a rotor disc not exceeding 20 kg per square metre\* at maximum take-off weight.

NOTE: this equates to 4.0963 pounds per square foot, which ASRA rounds out to 4 pounds per square foot.

ASRA categorises these heavier single-seaters and two-seaters against the Compliant Gyroplane Construction Standard. They may be either home built or commercially manufactured.

#### LSA Gyroplanes

An LSA gyroplane is a rotorcraft that:

- (a) is a single-place or a two-place gyroplane; and
- (b) is a light sport aircraft in relation to which:
  - (I) a special certificate of airworthiness mentioned in regulation 21.186 of the CASR is in force; or
  - (II) an experimental certificate is in force.

## 11.6.2 Gyroplane Modification

Gyroplane modifications are classified as either minor, or major. A minor modification is one that has no discernible effect on the weight, balance, structural strength, reliability, operational characteristics, or other characteristics affecting the airworthiness or aerodynamics of a gyroplane, gyroplane engine or propeller. All other changes are major changes.

ASRA clearly differentiates between gyroplane repairs and modifications in its OM and TPM and describes the process for approval of a modification, who may perform modification work and the recording of modification work.

Any major modification must be approved by the aircraft manufacturer (mandatory for LSA) or a specialist for that or a similar type of aircraft (other than for LSA). The modification must be carried out by, or under the supervision of, a person qualified and skilled to perform the work. (see OM)

All other modifications may be made by the owner. (see TPM)

Modifications (Mandatory or Optional) may originate from:

- the gyroplane manufacturer (as a service bulletin); or
- the engine or propeller manufacturer (as a service bulletin); or
- the kit manufacturer (as a service bulletin); or
- the gyroplane plans designer (as a service bulletin); or
- ASRA (as an Airworthiness Notice or bulletin); or
- CASA (as an Airworthiness Directive or other notification)

Note: A mandatory service bulletin (SB) from the manufacturer has the same compliance requirements as an ASRA issued SD or a CASA issued Instrument and must be complied with in accordance with the instructions in the SB or Instrument.

Modifications to gyroplanes which may vary the stress levels of materials of rotating components and their attachments, or which increase the maximum all up weight of the gyroplane above that recommended by the gyroplane manufacturer or designer, must in all circumstances be assessed as satisfactory by a suitably qualified person. ASRA Form F006 ( see ASRA website [asra.org.au](http://asra.org.au)) must be submitted to the ASRA Registrar or the online TA section of the form must be completed with the details of the modifications. (Refer to TPM).

## 11.6.3 Gyroplane Repair

ASRA does not provide guidance for the repair of gyroplane structures, engines, or systems. Other than LSA gyroplanes (which require manufacturer approval for all repairs), a gyroplane not supported by manufacturer guidance or instructions on repair; FAA AC 43.13-1B 'Acceptable Methods, Techniques, and Practices – Aircraft Inspection, and Repair & Alterations', should be used in conjunction with the relevant ASRA Gyroplane Construction Standard, to ensure that any repaired gyroplane will be restored to conformity with the relevant Gyroplane Construction Standard.

The repair of aeronautical structures or systems often requires specialist knowledge and always requires high-quality work practices. The extent of some repairs may be defined in the manufacturer's or designer's repair manual or the flight manual.

If the gyroplane owner has any doubt that they are competent in the repair techniques necessary, repairs must be performed under the supervision of, or by, a qualified person for the aircraft, engine or system needing repair (see Part 3 of the ASRA Technical Procedures Manual). An entry detailing the repair must be made in the Gyroplane Log Book on completion.

NOTE: Repair of gyroplane rotor assemblies, beyond rejuvenating superficial damage or superficial wear, is not permitted (refer to TPM).

Where a repair does not return the gyroplane structure or system to its original state it may be classified as a modification in accordance with the provisions outlined in the ASRA TPM. All Major Modifications must be reported to the ASRA HAM (refer to TPM).

#### **11.6.4 Gyroplane First of Type**

Refer to the TPM.

#### **11.6.5 Gyroplane Placards**

Subject to compliance with subsection 4 of CAO 95.12, CASA exempts gyroplanes from compliance with certain Regulations. ASRA requires that a placard must be clearly displayed in the gyroplane, in a position visible to the pilot when occupying the control seat, stating that:

- neither CASA nor ASRA guarantee the airworthiness of the gyroplane; and
- the pilot operates the gyroplane at the pilot's own risk; (for single seat gyroplanes) or
- the occupants operate the gyroplane at their own risk; (for dual seat gyroplanes).

ASRA participants fly in an ASRA gyroplane on the basis of "informed participation". In order for ASRA owners and operators of ASRA listed gyroplanes to meet this legal obligation with respect to "informed participation" ASRA requires the above cockpit warning placard to be of sufficient size and colour contrast, fixed in a conspicuous location, so as to be easily read by each occupant while seated in the gyroplane.

### **11.7 WEIGHT AND BALANCE**

It is the responsibility of the pilot in command to ensure that their gyroplane is correctly loaded before and during all stages of flight. A gyroplane must not take off, or attempt to take off, unless all directions with respect to the loading of the gyroplane given under the regulations and/or the ASRA OM have been complied with. (CASA VFG, page 2.10) <http://vfrg.casa.gov.au/wp-content/uploads/2020/05/visual-flight-rules-guide.pdf>

The pilot in command of an ASRA gyroplane must ensure that the load of the gyroplane throughout a flight shall be so distributed that the center of gravity of the gyroplane falls within the limitations specified in gyroplane flight manual.

## **11.8 MAINTENANCE POLICY AND AUTHORITIES**

ASRA Maintenance Policy and authorities are now set out in Part 3 of the ASRA Technical Procedures Manual.

### **11.8.1 Owner Operated Gyroplane**

Maintenance of an owner operated gyroplane not used for flying training or hire is the responsibility of the gyroplane owner in accordance with the limitations set out in Part 3 of the ASRA TPM. ASRA requires the maintenance to be undertaken in accordance with a maintenance schedule appropriate for the type of gyroplane and the operating environment.

The gyroplane maintenance schedule used will be that provided by the gyroplane/ kit/engine/propeller/ component manufacturer or the builder in the case of a basic gyroplane. If no current manufacturer or builder has or is specifying maintenance, then the default maintenance scheme is to be CAR Schedule 5 (soon to be replaced by CASR Part 43 Manual of Standards [MOS] Schedule 1).

A gyroplane owner may engage the services of an experienced and knowledgeable person on type, or a similar type, to mentor, advise, check or carry-out maintenance on their gyroplane.

### **11.8.2 Gyroplane Used for Flying Training**

Refer to the TPM.

### **11.8.3 Training of Maintainers**

ASRA does not set the requisites, syllabus of training or knowledge requirements to determine experience or competency for the maintenance of gyroplanes. Instead, ASRA defers to the manufacturer's requirements or where relevant CASR Part 103 Manual of Standards (MOS), Refer to the TPM.

Procedures published in the ASRA OM must be adhered to where relevant by all pilots/ owners. Guidance material published or referenced in the ASRA TPM represent best practice at the time of publication and if followed will contribute to the education of the maintainer and compliant outcomes.

ASRA is the sole authority in regard to the interpretation of all ASRA published procedures and supporting guidance material for the continuing airworthiness of ASRA listed gyroplanes.

### **11.8.4 Maintainer Approval**

ASRA does not approve or have internal processes for the education, competency assessment, appointment and registration of gyroplane maintainers. The appointment of an ASRA technical advisor is administered in accordance with the procedures documented in the ASRA TPM.

## **11.9 GROUNDING OF GYROPLANES DUE TO MAINTENANCE ISSUES**

Where the actions of an ASRA member calls into question their continuing competency of the person to exercise the privileges afforded by the OM, the HAM may ground the gyroplane involved until the issue is resolved.

This enforcement action will be managed in accordance with the ASRA Misconduct and Disciplinary Procedures Manual

In a case where the person is issued with a CASA issued Part 66 licence, those concerns will be documented and passed on to CASA for action.

## **11.10 MAINTENANCE ACTIVITIES**

The ASRA OM and TPM provide guidance to owners and pilots in the performance of:

- Inspection after assembly
- Pre-flight Inspection
- Periodic Inspections
- Gyroplane Maintenance

This guidance clearly sets out ASRA' minimum expectations in relation to maintenance tasks and compliance necessary for continuing airworthiness.

Guidance for maintainers can also be found in CAO100.5 for calibrated instruments. Refer to <https://www.legislation.gov.au/Details/F2016C00070>

## **11.11 DEFECT REPORTING AND AIRWORTHINESS NOTICES**

A defect can be defined as any fault in the design, function or qualitative characteristics of an item fitted to a gyroplane which differs from the specification, drawing or recognised standard of good workmanship for that item other than fair wear and tear within the manufacturer's limits

An ASRA defect report is raised to identify potential technical issues found in gyroplane in order to reduce the chance of recurrence. Defect reports are part of the statutory reporting that ASRA is required to meet under the Transport Safety Investigation Act 2003.

Details of any defect which develops in a gyroplane which, if uncorrected, would compromise the continued safe operation of the aircraft, shall be reported as soon as practicable to the nearest ASRA TA, who will report it to the HOFO and TPM. (Refer to OM)

Defect reports are entered into the ASRA ADM via the ASRA website ([asra.org.au](http://asra.org.au)) Upon receipt of a Defect Report ASRA will, where considered appropriate, contact the manufacturer and pass on all relevant information to all registrants of similar gyroplanes or gyroplane components.

ASRA members are also required to submit a report in the ADM where a maintenance schedule or a flight manual is considered to be deficient.

The originator of a defect report will receive an ASRA generated response and all reports that are acted on are reported on in Gyro News and the ASRA website (asra.org.au).

## **11.12 TECHNICAL FORMS**

ASRA has several technical forms that have been developed and published to support continuing airworthiness, operational and safety outcomes. Each form carries a “title” to clearly inform the user what the form is used for. The full suite of ASRA Forms can be found on the ASRA website (asra.org.au). In time these forms will be replaced with direct input into ADM records.

A request for a technical service must be accompanied by a completed, applicable ASRA Form and (if applicable) payment of the ASRA scheduled fee. The applicable ASRA Form is the only form that will be accepted and actioned by ASRA. No action will proceed until the associated fee, if any, has been received by ASRA.

## **11.13 GYROPLANE LISTING & SPECIAL FLIGHT PERMITS**

In order for a gyroplane to be listed by ASRA, the gyroplane must comply with ASRA’s construction standards. The process under which ASRA assesses compliance with its construction standards is detailed in Part 2 of the ASRA TPM.

Part 2 of the TPM also details how ASRA oversees the ongoing compliance of listed gyroplanes on transfer of ownership and after major repairs or modifications.

ASRA does not issue Special Flight Permits. A Special Flight Permit may only be issued by CASA or a CASA Authorised Person after making application on CASA Form 725.

<https://www.casa.gov.au/sites/default/files/application-issue-special-flight-permit-form-725.pdf>

The CASA website lists CASA Authorised Persons.

<https://www.casa.gov.au/licences-and-certification/aircraft-certification-and-design/casr-subpart-21m-authorized-persons/casr-subpart-21m-authorized-persons-search>

## 12 GYROPLANE LISTING

---

This Part contains general information on the process for the listing of gyroplanes with ASRA. Related information is found in the ADM.

### 12.1 GYROPLANE LISTING – OVERVIEW

ASRA lists gyroplanes in accordance with section 14 of the Part 149 MOS.

The Gyroplane Types on the ASRA list are as described in Chapter 2, Division 1 of the CASR Part 103 Manual of Standards (MOS) and listed above in section 11.6.1 Gyroplane Types

Gyroplanes listed by ASRA must also:

- comply with the requirements for gyroplane listing set out in the TPM;
- have an ASRA Airframe Serial Number affixed to the cluster plate, or nearest visible location to the cluster plate on the airframe of the gyroplane; and
- display an ASRA issued gyroplane listing placard in accordance with the requirements published in the OM;
- make application for listing, or listing renewal annually on the ASRA prescribed form; and
- pay the applicable listing fee.

### 12.2 LISTING PROCEDURES

Gyroplanes are listed by ASRA in accordance with procedures set out in the OM and ADM.

### 12.3 FORMS

ASRA has a suite of dedicated forms to support and facilitate gyroplane listing. These forms can be accessed via the ASRA web site ([asra.org.au](http://asra.org.au)). In time these forms will be replaced with direct input into ADM records.

### 12.4 LISTING NUMBER ALLOCATION AND LISTING MARKINGS

Gyroplanes listed with ASRA will be allocated a listing number (also referred to as a mark) prior to being listed. The listing number is made up of the prefix G plus followed by a three or four-digit sequential number.

Specifically, the prescribed markings must:

- (a) be painted on the aircraft or be affixed to it by any other means that ensure an equivalent degree of permanence for the markings;
- (b) be legible and have no ornamentation;
- (c) be of a colour that contrasts with their background;



- (d) be clearly visible at all times; and
- (e) 2 sets of the aircraft's prescribed markings must be displayed horizontally, with one set on each side of the cabin, fuselage, boom or tail.

## **12.5 NEW LISTINGS**

The classes of listing are:

### **12.5.1 Basic Ultralight Gyroplane**

Basic Ultralight gyroplanes are either amateur-constructed or commercially-manufactured single-place gyroplanes with empty weights not exceeding 250 kg and maximum take-off weights not exceeding 600 kg.

ASRA requires Basic Ultralight Gyroplanes to always conform to the ASRA Basic Gyroplane Construction Standards.

A new amateur-constructed Basic Ultralight Gyroplane will initially be granted Provisional Listing because the gyroplane will undertake a series of careful evaluation flights during the first 40 hours of operation (the Flyoff period), acquiring performance data to be incorporated into the gyroplane Flight Manual. Once the Flight Manual has been completed, and a copy electronically lodged in the ADB, the gyroplane will be granted full Listing status.

A new commercially-manufactured Basic Ultralight Gyroplane which is the "First-of-Type" will also require Provisional Listing and a 40-hour Flyoff period while the registrant verifies the manufacturer's Flight Manual performance figures to ASRA's satisfaction. If the Flyoff period proceeds satisfactorily, resulting in the Flight Manual being fully verified, a copy of that Flight Manual is electronically lodged in the ADB and the gyroplane will be granted full Listing status. ASRA will also grant "Type Acceptance" for that gyroplane and all subsequent identical copies put up for Listing. Once Type Acceptance is achieved, all subsequent applications for Listing of examples of that Type will be granted full Listing (without the need for any Provisional Listing). The process for this granting of 'Type Acceptance is detailed in Part 2 of the ASRA TPM.

### **12.5.2 Ultralight Gyroplane**

Ultralight Gyroplanes are either amateur-constructed or commercially-manufactured two-place gyroplanes (OR single-place gyroplanes with empty weights in excess of 250 kg) and maximum take-off weights not exceeding 600 kg (or 650 kg if float equipped for operating from water). ASRA requires Ultralight Gyroplanes to always conform to the ASRA Compliant Gyroplane Construction Standards.

A new amateur-constructed Ultralight Gyroplane will initially be granted Provisional Listing. During the period of provisional Listing the gyroplane will undertake a series of careful evaluation flights during the first 40 hours of operation (the Flyoff period), acquiring performance data to be incorporated into the gyroplane Flight Manual. Once the Flight Manual has been completed, and a copy electronically lodged in the ADB, the gyroplane will be granted full Listing status.



A new commercially-manufactured Ultralight Gyroplane which is the “First-of-Type” will also require initial Provisional Listing and a 40-hour Flyoff period while the registrant verifies the manufacturer’s Flight Manual performance figures to ASRA’s satisfaction. If the Flyoff period proceeds satisfactorily, resulting in the Flight Manual being fully verified, a copy of that Flight Manual is electronically lodged in the ADB and the gyroplane will be granted full Listing status. ASRA will also grant “Type Acceptance” for that gyroplane and all subsequent identical copies put up for Listing. Once Type Acceptance is achieved, all subsequent applications for Listing of examples of that Type will be granted full Listing (without the need for any Provisional Listing). The process for this granting of ‘Type Acceptance is detailed in Part 2 of the ASRA TPM.

### **12.5.3 Light Sport Gyroplane**

As at December 2023, ASRA is reserving a Listing category for Light Sport Gyroplanes. Currently, all ASRA Gyroplanes have been listed by Acceptance under the ASRA Basic or Compliant Gyroplane Construction Standards. At time of writing there are no Light Sport Gyroplanes in Australia. ASRA is also awaiting the release of the final CASR Part 103 Manual of Standards (MOS) before finalising the administration processes of LSA Gyroplane Listings.

NOTE Under Part 21 MOS, the BCAR-T standard is deemed a construction standard suitable for acceptance as LSA.

## **12.6 RECORDED LISTING**

ASRA maintains member and gyroplane records in its ADM. The related processes are given in the ADM.

Gyroplane listing records in the ADM contain the information to identify any gyroplane on the ASRA list, the gyroplane’s registrant and the gyroplane’s operator and includes:

- (a) a description of the gyroplane, the name of the manufacturer and the model;
- (b) the gyroplane’s construction number or serial number (if any);
- (c) the ASRA Airframe Serial Number;
- (d) the unique identifier (usually the listing number) issued by ASRA;
- (e) the name and address of the gyroplane’s registrant/owner/operator;
- (f) gyroplane listing expiry date;
- (g) registrant/operator membership expiry date.

NOTE no record in the ADM is ever deleted so the history of registrants of listed gyroplanes can be determined.

## **12.7 RENEWAL OF LISTING**

ASRA gyroplane are listed for a period of 12 months. The registered registrant of the gyroplane is responsible for managing and renewing their gyroplane’s listing. At

the time of listing, the registrant must apply to ASRA using the ADM. This process includes advising ASRA of the total hours flown and the total number of landings for the previous 12 months, and paying the prescribed fee.

Expiry of an ASRA gyroplane's listing prohibits further flight until a renewal request has been processed by ASRA.

Only current ASRA members can apply for a gyroplane listing.

## **12.8 TRANSFER OF ASRA LISTING**

When the registrant of an ASRA listed gyroplane changes, the gyroplane listing must be transferred within 10 working days from the date the sale is completed. To transfer a gyroplane's listing to a new registrant Form 006 (see ASRA website [asra.org.au](http://asra.org.au)) must be completed, supported by a compliant ASRA gyroplane TA inspection report and the payment of a fee.

ASRA will not complete the transfer in accordance with the process detailed in the ADM until all criteria for the transfer are met by the acquiring member.

The same process will be applied for the transfer of a VH registered gyroplane to the ASRA list.

The process for transferring gyroplane listings is detailed in Part 2 of the ASRA TPM.

## **12.9 SUSPENSION OF LISTING AND/OR GROUNDING OF A GYROPLANE**

The HOFO or HAM, upon becoming aware of an alleged contravention of legislation or maintenance related activities that constitutes, or contributes to an unsafe gyroplane state that results in a serious and imminent risk to the safety of air navigation may, immediately ground, suspend or cancel a gyroplane's listing pursuant to the approvals detailed in the ASRA OM. The process for lifting grounding orders are detailed in the ASRA Misconduct and Disciplinary Procedures Manual.

Subsequent to this action, the HAM will review the suspension in accordance with the ASRA Misconduct and Disciplinary Procedures Manual.

## **13 SAFETY MANAGEMENT SYSTEM**

---

### **13.1 PREAMBLE**

ASRA' Safety Management System (SMS) is a systematic approach to managing safety, including necessary structures, policies, procedures, compliance, education and communications strategies.

### **13.2 GOVERNING POLICY**

ASRA as an ASAO is committed to progressing Recreational Aviation Safety with its SMS and sector engagement; which comprises Board and AM leadership, Key Personnel Key Personnel and sector participant engagement that results in positive safety attitudes, beliefs, values and practices.

ASRA's SMS is based on:

- (a) Genuine Board and Key Personnel commitment
- (b) A pragmatic safety culture
- (c) Communication
- (d) Documented safety policy
- (e) Education for all participants
- (f) Risk Management
- (g) Accident/Incident/hazard reporting and tracking
- (h) Emergency Response
- (i) Audit, observation and Investigation
- (j) SMS review and continuous improvement

These elements are integral and support each other.

ASRA encourages all sector participants to embrace their safety responsibilities, through open communication, timely reporting of accidents and incidents and continuing education. In doing so ASRA will grow and continue to mature as a compliant, Part 149 Approved Self-Administering Aviation Organisation (ASAO).

### **13.3 COMMITMENT AND RESPONSIBILITY**

The ASRA Board and the AM are committed to providing the leadership, financial investment and resources necessary to enable the SMS to drive a culture of compliance, safety and continuous improvement in all that we do. This commitment extends to supporting CASA, our membership base, Flight Training Providers (FTPs), affiliated clubs, maintainers, educators and ASRA key personnel in real terms to deliver objective and measurable safety outcomes.

The ASRA safety policy outlines safety objectives that are published for participants to view on the ASRA website ([asra.org.au](http://asra.org.au)). This can be found in the ASRA Safety Management System Manual (SMSM)

Collecting information on accidents and incidents and where necessary analysing causes allows risks and opportunities to be identified which, when resolved, can prevent future errors and incidents.

To support occurrence reporting, ASRA has a mature, effective data collection system and a culture where those who report are supported. This culture has resulted in an increase in the number of occurrences being reported and solutions implemented that educate and improve safety outcomes.

ASRA facilitates an open and fair reporting culture and believes that educating our members provides better, enduring outcomes than punitive action.

The ASRA safety policy, operational procedures, and disciplinary manual clearly identifies the conditions under which measured action will be initiated for wilful misconduct, illegal activity or knowledge drift. The ASRA SMS sets out clear lines of accountability throughout the Association.

### **13.3.1 ASRA SMS**

The ASRA SMS meets CASA requirements under ICAO and is appropriate to the size of ASRA and the scope of our activities. See SMSM.

### **13.3.2 Appointment of ASRA Key Personnel and Safety Accountabilities**

The ASRA SMSM provides for the appointment, training and resourcing of key positions. Duties and responsibilities are documented in the ASRA SMSM.

Key positions are:

#### **ASRA Accountable Manager (AM)**

The AM is responsible to the Board for corporate compliance and resourcing. The AM as the Accountable Manager is responsible for ensuring a Safety Policy is published and that the SMS is implemented and functioning. This policy will be reviewed every two years.

#### **ASRA Safety Manager**

The SM is responsible to the Accountable Manager (AM) for overseeing the effective operation of the SMS. The duties of, and desirable qualifications/ experience for the SM are published in the ADM.

#### **ASRA Risk and Audit Committee (RAC)**

The RAC is a sub-committee of the ASRA Board made up of Board members or a professionally qualified Board delegate and the AM and the SM. Other than the AM and SM, the ASRA Board at its sole discretion appoints the members of the RAC.

The RAC will set the appetite for risk, promote open discussion regarding safety management and risk, integrate risk management into ASRA's goals, champion a culture such that participants at all levels proactively manage risk.

#### **Flight Training Providers (FTPs)**

The nature, diversification and often decentralised and/or isolated location of recreational gyroplane flying is such that many FTPs are part time instructors operating alone.

The ASRA HOFO and SM maintain ongoing contact with all ASRA instructors to ensure that they maintain a strong safety culture and are conversant with recent ASRA training initiatives.

As single operators, most ASRA FTP's have to fulfil multiple roles such as the Accountable Manager, CFI, maintainer and Safety Coordinator. This multifunctional necessity does not fit the traditional SMS construct but is nonetheless effective.

### **13.3.3 SMS Life Cycle**

ASRA implemented their SMS using a robust, phased implementation plan that covered all aspects of ASRA's Part 149 SMS responsibilities. The implementation allows for the responsible allocation of resources over a realistic time frame that recognises the often volunteer, part time, decentralised and geographically challenged operational environment.

The SMS is based upon triaging a number of factors e.g. instructor numbers, geographic isolation, number and type of gyroplanes, volume of flying training activity, accident causal factors and demographics.

ASRA has dedicated Key Personnel and Officers responsible for stakeholder engagement and systems developed for the management and delivery of safety outcomes. These outcomes, articulated in the ASRA SMS are reviewed annually by the ASRA Board and Key Personnel.

### **13.3.4 Third Party Interface**

ASRA actively engages with other aviation industry sectors and peak bodies including CASA, Airservices and the ATSB.

ASRA also engages with other recreational aviation ASAOs to share technical, operational expertise and educational material in the interest of improved safety outcomes.

These relationships are material to the ongoing education and safety outcomes impacting on ASRA members. ASRA does not as a general practice engage third-party contractors or suppliers that have an impact on operational, airworthiness and SM outcomes.

### **13.3.5 Coordination of Emergency Response**

The ASRA Emergency Response Plan (ERP) sets out the roles and responsibilities ASRA, affiliated clubs and FTPs in the dealing with emergencies or in the event of a serious accident or fatality. The ERP is reviewed annually unless it is activated as part of a "real" occurrence after which it will be the subject of a post occurrence review.

The SMS ERP template articulates responsibilities and actions at the local (FTP) level. The FTP is responsible for maintaining their local ERP, with input from the ASRA OM, SM, CTP and local aviation participants. Where the FTP operates from a recognised airfield the FTP ERP is expected to integrate with, or harmonise with the airfield operators (e.g. Council) ERP and/or local Emergency Services.

### **13.3.6 SMS Documentation**

The ASRA SMSM is not a stand-alone document. The SMSM is part of and dependent upon the other documents listed in Appendix C as well as the ASRA constitution and By-laws.

As with all ASRA documents the SMS documentation is available on the ASRA web site ([asra.org.au](http://asra.org.au)).

## **13.4 SAFETY RISK MANAGEMENT**

The ASRA risk management framework (refer ASRA SMSM) guides the Board and participants on how to address risk across ASRA's operations, including business procedures, flight operations, gyroplane listing, maintenance practices, training and corporate governance.

The risk framework provides direction for the ASRA Board, AM and Key Personnel on the acceptable levels of residual risk that they may accept that relates to the public, volunteers, informed participants, reputation, financial loss and capability.

### **13.4.1 Safety Risk Identification, Assessment and Mitigation**

This section identifies who within ASRA (and ASRA FTPs') may accept residual risk and the escalation process for unacceptable risk. ASRA assesses risk against six criteria. These are; the public, volunteer (human performance), informed participant, capability, reputation, and finance.

The Accountable Manager (AM for ASRA or Owner/CFI of a FTP) may authorise other criteria to be considered to enable a responsive approach to operational and geographic challenges that may arise due to the size and complexity of what is a diverse and evolving section of the aviation industry.

The ASRA SMSM details ASRA's approach to risk management.

Appendix E contains a diagram of the ASRA risk management process:

ASRA assesses risk using the Severity vs Likelihood table found in the ASRA Safety Management System Manual with Risk Register.

Note: The results of the risk tolerance assessment are entered by the SM. If the risk is mitigated by ASRA practices and/or procedures and results in an ALOS, then no further treatment is required. Score colours per 'Calculated Risk Level' column contained within the ASRA Risk Register.

Where the risk level is above the acceptable level, risk mitigation is required to reduce the overall level of risk. It is anticipated that the risks identified will be mitigated in accordance with the concept of 'As Low As Reasonably Practicable' or 'ALARP' (see SMSM for details).

## **13.5 SAFETY ASSURANCE**

The ASRA SMS will be reviewed annually and performance assessed against the Safety Performance Indicators (SPIs) listed in the ASRA SMS manual. FTP ERPs will be reviewed in accordance with the ASRA audit policy.

Alternatively, ASRA may engage a suitably qualified third-party to audit the ASRA SMS against relevant SPIs. This second-level audit will be conducted using the CASA SMS evaluation tool (CASA Form 1591 05/2018).

The SM is responsible for providing the AM with an initial post audit report within 2 calendar months from the date the audit is completed and a close-out report once any identified deficiencies and/or non-conformances have been resolved and closed out.

### **13.5.1 Safety Performance Monitoring and Measurement**

ASRA and by extension the FTP will measure and monitor compliance with the ASRA SMS annually, focusing on safety objectives set by the ASRA Board, changes if any in the operational environment, maturing risk appetite, respective risk registers and agreed performance measures (SPIs). The purpose is to verify that safety measures are reviewed and updated periodically and considered against “current” or “emerging” operational, physical and financial influences and maintenance trends.

### **13.5.2 Internal Safety Investigation**

ASRA’s open culture encourages members to report any occurrence that gives rise to concern to an ASRA Officer or to ASRA through the on-line incident/accident reporting system in the ADB.

ASRA reviews all reports and on the basis of a risk analysis, if appropriate ASRA will assign the SM, HOFO, HAM, CTP or other gyroplane SME to review the report.

The report will be objectively investigated in accordance with ASRA procedures, observing just culture principles. Findings are peer reviewed as required before outcomes or recommendations are published and if appropriate, fed into the ASRA SMS education program. The participant reporting the occurrence will be advised by the SM of the outcome of the investigation unless privacy and legal considerations prohibit disclosure.

### **13.5.3 Management of Change**

The ability of ASRA to remain responsive and flexible to change is the cornerstone by which, collectively operational success is achieved. Change of itself presents risk to an Association that must be managed. ASRA has a formal process and policy to identify and manage change which impacts on established processes, structure, technology, interagency relationships and services (see ADM).

Before initiating change ASRA conducts a risk assessment on the “change” however it materialises. This ensures key stakeholders are engaged and authorities (internal and delegated), sector responsibilities and safety performance are effectively managed. ASRA change management includes a process of post implementation review.

The SM is responsible to the AM for ensuring that change is managed and that sector hazards and associated risks are identified in and monitored through the risk register.



### **13.5.4 Continuous Improvement of the SMS**

ASRA has a mature, well documented process to identify decline in operational, airworthiness and SMS performance based on a robust audit program, notifications received via the incident/accident reporting system, participant engagement, and feedback from other aviation industry participants. ASRA routinely monitors SMS performance, identifying opportunities to educate participants and improve safety outcomes.

ASRA has a Safety Committee made up of Board members and Key Personnel who meet annually or after a fatal accident and are tasked with responsibility for defining safety performance indicators, monitoring safety performance and continuing improvement of the SMS.

## **13.6 SAFETY PROMOTION**

ASRA is committed to ensuring that all ASRA officers are trained and competent to perform their allocated tasks and SMS related duties. ASRA has a mature safety education program using multiple print, multi-media and e-communication tools.

Access to ASRA safety education is available via the member's portal on the ASRA website ([asra.org.au](http://asra.org.au)). The Safety Committee is responsible to the AM and the Board for identifying safety promotion opportunities, for the consumption of sector participants and other aviation stakeholders.

### **13.6.1 Training and Education**

ASRA training is structured, targeted and mature. Training includes human factors, threat and error management, operational, continuing airworthiness and safety.

ASRA evaluates participant competence, addressing knowledge gaps and remediating key deficiencies as they identified or materialise. Training and or educational programs are reviewed and updated to address change including emerging technology.

### **13.6.2 Safety Communication**

ASRA is committed to and invests in training participants, widely publicising its educational material, its safety culture and other third party provided safety information. Safety initiatives, events, investigation outcomes, safety directives and alerts and manufacturer SBs are communicated regularly to participants using Gyro News and e-communication tools. The effectiveness of ASRA's safety program and other participant and membership engagement is the subject of monthly Board meetings and Board review.



# APPENDIX A - APPROVED FUNCTIONS

---

MOS Section, Name and Function	Key Personnel - A person appointed by the ASAO to manage a Part 149 function	Function Includes (Sub-Functions)	Activities Administered under the Function	Appointed Personnel - A person (volunteer or otherwise) appointed by the ASAO to perform an approved Part 149 function or sub-function (in part or in whole) on behalf of the ASAO.
<b>14 ASAO registration of certain aircraft</b>				
<p><b>14</b> It is an aviation administration function to administer a Part 149 aircraft by establishing and maintaining a register (an ASAO register) of aircraft that contains sufficient information to enable the identification of any aircraft on the register, the aircraft's owner and the aircraft's operator, including the following information:</p> <ul style="list-style-type: none"> <li>(a) a description of the aircraft, including the manufacturer and the model;</li> <li>(b) the aircraft's construction number or serial number (if any);</li> <li>(c) the unique identifier issued by the ASAO in respect of the aircraft;</li> <li>(d) the name and address of the owner of the aircraft;</li> <li>(e) the name and</li> </ul>	HOFO			Registrar
<b>15 Airworthiness standards and assessments etc.</b>				
<p><b>15 (1)</b> It is an aviation administration function to administer a Part 149 aircraft by setting design, manufacturing and maintenance standards (airworthiness standards) for the aircraft, including in relation to aircraft, aircraft engines, propellers, rotor systems, materials, parts, processes, and appliances.</p> <p><i>Note: Under the function, an ASAO may set a standard for a Part 149 aircraft if the legislation does not otherwise provide for standards for that aircraft under CAR or CASR.</i></p>	HAM			Technical Adviser / Senior Technical Adviser
<p><b>15 (2)</b> It is an aviation administration function to administer a Part 149 aircraft by assessing whether an aircraft design meets an airworthiness standard the ASAO has set for the aircraft under the function in subsection (1).</p>	HAM			Technical Adviser / Senior Technical Adviser

<p><b>15 (5)</b> It is an aviation administration function for the ASAO to verify whether an aircraft meets a description and any requirements that are applicable to the Part 149 aircraft the ASAO administers, under: (a) Subdivision A of the Part 149 MOS (that defines certain aircraft to be Part 149 aircraft); or (b) any other provision in the MOS or the civil aviation legislation that requires verification to be made regarding a description or requirement that characterises the aircraft as a Part 149 aircraft.</p>	HAM			Technical Adviser / Senior Technical Adviser
<b>16 Airworthiness activities</b>				
<p><b>16 (1)</b> It is an aviation administration function to administer an airworthiness activity mentioned in subsection (3) in relation to a Part 149 aircraft, including issuing an authorisation to an individual to carry out an airworthiness activity.</p>	HAM	<p><b>16 (2)(a)</b> developing competency standards and units of competency (however described) for Part 149 airworthiness training that must be completed by a candidate for the issue of an authorisation to undertake an airworthiness activity;</p>	<p><b>16 (3)(a)</b> carrying out maintenance on the aircraft; <b>(3)(b)</b> carrying out maintenance on an aeronautical product for the aircraft;</p>	
	HAM	<p><b>16 (2)(b)</b> approving modifications of the aircraft and repairs;</p>		
	HAM	<p><b>16 (2)(e)</b> developing requirements for the keeping of airworthiness records in relation to the aircraft.</p>		
	HAM	<p><b>16 (5)</b> Issuing Authorisations to conduct an Airworthiness Activity:</p>	<p><b>16 (5)(a)</b> an authorisation to an individual to carry out maintenance on the aircraft;</p>	
	HAM		<p><b>16 (5)(b)</b> an authorisation to an individual to carry out maintenance on an aeronautical product for the aircraft;</p>	

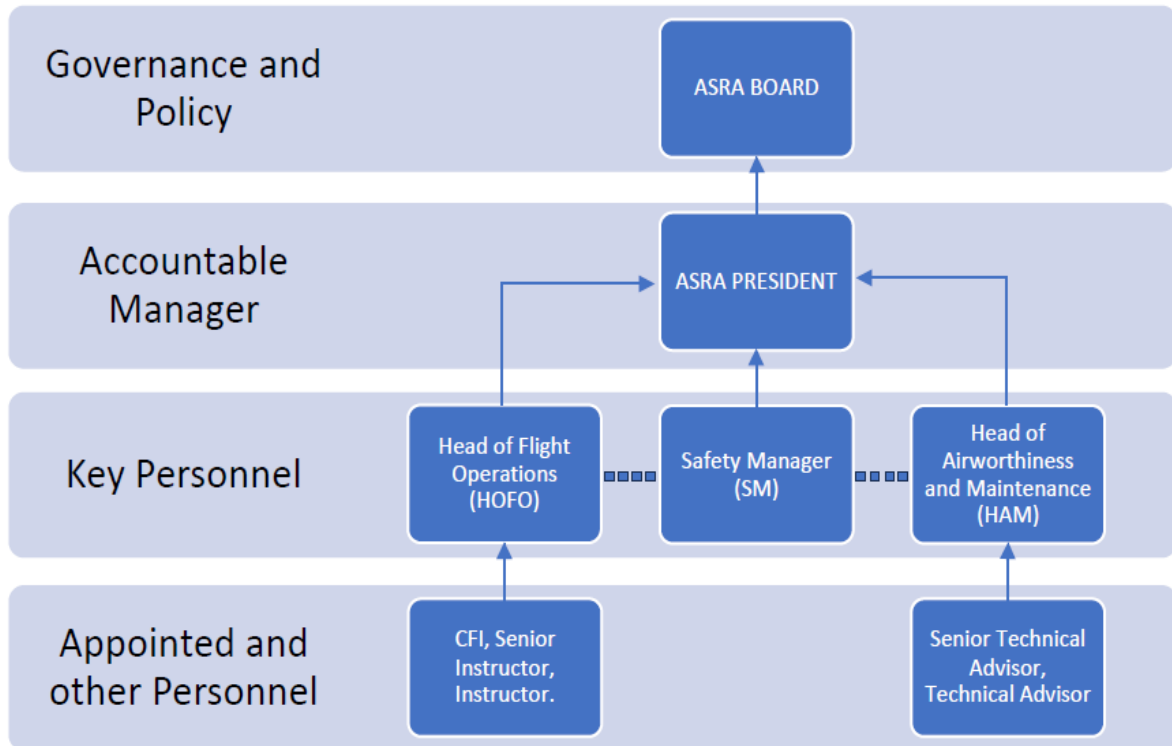
<b>19 Flight operations</b> - procedures for safe conduct				
It is an aviation administration function to administer a Part 149 aircraft by establishing procedures necessary for the safe conduct of flight operations in the aircraft, in accordance with any applicable CAO and any other provision of the civil aviation legislation that applies to the flight operations.	HOFO		Operating a Part 149 aircraft for a flight	
<b>20 Flight operations</b> - duties essential to the operation of aircraft				
<b>20 (1)</b> It is an aviation administration function to administer the flight operations of a Part 149 aircraft, including authorising individuals to perform a duty essential to the operation of the aircraft.	HOFO	<b>20 (2)(a)</b> establishing a certification scheme dealing with the privileges available under, and any limitations of, pilot certifications, ratings and endorsements, to operate the aircraft; Includes ongoing establishment (additions, omissions, modifications, updates and other changes) i.e.	<b>20 (3)(a)</b> operating the aircraft for a flight	
	HOFO	<b>20 (2)(b)</b> developing competency standards and units of competency (however described) for flight training that must be completed by a candidate for the issue of a pilot certificate, rating or endorsement (a pilot authorisation); Includes ongoing development (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of	<b>20 (3)(b)</b> conducting flight training in the aircraft to the required competency standards;	
	HOFO	<b>20 (2)(c)</b> developing any other requirements of the ASAO for the issue of a pilot authorisation, including any aeronautical knowledge requirements, flight tests, experience requirements, proficiency checks or flight reviews; Includes ongoing development (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of the requirements.	<b>20 (3)(c)</b> conducting a flight test or assessment of a person during a flight of the aircraft to the required requirements: (i) for the issue of a pilot certificate to operate the aircraft; or (ii) for the issue of a rating or endorsement in respect of activities permitted under a pilot certificate; and (3) (d) assessing the ongoing competency of the holder of a pilot certificate to perform an activity authorised by the certificate and any ratings or endorsements attached to the certificate;	Instructor / Senior Instructor / CFI

	HOFO		<b>20 (3)(d)</b> assessing the ongoing competency of the holder of a pilot certificate to perform an activity authorised by the certificate and any ratings or endorsements attached to the certificate.	Instructor / Senior Instructor / CFI / Chief Training Pilot
	HOFO		<b>20 (3)(e)</b> conducting flight testing of the aircraft.	
	HOFO	<b>20 (2)(d)</b> administering the conduct, other than in the aircraft, of aeronautical knowledge training and assessment required for flight training. Includes ongoing administration of the conduct (additions, omissions, modifications, updates and other changes) i.e. ongoing maintenance of the requirements.	<b>20 (4)</b> Conducting aeronautical knowledge training other than in the aircraft, for a pilot authorisation to operate the aircraft, is taken to be a flight operation and is an activity administered under this function.	Instructor / Senior Instructor / CFI
	HOFO	<b>20 (6)</b> Issuing Authorisations to conduct a Flight operation	<b>20 (6)(a)</b> the issue of pilot certificates, or ratings or endorsements on a pilot certificate;	Instructor / Senior Instructor / CFI
	HOFO		<b>20 (6)(b)</b> authorising pilot instructors (however named) to: (i) conduct flight training in the aircraft; or (ii) issue an endorsement to a pilot; or (iii) make recommendations to the ASAO to issue a rating to a pilot;	
	HOFO		<b>20 (6)(c)</b> authorising pilot examiners (however named) to: (i) assess candidates for the issue of a pilot certificate, rating or endorsement; or (ii) assess the ongoing competency of the holder of a pilot certificate to perform an activity authorised by the certificate and any ratings or endorsements attached to the certificate;	
	HOFO		<b>20 (6)(d)</b> an authorisation to conduct flight tests for a pilot authorisation;	Instructor / Senior Instructor / CFI

	HOFO		<b>20 (6)(e)</b> authorising a pilot to flight test the aircraft;	
	HOFO		<b>20 (6)(f)</b> authorising an individual to conduct aeronautical knowledge training for a pilot authorisation, other than in the aircraft.	
<b>21 Part 149 flight training organisations</b>				
<b>21 (1)</b> It is an aviation administration function to administer a person that conducts flight training, or flight tests, in relation to a Part 149 aircraft (a Part 149 flight training organisation).	HOFO	<b>21 (2)(a)</b> assessing a person's organisation, and its procedures, practices, personnel and facilities to determine whether the person is capable of conducting flight training, or flight tests, in relation to the aircraft; and		CFI / Chief Training Pilot
	HOFO	<b>21 (2)(b)</b> if satisfied as mentioned in paragraph (a), issuing an authorisation to the person to conduct the activities specified in the		
	HOFO	<b>21 (2)(c)</b> assessing whether a person to whom the ASAO has issued an authorisation continues to be capable of conducting the activities covered by the		CFI / Chief Training Pilot
	HOFO	<b>21 (2)(d)</b> approving aeronautical examinations that may be conducted by a Part 149 flight training organisation to assess candidates undertaking flight training.		
<b>22 Applications to undertake aviation activity on basis of existing authorisations</b>				
<b>22 (1)</b> It is an aviation administration function to administer an individual holding an existing authorisation mentioned in subsection (3) in relation to the operation of a Part 149 aircraft.	HOFO	<b>22 (2)(a)</b> assessing an existing authorisation to determine whether the holder is competent to undertake an aviation activity administered by the ASAO (the administering ASAO); and		
	HOFO	<b>22 (2)(b)</b> issuing an authorisation to that individual to undertake the activity.		

## APPENDIX B - ORGANISATION CHART

---



## **APPENDIX C - CONTROLLED DOCUMENTS**

---

Under CASR Part 149 the following ASRA Documents are Controlled and require CASA approval or notification for changes to be made to them:

ASRA Exposition

ASRA CASR Part 149 Administration Manual

ASRA Operations Manual

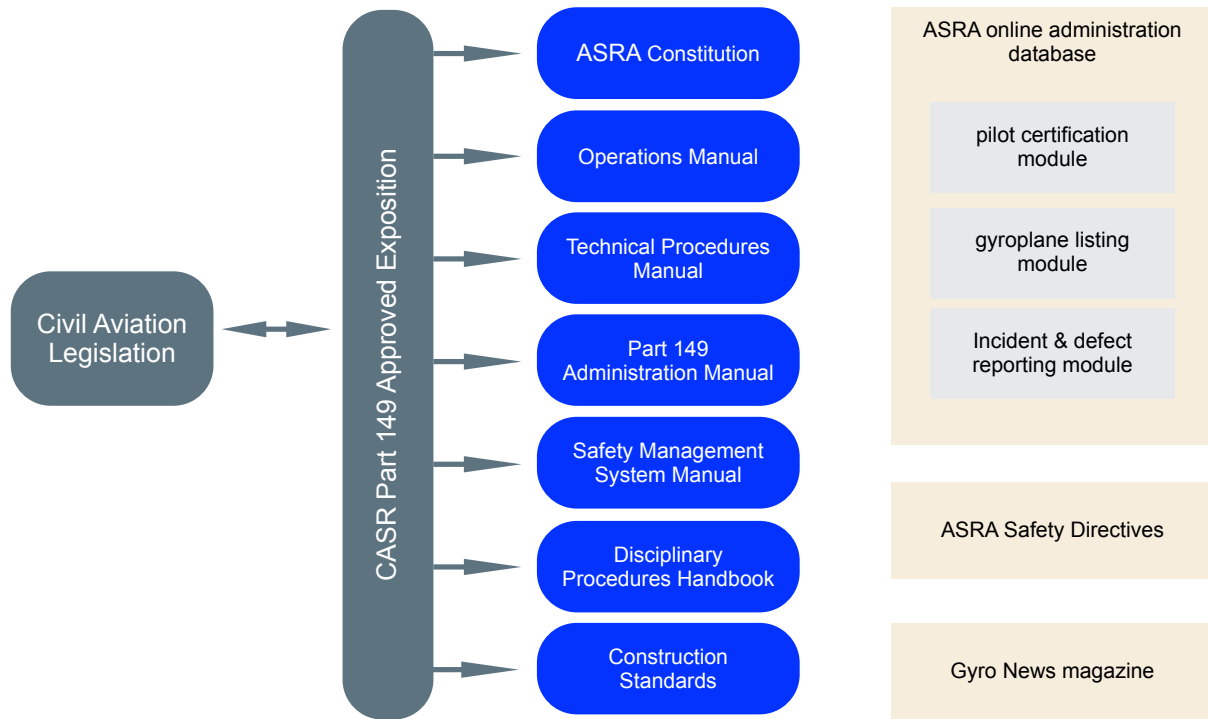
ASRA Technical Procedures Manual

ASRA Misconduct & Disciplinary Procedures Manual

ASRA Safety Management System Manual with Risk Register



# APPENDIX D - DOCUMENT AND INFORMATION FRAMEWORK



# APPENDIX E - RISK MANAGEMENT PROCESS

## RISK MANAGEMENT PROCESS

