

Adventure Aviation—Operator Certification

5 April 2025

General

Civil Aviation Authority (CAA) advisory circulars (ACs) contain information about standards, practices, and procedures that the Director has found to be an **acceptable means of compliance** with the associated rule.

Consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices, or procedures are found to be acceptable they will be added to the appropriate AC.

Purpose

This AC describes an acceptable means of compliance to meet the certification requirements under Civil Aviation Rule Part 115 *Adventure Aviation Certification and Operations*.

Related Rules

This AC relates specifically to Part 115. It also refers to requirements in the operating rules of Parts 12, 19, 43, 61, 91, 100, 105 and 141. It also refers to Part 1, which provides definitions and abbreviations used in the Civil Aviation Rules.

Change Notice

Revision 5 makes changes to align with the Civil Aviation Act 2023 (CA Act 2023), notably updating information on rule 115.62, *Drug and Alcohol Programme*. It updates information on certification requirements to align with CAA's Certification and Licensing policy. It also removes specific form references.

Version History

History Log

Revision No.	Effective Date	Summary of Changes
AC115-1, Rev 0	2 July 2013	Initial issue
AC115-1, Rev 1	4 Feb 2014	Amended the reference to Annual Review of Airworthiness to the current term Review of Airworthiness
AC115-1, Rev 2	1 May 2015	Updated section 115.62 'Drug and alcohol programme' to align with CAA current practice.

AC115-1, Rev 3	18 Aug 2016	<p>Incorporated changes to Subparts B and C specific to SMS transition requirements.</p> <p>Made editorial updates.</p>
AC115-1, Rev 4	14 June 2023	<p>Moved general information on fatigue risk management to a new Appendix, Appendix F.</p> <p>Updated guidance on 115.15, <i>Maximum period</i>, 115.5, <i>Personnel competency requirements</i>, 115.215, <i>Manipulation of controls</i>.</p> <p>Updated guidance to reflect the transition from a Quality Management System (QMS) to a system of safety management (Safety Management System or SMS) focus, as reflected in rule 115.77.</p> <p>Added guidance on 115.229, <i>Carriage of dangerous goods</i>.</p> <p>Deleted obsolete sections, notably Subpart CA – Transitional Provisions.</p> <p>Deleted Appendix I, <i>Qualifications and Competencies of Senior Persons</i>, as this information duplicates Part 115, Appendix A.</p> <p>Changed numbering of appendices to remove confusion with appendices in Part 115.</p> <p>Standardised format and style to align with current ACs.</p> <p>Added a Version History.</p>
AC115-1, Rev 5	5 April 2025	<p>Makes changes to align with the CA Act 2023.</p> <p>Updates information on rule 115.62, <i>Drug and Alcohol Programme</i>.</p> <p>Updates information on certification requirements to align with CAA's Certification and Licensing policy.</p> <p>Removes specific form references.</p>

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Introduction

Part 115 prescribes the requirements for the certification and operation of a person conducting an adventure aviation operation. Under Part 115 adventure aviation operators have to be certificated in much the same way as air transport operators who use helicopters and small aeroplanes and are required to be certificated under Parts 119/135. This AC provides guidance for applicants requiring certification.

Appendix II to Appendix VI of this AC is provided for guidance only.

Note: Only rules requiring compliance guidance and informative/explanatory material are included in this AC.

Related ACs

AC00-3	Internal Quality Assurance
AC92-2	Carriage of Dangerous Goods
AC100-1	Safety Management
AC115-2	Hot Air Balloon Operations
AC115-3	Parachute-Drop Aircraft Operations
AC115-4	Tandem Parachute Operations
AC115-7	Special Aircraft Operations
AC115-8	Microlight Aircraft Operations
AC119-2	Fatigue of Flight Crew

Definitions

Under Part 1 'adventure aviation operation' is defined as:

Adventure aviation operation means the following operations for the carriage of passengers by air for hire or reward where the object of the operation is for passenger's recreational experience of participating in the flight, or engaging in the aerial operation—

- (1) an A to A flight in an aeroplane or helicopter issued with a standard category airworthiness certificate conducting formation flight, aerobatic manoeuvres, and similar non-standard flight manoeuvres, including steep climbs, steep descents, and steep turns
- (2) an A to A flight (including an interim water landing for amphibious aircraft) in an aircraft issued with an appropriate special category-primary, special category – LSA, or special category – limited airworthiness certificate including formation flight, aerobatic manoeuvres and other manoeuvres such as steep climbs, steep descents, and steep turns
- (3) an A to A flight in a Class 2 microlight aircraft
- (4) a flight in a hot air balloon
- (5) a flight in a glider

- (6) *a parachute-drop aircraft operation that is not conducted under the authority of an air operator certificate issued by the Director under the Act and Part 119*
- (7) *a tandem parachute descent operation*
- (8) *a tandem hang glider or paraglider flight*

Abbreviations

Most of the following abbreviations are additional to Part 1, for the purpose of this AC:

AAOC means Adventure Aviation Operator Certificate.

AAO means Adventure Aviation Operation.

ATD means Acceptable Technical Data

CSO means Chief Safety Officer

DZSO means Drop Zone Safety Officer

IAW means in accordance with

MEL means minimum equipment list

MM means maintenance manual

OMS means Organisational Management System

SMS means Safety Management System

Subpart A—General

Rule 115.1 Purpose

AAOs are conducted under the authority of an AAOC issued under Part 115.

Rule 115.3 Definitions

This rule defines the terms ‘adventure aviation aerobatic operation’, ‘adventure aviation formation flight operation’, ‘ground crew member’, and ‘simulated military operation’.

Refer to Part 1 for the definition of ‘adventure aviation operation’ and other terms used in Part 115 which are not defined in this Rule Part.

Rule 115.5 Requirement for certificate

A person must not perform an adventure aviation operation except under the authority of an AAOC issued by the Director.

Rule 115.7 Application for certificate

When applying for an AAOC, an applicant will need to consider certain factors relating to training and competency of its personnel, and maintenance of aircraft used in its proposed operations. For instance, the applicant may wish to:

- (a) conduct its training and competency checks in-house under the privileges of its AAOC, or
- (b) contract out the provisions of training and competency checks to a Part 141 or 149 organisation.

Depending on the size of the aircraft it is necessary to decide whether the aircraft will be maintained under the provisions of Part 43 or Part 145.

The application form must be completed in full and must identify the full extent of the intended operation, including any training and competency checks to be conducted under the certificate. This information will be used in determining the scope of the operation and the assessment and preparation of the operations specifications. To find this form, go to the 'Forms' tab on the CAA website, and click on the filter for Part 115.

The application is to be supported by providing the appropriate senior persons applications (including Fit and Proper Persons forms), the Part 115 matrices as appropriate, and the exposition.

The certification process takes time to complete, so CAA strongly recommends that operators submit an application at least 90 days before the intended operation. An operator who applies for an AAOC less than 90 days before the date of the intended operation may risk not having the application process completed in time.

A shorter period is an exception to the rule and should be treated as such by applicants. Operators should plan their certification programme in advance. Early consultation with CAA will ensure all issues are dealt with well before the planned start-up date.

Having said this, the time involved for certification is dependent on the quality and completeness of the application and exposition. Providing all the necessary information in the first instance will facilitate the certification process.

Rule 115.9 Issue of certificate

The Director may issue an AAOC if satisfied that:

- i. the applicant meets the applicable requirements of Subpart B
- ii. the applicant and the applicant's senior persons are fit and proper persons, and
- iii. the granting of the certificate is not contrary to the interests of aviation safety.

Rule 115.11 Privileges of certificate holder

An AAOC and accompanying operations specifications specify the types of AAOs that the certificate holder can perform.

Rule 115.13 Operations specifications

The operations specifications accompany the AAOC and provide the detail of the operations authorised by the certificate. The Director may amend the operations specifications at any time as the operator changes and develops their operation (refer to rule 115.109(e)). The operation specifications are automatically generated by the CAA database at the time of producing the certificate and are based on the data taken from the application form. It is therefore important to ensure that the scope of the intended operation is clearly identified on this form.

The operations specifications will not list in detail the operations to be conducted, only the types of operation. The complexity of the information that must be addressed depends on the complexity of the planned operation.

More than one type of operation by the same operator may be authorised.

Where a holder of an AAOC has been granted specific exemptions against the rules, these will also be listed on the holder's operations specifications.

Rule 115.15 Maximum period

CAA usually issues a certificate for five years. To manage workflows, e.g. to prevent delays caused by applications being due just before holiday periods, CAA may grant a certificate for less than five years to ensure CAA assessors can progress applications efficiently.

During the initial certification period, CAA will conduct surveillance activities. If the operator wants to continue operating beyond the initial certification period, they need to apply for a renewal, or in Part 115 terminology, 're-issue' IAW rule 115.19, explained in more detail below. CAA will then carry out the renewal process.

If the applicant already holds an organisation certificate under another Part (e.g. Part 119 or Part 145) then it is more likely that a certificate for five years would be issued, provided the certificate holder continues to comply with the requirements relating to the other certificate. This reflects the fact that the organisation has had an opportunity to demonstrate its capabilities in other areas of civil aviation, so it is reasonable to conclude that it will behave similarly in exercising its privileges under the new certificate.

Rule 115.19 Re-issue of certificate

Certificates expire every five years, but operators need to lodge renewal applications well before then. Renewals allow CAA to gain assurance that an operator is currently, and will continue to be, operating safely and securely, and managing their aviation safety risks.

An operator is responsible for submitting their renewal application and supporting documents in enough time for CAA to process their application before their current certificate expires.

CAA *strongly recommends* that renewal applications are sent at least 90 days before a certificate expires.

The time taken to assess a renewal application varies by organisation. CAA's assessment focuses on aviation risk, so assessors consider:

- the nature and scope of the aviation activity
- the type of aviation risks being managed
- how much the operator and their operation has changed
- the operator's previous performance, and
- their attitude towards safety and security

when working out how detailed the assessment needs to be.

Subpart B—Adventure Aviation Operator—Certification Requirements

This subpart covers the requirements for senior persons, the establishment of procedures, maintenance of records and the development of the exposition.

Rule 115.51 Personnel requirements

The applicant's nominated senior persons must be employed, contracted or otherwise engaged to fulfil the management functions associated with the size and scope of the operator's business. CAA is aware that the functions required of senior nominated persons, in many cases, will not make it appropriate to employ a person on a full-time basis but may require the expertise of a person on a more casual basis. This rule makes provision for engagement of personnel on an 'as needed' basis. In the terms of this rule 'employ', 'contract' and 'otherwise engage' all have the meaning to commit by prior arrangement, to provide services and expertise for an agreed period.

Rule 115.51(a)(1), (2) & (3) The rule identifies the safety-critical members of an organisation who will exercise an appropriate level of control, direction, and responsibility, to ensure the continued effectiveness of the operation. If appropriate, the applicant must have in their exposition (required by rule 115.79(a)(4)) an organisation chart showing the lines of responsibility extending from the CEO through to each location where operational staff are located. CAA recommends that an organisation chart be employed regardless of the organisation's size.

An applicant may use any organisational structure as part of their overall business structure, provided the applicant can satisfy the Director as to the effectiveness of the reporting lines and control required to be exercised. If in doubt as to whether a particular organisation structure will be effective for purposes of the rule, it is strongly recommended that the applicant consult with CAA at the earliest opportunity.

Part 115 Appendix A

This appendix specifies the minimum experience and qualifications of persons nominated for senior positions in different types of AAOs, and areas where the Director can accept equivalent standards.

Rule 115.51 Personnel requirements (absentee senior persons; combined positions)

The applicant should develop procedures which set out, how they will deal with transfer of the senior person functions to other suitable and qualified persons during periods of absence, and document these procedures so they can be included in their application. Although the rule does not make provision for a situation where a senior person may be absent for a prolonged period, vacates the position, or becomes incapacitated, it is advisable to plan for this. In the event that the responsibilities and functions are transferred to another person, that person would also be required to meet the:

- Fit and Proper Person requirements, and
- applicable experience and qualifications set out in Part 115 Appendix A.

If the holder of an AAOC does not appoint a person to act in the position of a senior person that has been left vacant, the certificate holder should notify the Director as soon as possible. The operator will also need to provide details of the contingency arrangements to be implemented until the senior person vacancy is filled by an acceptable person.

The Director may impose limitations or conditions for the period of the contingency as provided for in rule 115.109(d). These conditions or limitations in all cases will be clearly stated to the operator in writing.

Separate people are recommended for each of the senior persons roles listed in the rule. However, the rule does allow the Director some discretion if the size and scope of the operator's organisation indicates that combining of some responsibilities is acceptable. If an applicant envisages that they may not need separate individuals for each senior person role, the applicant should consult with CAA during the initial meetings.

Where positions are combined the applicant will be required to provide evidence to demonstrate the person has sufficient time and resources to fulfil the responsibilities for the positions, considering the size and scope of the operator's business.

Some functions should not be combined, however, as they have conflicting responsibilities. For example, the chief executive (CE) and the person responsible for the organisational management system, should not also be responsible for operations and occurrence investigation.

Where a change of senior person is proposed, the organisation needs to notify the Director and gain the Director's acceptance under rule 115.109(b).

Rule 115.51(a)(1) Chief executive (CE)

This person ensures that:

- (a) the aviation activities carried out by the organisation can be financed
- (b) those activities are carried out IAW Part 115, and
- (c) the organisation complies with the requirements of Part 115.

This person needs to show that they have the authority to ensure the activities of the operation can be financed, for example by presenting an annual business forecast, or having the authority to finance the operation clearly defined as part of their responsibilities.

The CE must also be assured that the operation is conducted in compliance with the exposition. Ensuring compliance with the exposition is the responsibility of the senior persons under rule 115.51(a)(2)(i) and the assurance that the CE requires could be shown through the organisational management system, such as by internal audits, audit reports or an inspection programme.

The CE will need to demonstrate during initial application and at any other time, that they have the knowledge to control the organisation.

Rule 115.53 Personnel competency requirements

The applicant must establish procedures in their exposition for initially assessing and then maintaining the competence of personnel authorised to carry out certain activities relating to the AAO.

Personnel with planning responsibilities are likely to be senior persons (CE, operations, training, safety management etc) who manage the high-level planning of the operation encompassing (but not limited to) the scheduling, crewing, staffing levels and equipment requirements etc.

Personnel who are responsible for performance need to be able to accomplish or complete any function relating to an AAO listed in the applicant's exposition. This could encompass management of the training programme (outlined in rules 115.303 and 115.305), competency checking, organisational management system or flight following.

It would also cover the flight crew competency specified in the operational rules, for key roles such as:

- packers
- manifesters
- catchers
- free fall camera person
- pilots
- tandem masters
- examiners
- ground crew members, and
- flight followers.

Personnel who are responsible for supervision need to oversee or be in charge of any part of the AAO, and includes senior persons, such as the:

- DZSO
- CSO, and/or
- training manager.

Personnel who are responsible for inspection need to be able to examine or investigate any part of the AAO, so are likely to be the:

- CE and other senior persons
- parachute technician/rigger.

Personnel who are responsible for certification need to be able to make a formal statement or attest to any function or part of the AAO, including maintenance, so could include the:

- parachute technician/rigger
- tandem master
- pilot, and/or
- training manager.

The applicant's procedures can be tailored around the size of their operation and need to show how every person with a role specified in rule 115.51 maintains their ability to safely perform the operations. This could be maintained by an annual competency check.

Note: *This is not restricted to just the pilot competency requirements.*

After they have been assessed as competent, operators should give the staff written authorisation to perform their duties, such as a simple authorisation certificate.

This rule provides two options so the applicant could either:

- **Under rule 115.53(a)** establish procedures for the planning, performance, supervision, inspection and certification of AAOs listed in the applicant's exposition which include the initial assessment and maintenance of competence of personnel for specified functions. In this case the applicant would need to produce the programme in its entirety, and engage, contract or otherwise employ an appropriately qualified examiner to carry out the training and competency checks within the programme.
- **Under rule 115.53(b)** contract an organisation that is certificated and appropriately authorised under Part 141 or Part 149 to do an initial assessment, and set up training to maintain, the competency of the applicant's personnel.

Parts 141 or 149 organisation authorisations relate to the assessment and training of flight crew and may include maintenance personnel. The assessment and continuing competency of senior persons in their respective management responsibilities, as specified in the job descriptions, must be carried out under the Part 115 certification.

Where an organisation is not qualified to carry out its management responsibilities, then suitably qualified persons will need to be engaged for this function. This could, for example, be a consultant that is expert in this field, through peer review and assessment of past performance, briefing sessions, seminars, symposiums, or simply training courses.

Under rule 115.53(c) an applicant must detail the functions being transferred to a Part 141 or Part 149 organisation in the exposition and the scope of the checking and training and the authority of that organisation in respect of those functions.

The assessment and training functions are the responsibility of the applicant, even if contracted to a Part 141 or Part 149 organisation. The applicant must authorise the Part 141 or Part 149 organisations to carry out specific tasks and submit any reports.

This part of the exposition should be very clear and concise as to the functions and the scope to avoid any confusion over what the functions are and who is to carry out each function.

Note: *The detail and authorisation required by this rule could be included in the form of a contract between the operator and contractor. See Appendix II of this AC for details on contracting in general.*

Rule 115.55 Resource requirements

The AAO needs to provide appropriate resources in support of the proposed operation, such as office space, workshops, hangar, equipment, tooling, training aids, data and documentation.

CAA will assess whether the resources provided are appropriate for the proposed operations during the site inspection.

This consideration is not an exact science. Applicants should carefully consider the suggestions of the CAA representatives who will have examined many different operators and therefore have a good knowledge of what is required. Not every AAO will require facilities for offices, workshop, hangar, or buildings, but if any of these facilities are needed for the conduct of AAOs, the applicant must provide it. Some equipment which is not used very often may not have to be on hand permanently provided there are arrangements for resources to be made available when needed.

Rule 115.57 Proving flights or tests

The Director can require the applicant to conduct proving flights or tests to show the applicant can meet the prescribed requirements of the applicant's particular operation.

An existing operator who makes a significant change to the type of aircraft or kind of operation may be required to demonstrate that the relevant requirements prescribed in Part 115 can still be met.

CAA will observe a proving flight and may require the applicant to demonstrate any or all the aspects of a typical flight within the proposed scope of the AAO. The demonstration may start at the initial enquiry by a customer, cover any training given to the customer, through to the final completion of the flight. Part of the demonstration will include use of documentation and maintenance of records.

Rule 115.59 Maintenance procedures

The applicant needs to establish procedures for ensuring the continuing airworthiness of every aircraft operated under the AAOC and equipment installed in or attached to the aircraft.

An applicant should therefore have adequate knowledge of the design status (type specification, operator options, ADs (airworthiness directives), modifications, ICAs (manufacturer's instructions for continued airworthiness), operational equipment and required maintenance.

The exposition's procedures must detail how the applicant is going to ensure the airworthiness of their aircraft. While the responsibility may not be delegated, there is scope to contract with other persons (a maintenance provider) for the provision of certain maintenance functions and services.

The procedures should provide for a maintenance management or planning system. This may take any form including computerised systems. However, where computerised systems are used, provision must be made to protect the data (password protect etc.), provide back up on a daily basis, and consider contingency plans for reversion to a paper system in the event of equipment failure.

In-house and contracted maintenance providers will be assessed as part of the certification process. The level and depth of assessment will depend on the maintenance provider's known performance within the aviation system. The assessment will establish that the maintenance provider can support the operator's aircraft, equipment and proposed operation.

The rule uses the words *functions*, *scope* and *authority* when subcontracting, which are defined as:

- **Functions:** carrying out data assessment e.g. service bulletins/letters, ADs etc, and defect reporting, maintenance control, reliability etc.
- **Scope:** details of the maintenance activity to be conducted by the maintenance provider e.g. routine maintenance / avionics/ component overhaul.
- **Authority:** having transferred a function, the authority given to the other person in respect to the maintenance performed must identify what decisions that person can make on the operator's behalf. This authority is to be given in writing.

Note: See Appendices II and III of this AC for details on contracting in general and contracting maintenance activities.

Rule 115.61 Maintenance programme

An applicant for an AAOC must establish a maintenance programme for every aircraft that is operated under the AAOC, including a parachute assembly. A maintenance programme is basically a document that brings together approved maintenance schedules (usually the manufacturer's), additional maintenance required by Parts 91 and 115, and the manufacturers of other installed

equipment not covered by the aircraft manufacturer. It will also cover such items as finite lives and overhaul periods along with the process for induction of an aircraft into the programme.

The programme may be laid out in separate parts such as:

- (a) the general requirements that apply to all aircraft, and
- (b) the specific requirements for a particular aircraft type.

As a guide when developing maintenance programmes for a specific aircraft, applicants should cover rules 115.61(b)(1) through (8). To assist, CAA has provided a generic template maintenance programme, which applicants can download from the CAA website, by searching under 'maintenance programme template', and fill in with the data applicable to the aircraft type.

In most cases the maintenance programme will need:

- (a) Instructions and procedures for the conduct of aircraft maintenance including required inspections and tests. This falls into two categories:
 - (i) Inspections required by an AD and Part 91 Subpart G. These may be covered in the general section and applicable to all aircraft types.
 - (ii) Inspections specific to an aircraft type and listed in the aircraft manufacturer's maintenance schedule, maintenance manual (MM) and ICA.
- (b) Procedures for trend analysis, if the programme uses condition monitored maintenance, could be included as a general requirement.
- (c) Procedures to ensure all inspections in the programme are performed could be included as a general maintenance planning section for all aircraft being operated.
- (d) Procedures for recording, rectification or deferral of deficiencies found during maintenance could be included as a general section for all aircraft. Maintenance should be viewed in its broadest terms to include pre-flight and after-flight inspections completed by the pilot.
- (e) Procedures for retention of a description of work performed including the name of the person releasing the aircraft to service could be included as a general section for all aircraft.
- (f) Instructions for exceeding an inspection interval and the conditions that are applied could be included as a general section for all aircraft.
- (g) Instructions for changing the inspection interval due to service experience could be included as a general section for all aircraft.

Rule 115.61(b)(7) Deferral of defects

Under rule 91.503, the instruments and equipment installed in an aircraft are to be in an operable condition, however rule 91.537 provides for the development of a minimum equipment list (MEL) to allow the continued operation of an aircraft with inoperative instruments or equipment.

An applicant needs to have procedures to record and correct deficiencies found during maintenance including deficiencies found by the pilot, in-service or during the normal pre-flight and after-flight inspections.

These procedures need to be written to ensure that:

- (a) any defect is recorded and the aircraft is inspected to approved data and released to service by a qualified person
- (b) a placard is attached to the defective item if applicable
- (c) the defect is identified in the technical log clearly advising the pilot of the maintenance status of the aircraft and any conditions or limitations that may apply
- (d) a statement of release-to-service (RTS) is made in the maintenance record certifying that the aircraft has been inspected or repaired to approved data and is released to service.

Note: *The review of airworthiness required by rule 91.615(a)(1)(ii) requires all special category aircraft on hire or reward operations (and this includes AAO aircraft) to have a review of airworthiness.*

Rule 115.61(b)(8) Retention of records

This rule relates to retention of maintenance records, reference to data, and the name of the person certifying the RTS. The rule is directly related to rules 43.69, 91.617, 91.619, 91.623, 91.621 and AC91-6. The procedure can be broken into the following elements:

- **A description of the work performed:** This could be in the form of an entry in the technical log, a maintenance work sheet or a logbook entry. It may be a complete description of the work or a brief description with reference to the acceptable technical data (ATD) that was used to perform the work. This may be the instructions contained in a manufacturer's service instruction, service bulletin, MM or the instructions contained in a supplementary type certificate. This is the requirement of rule 43.69.
- **Recording details of maintenance in the technical log:** This will usually be needed when a defect must be rectified away from the normal maintenance base. Additional work records will be used when there is too much detail to be included on the technical log or aircraft logbook. In any case the defect will need to be cleared in the technical log.
- **Recording details in the aircraft logbook:** Where work records or the technical log is used to record details of the maintenance task, reference to those records must be made in the aircraft logbook. To simplify the transfer of details from the technical log to the log book, CAA now provides a maintenance record sheet for use with the technical log which provides a removable duplicate record. You can request maintenance record sheets from CAA through the [online order form](#).
- **Retaining records:** Retention periods for maintenance records are specified in rule 91.623 and it is the air operator's responsibility to ensure they are kept for the prescribed period. In some cases, the maintenance organisations have claimed maintenance records as their own property. This is not the case: all maintenance records generated during the life of the aircraft are considered to be a part of the aircraft and are therefore the property of the person who holds the certificate of registration for the aircraft.
- **Transferring maintenance records:** Transfer of maintenance records is the responsibility of the holder of the New Zealand certificate of registration when transferring the registration to another person. This is specified in rule 91.621.

Rule 115.62 Drug and alcohol programme

Note: The CA Act 2023 came into effect on 5 April 2025 and introduced the requirement for operators, who hold a certificate(s) listed in rule 99.5, Who is a DAMP operator, and who conduct safety-sensitive activities, to develop a drug and alcohol management plan (DAMP). There will be a two-year transition period from 5 April 2025 to 4 April 2027, during which time operators must submit their DAMP to CAA for approval by one of two deadlines set out in rule 99.9, Deadline for current DAMP operators to submit a DAMP for approval. DAMPs must be implemented, and form part of an operator's exposition, from 5 April 2027.

Part 115 operators will be more used to running drug and alcohol programmes than many aviation participants, since this was required under previous versions of Part 115. The new Part 115 still specifies that operators must establish a drug and alcohol programme for monitoring and managing the risks relating to the use of any drug, or consumption of alcohol by:

- a) any crew member
- b) a tandem master
- c) a ground crew member, and/ or
- d) any other person whose work directly affects the safety of an adventure aviation operation.

However, many of the requirements have been strengthened under the CA Act 2023, notably:

- Which document holders are involved and what their responsibilities would be.
- What substances, besides alcohol, should be tested – using the existing Australian/New Zealand standards for urine and saliva testing.
- How often and in what form random testing should be carried out.
- The Act requirements if a test shows the presence of alcohol or drugs.
- Use of terms such as 'non-negative' test – meaning anything other than a negative test.

Part 99 and CATI 99.19 essentially introduce a whole new system for running drug and alcohol management plans, along with a template and compliance matrix for operators to adopt, if useful.

More information on DAMP and the requirements can be found on the CAA [website](#), including the Part 99 rules, AC 99-1, Drug and Alcohol Management Plans, and the transport instrument (CATI 99.19).

Note: In accordance with rule 99.9, Deadline for current DAMP operators to submit a DAMP for approval, Part 115 operators must submit a DAMP to CAA for approval by 30 September 2025.

Rule 115.62(d) refers to any other person whose work directly affects safety. The rule was intentionally drafted to not specify a list of work/duties because of the legislative burden involved in amending such a list.

However, the criterion to be applied in determining what work directly affects safety is simple: if the work is performed incorrectly would the safety of the operation, the passengers or the staff be jeopardised?

With that in mind, the following persons (in addition to those listed in the rule) who manufacture, maintain or assemble aircraft or components, pack parachutes, refuel aircraft, calculate aircraft

load, or provide flight information are persons whose work directly affects safety. The variety of activities across the adventure aviation sector means these examples may not be exhaustive, so CAA expects each operator to identify the work/duties relevant to their specific operation.

Rule 115.63 Documentation

The procedures required by this rule should consider all documentation required for use by the applicant. It should include all relevant ATD such as service bulletins, ADs, MMs, flight manuals and the exposition including operational manuals.

The procedure should describe how the individual documents are entered into the system, reviewed, authorised and where they replace other documents, how that obsolete documentation is purged. Some form of marking of the documents should be employed to show it has been through the control and review process. Documents may be kept in hard copy or electronic form.

Rule 115.65 Records personnel

The procedures should cover all personnel records required by the applicant. These will include all persons required to hold a licence or rating, a delegation from the Director, or exercising an authorisation granted by the certificate holder, which may include the nominated senior persons. The record must contain the information required by the rule and be retained for the specified period identified in the rule. Documents may be kept in hard copy or electronic form.

Note: Refer to Appendix IV of this AC for information on electronic records and documentation.

Rule 115.67 Records resources

An applicant must establish procedures for ensuring that all details of tests, checks, and calibration of resources etc. required by the rule are accurately tracked and recorded. Typical equipment requiring these tests could include scales used for weighing passengers, refuelling equipment, meteorological equipment, strops and lifting equipment. It should not cover maintenance tooling as that is addressed by Part 43 or Part 145 unless the applicant is conducting their own maintenance and combining the operator's and maintainer's expositions.

This rule is not intended to include any of those items already covered by the equipment requirements of Part 91 Subpart F and maintained by the approved aircraft maintenance programme.

Rule 115.69 Flight authorisation and control

An applicant is to develop a procedure to authorise each or a series of AAO flights.

For unscheduled operations:

- a daily flight schedule and duty roster could suffice, or
- an operator may authorise a person to fly and determine which flights take place on an individual basis.

In some situations, however, a letter of authorisation given to a flight crew member detailing the type of operation and operational conditions for each task permitted for that crew member would be more appropriate.

The holder of the AAOC is at all times responsible for the operations that take place. The applicant for the AAOC should consider the risk of any type of blanket authorisation system. In any case it

must be clear that the nominated senior person (as referred to in rule 115.51(b)(1)(i)) has authorised all aspects of the flight or series of flights.

Rule 115.71 Flight following service

An applicant needs to establish procedures for ensuring that every flight is monitored by some form of flight following service so that appropriate emergency activation action is taken if an aircraft is overdue. The rule specifies the matters that the procedures must address.

This flight following and alerting service is normally provided by a Part 172 certificated organisation as most flights are required to submit a flight plan to an air traffic service (ATS) unit. However, an applicant operating under Part 115 conducting non-stop flights departing from and returning to the same aerodrome can arrange their own flight following service.

Flight following is intended to enable a company's operational base to know that a flight is proceeding safely and to provide an emergency activation service if contact is lost. Processes here should be linked to the operator's emergency situation action plan required by rule 115.209.

The operator must establish a flight following system and procedures to ensure that each flight is monitored and notification of overdue or missing aircraft is made to an acceptable organisation (see next section).

The operator should include a procedure in their exposition to cover situations when communications are unexpectedly not available. This procedure should require the flight authorising person to consider the operating area, tasks to be completed, and any alternative means of ensuring that the aircraft continues to operate safely.

The communications system should be switched on so that two-way communications are constantly available. When flying in an area with no radio coverage, a 15-minute window for re-establishing communications is acceptable. Although a flight following system is used, operators should keep a listening watch on the local flight information service frequency while airborne.

Rule 115.71(b)(3) Communications: A cell phone is an acceptable means of communication if VHF or HF radio communication with the company's flight following provider or operations base is not available, provided cell phone coverage is reliable in the operating area at the operating altitude.

There are now a number of electronic tracking systems available, and these may be employed as part of the flight following processes.

Rule 115.71(b)(5)(ii) Acceptable organisation: This may be an ATS organisation, New Zealand police, search and rescue centre or any other organisation that has been set up to provide this type of service.

The persons responsible for following the flight should:

- (a) be trained and have their training documented in their training record (IAW Part 115, Subpart E, *Training*)
- (b) have the information required by rule 115.71(b)(1) immediately available, and
- (c) have the procedure to be followed for a missing or overdue aircraft immediately available.

Note: *The procedure for missing or overdue aircraft should provide for logging the time and details of action taken so that the incident is fully recorded and traceable.*

- (d) confirm any cell phone number used and that the cell phone is switched on.

Rule 115.73 Establishment of procedures

An applicant needs to establish procedures for ensuring compliance with applicable requirements in Part 115 and any other applicable Part. The applicant will need to think about how an operation will be carried out and document the basic procedure in the exposition for their employees to follow, in a way that enables their personnel to use the exposition and operational procedures in complying with a rule.

The requirements for procedures are spread amongst many parts and while operators should examine them all, they should develop procedures only for those requirements relevant to their operation.

Those rules that are not applicable to the operation should be shown in the compliance matrix as N/A so that the CAA assessor can establish that the operator has at least considered them.

An operator using a combination of large, medium, or small aircraft should write one set of procedures that encompasses all their operations IAW the larger aircraft. For example, if large aircraft (>5700kg) requirements are met then generally all requirements will be met, and only the differences between the rules need to be checked. The exception would be if a fixed wing operator also operates helicopters – then it is likely that there will be types of operation that are peculiar to helicopters that need to be included in the exposition.

CAA has developed compliance matrices (also called rule checklists) to identify adventure aviation organisation certification requirements. These matrices can be downloaded from the CAA website in the Forms section, by searching for '115' and finding the relevant compliance matrix in the list.

In addition to Part 115 requirements, CAA rule matrices cover the requirements of:

- (a) Part 12 regarding accidents, incidents, and statistics
- (b) Part 43 regarding maintenance requirements
- (c) Part 61 regarding pilot licensing
- (d) Part 91 regarding general operating and flight rules
- (e) Part 141 regarding training organisations.

Some rules contain prohibitions, mandatory requirements, matters that an operator must 'ensure', and areas where an operator needs to establish procedures to ensure staff are operating safely and meeting rule requirements.

Where a mandatory requirement or a prohibition is stated and the rule is clear, the operator is not required to reproduce the rule or any part of that rule in the exposition.

The operator is required to have in place training and competency testing programmes that should give the operator assurance that personnel have the knowledge of the rules and the ability to operate within the scope of these rules. The training and competency testing programmes could be used to satisfy the operator that the operation is conducted within the scope of the rules.

A procedure may be needed where the applicant is required to ensure compliance with a rule. Alternatively, the training and competency testing programmes, supported by the organisational

management system of internal audits may be sufficient in themselves to ensure compliance with a rule.

Certificate holders must demonstrate compliance with many different rules and requirements. Full use of the training and competency testing programmes can help with this (see Part 115, Subpart E, *Training*).

Where an operator intends to ensure elements of the rules are complied with through the training and competency checking programmes these items should be included in the training syllabus and in a question bank for competency checking. When a large number of items have been transferred, the checking items should be grouped into manageable parts and used on a rotational basis.

Developing procedures

A procedure may take many forms and be as complex or brief as need be. The operator may use any form that is suitable for the purpose which can:

- take the form described below
- be in the form of a flow chart
- be contained on a checklist
- be contained in a form to be completed, or
- be in the form of audio or visual media (video etc.).

The level of training, experience or qualifications held by the individuals may also have a bearing on depth and extent of any procedure. To be effective the procedure should describe *who, what, when, where, why* and *how*, as appropriate, to the task or action to be carried out. One method of presenting the components of a procedure would be to break down:

- **Who:**
 - the procedure is designed for?
 - will action the procedure?
 - is responsible to see that the procedure is done – an individual, an organisation?
- **What**
 - the procedure is about?
 - the procedure is trying to accomplish?
 - the person performing the procedure should do?
- **When** the procedure is to be accomplished?
- **Where** the procedure will be accomplished?
- **Why** the procedure is required?
- **How**
 - the procedure will be accomplished – identified manual, operator's programme, other document?

- the person determines what procedure will be used, and
- they will know and be able to demonstrate if it has been accomplished, and achieved the intended result?

Another method of establishing a procedure may take the form that generally follows an ISO standard format. This may be varied as appropriate as not all the elements are required for each procedure.

- **Policy:** The written company policy regarding the subject area. This could become repetitive, so in some cases a general policy statement of the chief executive may have covered this.
- **Purpose:** The purpose for the procedure or process.
- **Scope:** The extent or limits of the procedure or process.
- **Responsibility:** The person responsible for carrying out the procedure or process, normally by position title.
- **References:** Any other documents or reference material that is required for the performance of the procedure or process and should include any exemptions.
- **Records:** Any record or forms that are to be completed. For example, flight and duty records, load sheets or technical log etc.
- **Process or procedure:** The explanation or instructions to carry out the task that satisfies the purpose for the process or procedure.

Procedures may be ordered in this manner or in any other way that achieves the desired outcome for the operator. They may be very simple or quite complex and this will depend on the outcome that is to be achieved. They could be in the form of a written description, flow diagram or completion of a checklist. In the case of a flow diagram or checklist the instructions for use could be very simple.

In some cases, it may be more appropriate to include some items such as rules 115.203, 115.205 or 115.215. These rules do not require a procedure to be developed, but they do require each person performing an air operation to ensure the rules are complied with.

The procedures should have sufficient information to satisfy regulatory compliance. This may mean that other related rule references and prohibitions are included in the primary procedure.

This should have the effect of consolidating procedures into areas relating to operational functions, and overcoming the need to produce a procedure for each and every rule.

Rule 115.75 Reporting of accidents and incidents

An applicant needs to establish procedures necessary for the notification, investigation, and reporting of all occurrences under Part 12.

Rule 115.77 Safety management

Each applicant for an adventure aviation operator certificate needs to establish a Safety Management System (SMS) that meets the requirement of Part 100. To comply with this rule, organisations seeking certification must develop, document, implement, and maintain an SMS. This system should include internal audits and regular reviews of the SMS.

AC100-1, *Safety Management*, provides comprehensive guidance material to help organisations implementing an SMS. Development and implementation of an SMS will not only give a structured set of tools, but it will also provide significant business benefits.

In practice, organisations will need to appoint a person/s to manage and run its SMS. This person will be responsible for:

- helping the CE to establish, implement and maintain a system for safety management IAW rule 100.3
- providing day-to-day leadership for people carrying out SMS work, noting the final responsibility sits with the CE
- ensuring the oversight and coordination of all SMS-related policies, procedures and activities, and
- reporting to and providing advice to the CE and line managers on what is needed to run an effective SMS, including the resources needed to carry out this work effectively.

In very small organisations, the CE may be the person who runs the SMS, but it still needs to be a discrete function run across the organisation. *AC100-1, Section 1.5, Scalability of SMS*, provides a step-by-step approach to working out what scale of SMS is appropriate, while *Section 2.2.1, Element 1: Safety policy and accountability*, outlines key responsibilities.

Note 1: *AC100-1, section 2.5.2, Training and Competency Guidance Material, is a useful reference point for managers responsible for this function, as it is an in-depth list of typical tasks and responsibilities associated with the person responsible for SMS in an organisation.*

Note 2: *CAA will require the person who carries out this role to have direct access to and be responsible to the CE. For larger organisations where the post holder may report to a position other than the CE for administration purposes, direct access is still required for matters of safety. This is normally shown in the organisation chart as a dotted reporting line.*

Note 3: *In addition to rule 115.77, organisations also have obligations under the Health and Safety at Work Act (2015) (HSWA) to make sure their operation is safe, including minimising the risk of fatigue for all workers. Further information and guidance can be found on the CAA [Fatigue Risk Management webpage](#) and the [WorkSafe New Zealand website](#).*

Rule 115.79 Adventure aviation operator exposition

Applicants should consider the exposition as: a general description of how their operation works; a tool of management for the operation; and a means of instructing staff in how to perform their tasks.

The purpose of an exposition is to express the CE's requirements for the conduct of the organisation and state how the organisation will meet the regulatory requirements. It sets out the procedures, means and methods of a certificated organisation. The benefits of the exposition are considerable and important to the safe operation of commercial aviation.

The exposition is how an organisation defines its operation, and shows both its employees and CAA how it will conduct its day-to-day business and ensure compliance with the rules

Multiple certifications

When an organisation seeks certification under more than one Rule Part and all those Parts require expositions (e.g. Parts 115, 119/135, 141, and 145) it may be possible for some sections of

the exposition to be common to each certificate. For instance, if the same management set-up is used for each certificate, the management section of the exposition could be common. Equally, all of the SMS procedures for one or more certificates could be placed in one manual.

An exposition should commence with the corporate commitment by the CE. The remaining parts of the exposition may be produced as any number of separate procedures, sections or as one simple document depending on the extent of the proposed operations.

Depending on an organisation's structure and size, the parts of the exposition could be arranged as:

- (1) management policy
- (2) operations
- (3) training
- (4) maintenance procedures
- (5) safety management system
- (6) contractual arrangements, and
- (7) emergency situation action plan.

Separate manuals should be cross-referenced to the management part of the exposition.

While CAA does not wish to tell an operator how to structure a manual suite, experience has shown that having an upper-level management manual, generally a management policy manual, makes for a more user-friendly exposition. All of the other associated manuals link to this upper-level manual, which would have all the organisational information such as:

- (1) corporate statement
- (2) description of manual hierarchy
- (3) identification of required senior personnel
- (4) organisation chart
- (5) duties and responsibilities of senior personnel
- (6) exposition amendment processes
- (7) scope of operation, and
- (8) organisational management system.

There should be no confusion between the contents of the expositions for Part 115 and any other Part, especially Part 145. Where an operator has these two certificates, the maintenance requirements should stand alone within the Part 115 exposition and not be addressed in the Part 145 exposition.

Senior persons should hold copies of those parts of an exposition that affect their areas of responsibility, and staff must be familiar with those parts of an exposition that affect their area of employment.

Whatever exposition format is chosen, it must clearly show how each element of the applicable rule is satisfied. To reduce the cost of CAA assessment and to ensure that all required rules are addressed, a completed CAA compliance matrix should accompany the exposition. This matrix is available from the CAA website, under 'Forms'. Any difficulty in establishing compliance will require more CAA investigation time, and this can only result in additional cost to the applicant.

Rule 115.79(a)(1) CEO statement. The statement by a CE is accepted by the Director as a corporate commitment by the organisation. It should clearly define the goals and objectives of the organisation in respect of the safety standards prescribed by Part 115. It may also contain the organisation's goals and objectives in respect of its commercial activities. The exposition is intended to be a tool of management and is how the organisation's operation is presented to its staff, its customers, and CAA.

Rule 115.79(a)(2) & (3) Senior persons. The titles and names of the senior persons within the organisation must be listed in the exposition. Their duties and responsibilities, and the areas in which they are directly responsible for liaison with the Director are to be clearly defined.

Rule 115.79(a)(4) Organisational chart. If appropriate there must be an organisation chart showing the reporting lines of the organisation. The chart is to show the lines of responsibility from the nominated senior persons to the CE where appropriate. The exposition is to show the staffing arrangements at each place where the organisation intends to carry out air operations.

Rule 115.79(a)(5) Details of the principal place of operation. The organisation is required to give details of the principal place of operation. This place/location is generally at the 'address for service' (ref. s 73 of the CA Act 2023) and is the administrative and operations centre for the organisation. There should be a description of the physical attributes of the facility. In some cases, the physical place where actual operations take place may be separate, in this case this location should be identified as well. This rule also requires details of the main maintenance base.

Where an organisation has another base of operation which consists of facilities such as buildings, communication equipment, aircraft and pilots or a combination, CAA expects to see details of the base included in the exposition. Additionally, procedures will need to be documented regarding transfer of details such as flight and duty times, incident reporting, planning, flight following, maintenance control, flight details etc. These bases need to be included in the audit plan of the OMS.

Rule 115.79(a)(6) Detailed procedures. The rule does not identify specific procedures, so it is up to the applicant to review the rule and cover all rule requirements that require a procedure and that are relevant to the operator's organisation and proposed operations. The procedures should accurately describe the organisation's practices related to its operations.

Examples of these are:

- planning for flight
- regulating and recording of flight and duty times
- passenger training and briefing
- flight following
- emergency situation action plans
- flight and ground crew training, and
- recording and control of defects.

Refer to the guidance for rule 115.73 regarding the development of procedures.

As there is a wide range of adventure aviation activities, it is left to each applicant to specify the details of the procedures relating to activities carried out by the applicant. All applicants should

address the requirements to the extent that they apply to their particular scope and intended activity.

Rule 115.79(a)(7) Maintenance requirements. The procedures required by this rule are addressed in the guidance for rules 115.59 and 115.61.

As per rule 115.79(a)(7)(iii) the applicant needs to record the details of every maintenance organisation that performs maintenance on any of the applicant's aircraft (this includes parachutes and paragliders). It is suggested an appendix be used for this purpose as it will simplify amendment if any changes take place.

Rule 115.79(a)(8), (9), (10) Procedures and programmes required elsewhere in Part 115 including:

- Drug and alcohol programme. Refer to the guidance in rule 115.62.
- Flight and duty time scheme. Refer to the guidance in Subpart G, *Fatigue of Flight Crew*.
- Passenger training and briefing. Refer to the guidance in rule 115.205.
- Emergency situation plan. Refer to the guidance in rule 115.209.
- Flight and ground crew training programme. Refer to the guidance in Subpart E, *Training*.
- Crew member and ground crew competency assessment programme. Refer to the guidance in Subpart F, *Crew Member and Ground Crew Competency Requirements*.

Rule 115.79(a)(11) Exposition amendment. This procedure needs to consider the different processes required when dealing with the changes required by rule 115.109. These require prior acceptance before incorporation and the routine changes that take place on a day-to-day basis, that do not require prior acceptance by the Director. Use the guidance for rule 115.73 to develop the procedure.

Subpart C—Operating Limitations and Requirements

Rule 115.101 Continued compliance

The holder of an AAOC needs to:

- comply with the operations specifications required by rule 115.13.
- continue to comply with the applicable standards and requirements specified in the rule,
- comply with every procedure and programme detailed in the holder's exposition, and
- hold at each location specified in the holder's exposition a current copy of the holder's operations specifications.

Rule 115.103 Flight crew qualifications

A holder of an AAOC must not authorise any person to act as a flight crew member unless that person holds the appropriate licence, rating or certificate required by Part 115. Flight crew member in this case includes a tandem master. A person who does not hold the appropriate pilot licence, certificate or rating must not serve as a flight crew member.

Rule 115.105 Business or trading name

Rule 115.105(a) A holder of an AAOC must conduct its AAOs using the trading name or business name that appears on the holder's AAOC.

Rule 115.105(b) An operator must provide some method of clearly indicating to the passenger, before participating in the operation, the business or trading name of the certificate holder. This is relatively simple for aircraft operations as a sign can be placed on the fuselage adjacent to the entry point to the aircraft. For hang glider/paraglider and tandem parachute operations some other method will need to be employed.

Where an organisation has another base of operation as described in guidance on rule 115.79(a)(5) above, then the requirements of rule 115.105(b) are to be met at that base as well.

Rule 115.105(c) This advertising needs to clearly display the business or trading name that appears on the operator's AAOC.

Rule 115.107 Limitations of an adventure aviation operator certificate holder

A holder of an AAOC must not conduct an air transport operation or a commercial transport operation under the AAOC.

Rule 115.109 Changes to a certificate holder's organisation

Rule 115.109(a) & (b) A holder of an AAOC must comply with the requirements relating to amendment of its exposition as specified in the rule.

Rule 115.109(c) The Director can place conditions on the AAOC. An example might be where a new type of operation is proposed and proving flights are required before carrying passengers.

Rule 115.111 Changes to a maintenance programme

A holder of an AAOC must, if requested by the Director, amend the maintenance programme required by rule 115.61 if amendment is necessary regarding the continuing airworthiness requirements.

Subpart CA—Transitional Provisions

Since rules 115.151 and 115.153 expired on 1 February 2021, this section has been deleted.

Subpart D—Flight Operations**Rule 115.201 Restriction or suspension of operations**

Rule 115.201(a)(2) & (3) **Area of operation** To append the circle of operation or the geographical location of the area of operation on the operations specification, the holder of an AAOC must supply drawings or maps that clearly show the intended area of operation. This might be a simple circle, or it may involve an area defined by specific geographic points. The Part 115 application form has provision for recording areas of operation. To find this form, go to the 'Forms' tab on the CAA website, and click on the filter for Part 115.

Rule 115.201(b) Congested areas. Unless specified in the holder's operations specifications, the holder of an AAOC must not conduct operations over a congested area of a city, town, or settlement, or open-air assembly of people. The applicant must show in the application how it intends to operate without imposing a risk to the town, city or populous area. This risk assessment should be undertaken using the risk assessment principals and guidelines found in AS/NZS ISO 31000:2009.

Rule 115.201(c) Hazardous conditions. The AAOC holder must remove known hazards or suspend operations until the hazard can be removed. The person/s authorised to restrict or suspend operations under this rule should have the capability included in their duties and responsibilities or job description. Logically, the persons responsible for flight and descent operations and the organisational management system should be involved in this decision-making process. All staff should be aware of who holds this authorisation.

Rule 115.203 Passenger safety

Rule 115.203(1) Drugs and alcohol. Any person performing AAOs needs to ensure that any passenger who appears to be in a drug or alcohol-influenced state or exhibits unacceptable behaviour characteristics is not permitted to be carried on the AAO. Guidance instructions should be provided in the AAO's operating procedures for ground and flight crew to deal with this situation.

Rule 115.203(2) Disabled passengers. Part 1 defines a disabled passenger as *any passenger whose physical, medical, or mental condition requires individual attention not normally extended to passengers during an air transport operation.*

Where practical, disabled passengers should not be allocated, or occupy seats or positions, where their presence could:

- (1) impede the crew in their duties
- (2) obstruct access to emergency equipment, or
- (3) impede emergency evacuation.

Guidance should be provided in the AAO's operating procedures for ground and flight crew on how best to deal with and evacuate disabled passengers in an emergency as well as consideration of that passenger's special requirements.

Rule 115.205 Passenger training and briefing

This rule requires, in addition to rule 91.211, briefing or additional training in safety and emergency procedures for an AAO. This should be included in the training and passenger briefing sections of the exposition. These items may be categorised as:

- (a) General:
 - (i) how to enter and exit the aircraft safely without assistance, and
 - (ii) use of harnesses, and
 - (iii) avoidance of tail rotor and up-hill slopes, and
 - (iv) use and location of first aid kit and fire extinguisher, and
 - (v) control of loose items, and
 - (vi) opening and closing doors, and

- (vii) emergency procedures including the emergency locator beacon, and
 - (viii) communication, between members of the crew, including utilising the aircraft intercom systems if available.
- (b) Additional training:
- (i) centre of gravity considerations, and
 - (ii) landing phase of flight, and
 - (iii) any other additional considerations in relation to the kind of operation being conducted.

These are only a sample of some activities where the passenger may require extra briefing or training.

Rule 115.207 Emergency equipment requirements

To meet the requirements of this rule, the holder of an AAOC should have information on the survival equipment carried on board each of its aircraft available for immediate communication to rescue coordination centres. The information should form a part of the flight following service required by rule 115.71.

Detailed requirements for emergency and survival equipment are contained in rule 91.523. All this information could also form part of the emergency situation action plan required by rule 115.209.

The information should be easily accessible to the provider of the flight following system who should not be expected to search to find it in the operator's exposition.

Rule 115.209 Emergency situation action plans

The AAOC holder needs to provide action plans for handling emergency situations that management, ground staff, or flight crew become aware of for both in-air and on-ground emergencies. These plans need to include provision for passing information to and from the pilot-in-command (PIC).

To comply with this rule, an operator needs to complete a risk management assessment of their particular operation. The risks may include:

- the PIC failing-to make contact at a pre-arranged time (flight following system)
- the PIC declaring-an in-flight emergency
- management or ground staff becoming aware of a situation in-flight of which the PIC needs to be advised
- accident or incident on take-off or landing
- emergency on the ground (fire, refuelling spill etc.)
- flight crew or passenger developing a medical condition.

The plan should contain sufficient information to ensure the appropriately trained staff (ref: rule 115.53) know what to do, who to contact, and what details need to be recorded. A record of training and competency checks should be included in the records required by rule 115.65.

An emergency situation action plan could be contained within an exposition or in a separate manual for convenience. If it is to be a separate manual, then it should be referenced in operator's hierarchy of manuals that form the complete exposition.

The plans should be subject to periodic review to ensure their continued relevance.

To satisfy the requirement for training and competency checking, the operator may choose to run a desktop emergency situation scenario that addresses all elements of an emergency situation action plan.

Rule 115.211 Operational safety check

The AAOC holder must ensure that each flight crew member (including tandem master) has an operational safety checklist available for use before and during each flight.

The AAOC holder has the option of designing the checklists to suit the type of operation. These checks could be, but are not limited to, pre-flight, pre-take-off, pre-landing, and emergency checks. Acceptable forms of checklists would be the aircraft flight manual, mnemonic pattern, and flip cards. Where the checklist pertains to the operation of the aircraft, the applicable information must be taken from the aircraft manufacturer's flight manual or operating instructions.

Checks which may normally be committed to memory should be documented and included into the training and competency assessment programmes.

The exposition should make it clear what checks are to be used, and any variation that the operator will allow.

Rule 115.213 Flight preparation and flight planning

The AAOC holder must ensure that for each AAO, appropriate information is available to the PIC to use reliable information to plan the flight.

This rule encompasses rule 91.217 all of which must be considered during the planning of a flight. These are:

- (a) meteorological information and conditions
- (b) fuel requirements
- (c) alternative aerodrome/landing sites if the flight cannot be completed
- (d) any known or likely traffic delays or limitations that have been notified by ATS
- (e) the status of communication facilities intended to be used
- (f) current condition of the aerodrome and/or landing site
- (g) aircraft performance for the aerodromes or landing sites (take off/landing distances), and
- (h) in the case of aircraft powered by two or more engines:
 - (i) engine inoperative procedures, and
 - (ii) one engine inoperative performance data, and
- (i) weight and balance
- (j) fatigue of flight crew, and

- (k) flight following system.

Rule 115.215 Manipulation of controls

The AAOC holder must have approved procedures in place IAW rule 115.215, before they run an operation which offers manipulation of controls by a passenger.

Rule 115.217 Flights over water

Balloon and amphibious aircraft operators should be aware of rules 115.217(b)(2) and (c) which require some considerable thought to be put into the flight planning.

The maintenance of safety equipment required to be carried by this rule is to be included, where appropriate, in the approved maintenance programme.

Rule 115.219 Use of aerodromes, landing areas and launch sites

An AAOC holder needs to ensure that any AAO is made to and from an aerodrome, heliport, landing area or launch site that meets the standard specified in this rule and rule 91.127 as applicable.

The operator is to develop a procedure to assess aerodromes, landing areas and launch sites to ensure that the landing area, including the approach and take-off areas, are suitable for the type and characteristics of the aircraft used, having regard to the performance data for the aircraft. A record should be retained of any assessment undertaken.

The information derived from the aerodrome, landing area or launch site assessment is to form part of the register required by rule 115.219(c). Where the aerodrome or landing places are published in the current AIPNZ, this would be the reference information used in the assessment. The results of the performance data assessment should be included in the flight planning process.

Note: Operators should be aware that under some circumstances, Part 93 Special Aerodrome Traffic Rules and Noise Abatement Procedures, or other local bylaws, may apply and impose conditions or limitations on the use of aerodromes.

The terms 'runway' and the 'runway strip' are defined in Part 1.

Rule 115.223 Aircraft load limitations

An AAOC holder must ensure that the specified limitations relating to the weight and balance of an aircraft, the maximum allowable weights, and the aircraft's centre of gravity are complied with. In respect of a special operation under Subpart O, the holder must determine the actual total weight of every passenger and crew member. (See rule 115.223(b)). While this specific reference would infer the individual weight requirement is only applicable to Subpart O operations, rule 115.455(b)(11) requires the actual weight of each passenger to be included in the required daily flight record.

For the pilot to establish the true centre of gravity and weight he/she needs to know all the actual weights. This is especially true for parachute drop aircraft operations when most aircraft are not configured as the manufacturer had intended and the inflight movement of the load may take the aircraft outside the design limits.

Rule 115.223(c) The PIC must assess and ensure, using the data required by rule 115.455(b), that the aircraft centre of gravity and weight are within the limitations specified in the flight manual or operating manual for both the ascent and descent phase of the flight.

Rule 115.225 Responsibility for airworthiness

The holder of an AAOC is responsible for:

- (a) the airworthiness of the entire aircraft, including any equipment installed in or attached to the aircraft, and
- (b) ensuring that the aircraft is maintained IAW the maintenance programme.

This means that the holder of the AAOC is responsible for determining what maintenance is required, when it has to be performed, by whom, and to what standard, in order to ensure the continued airworthiness of the aircraft being operated. The holder of an AAOC should therefore have adequate knowledge of the design status (type certification basis, customer options, ADs, modifications, operational equipment) and the maintenance requirements peculiar to each aircraft being operated.

The holder of an AAOC should establish adequate co-ordination between flight operations and the maintenance provider, to ensure that both receive all information on the condition of the aircraft to enable both to perform their tasks.

This does not mean the holder of the AAOC must perform the maintenance. The holder of the AAOC carries the responsibility for ensuring the airworthy condition of the aircraft it operates, and thus should be satisfied before the intended flight that all required maintenance has been properly carried out and recorded.

When a holder of the AAOC does not carry out the maintenance, a clear work order must be given to the contracted maintenance provider. The fact that holder of the AAOC has contracted its maintenance out should not prevent procedures being established to check any aspect of the contracted work. Such procedures ensure that the holder of the AAOC's responsibility for the airworthiness of the aircraft is met.

Rule 115.227 Fuel

A fuel policy needs to be included in the AAOC holder's exposition. The policy needs to take into account the relevant operating conditions for all flights. The variety and nature of AAOCs requires a broad and simple approach to fuel planning and in-flight re-planning. Where applicable, consider:

- (a) normal aircraft fuel consumption – derived from the aircraft flight manual or other manufacturer's data and corrected for the actual conditions of the flight
- (b) unusable fuel
- (c) expected meteorological conditions
- (d) anticipated weights
- (e) ATS requirements and restrictions
- (f) the geographic location of the aerodrome, reserves, alternates and other relevant data
- (g) contingencies - at the planning stage, not all factors that could have an influence on the fuel consumption for the flight can be foreseen. Therefore, contingency fuel is carried to compensate for items such as:
 - (i) deviations of an individual aircraft from the expected fuel consumption data
 - (ii) deviations from forecast meteorological conditions

- (iii) deviations from planned flight and or cruising levels/altitudes
- (h) having considered all of the fuel contingencies for the particular operation, this data should be included into the flight planning procedures required by rule 115.213.

The minimum fuel requirements for flight planning are contained in rule 91.305 for VFR operations. If a helicopter is operated on an adventure aviation operation, carrying less than a 20-minute fuel reserve is not permitted. This fuel policy does not apply to a hang glider, paraglider, glider or tandem parachute descent operations.

Rule 115.229 Carriage of dangerous goods

A person must not offer or accept dangerous goods (DG) for carriage during an adventure aviation operation. To ensure DG are not carried by accident, it could be useful to check AC92-2, *Carriage of Dangerous Goods*.

Rule 115.231 Impairment of persons affecting flight safety

Whereas rule 115.62 requires a programme to monitor and manage the risks associated with persons who may be impaired, this rule places an obligation on the AAOC holder to prevent an operation going ahead if the operator has reason to believe that any person specified or referred to in the rule is impaired. The persons mentioned in the rule are any crew member, a tandem master, a ground crew member or any other person whose work directly affects the safety of an AAO.

Subpart E—Training

Rule 115.301 Training – general

Rule 115.301(a)(1) Training programme. The holder of an AAOC must establish a training programme that will ensure a crew member and ground crew members are trained and competent to perform their assigned duties.

The programme should include all the elements contained in this subpart. It is also an opportunity to include many other rule requirements where the operator is required to ensure or make flight crew aware of prohibitions and mandatory requirements that may be contained in other subparts.

Each holder of an AAOC whose area of operation includes mountainous terrain should establish in the exposition a CAA-accepted mountain training programme to ensure that each of its crew members are trained and competent as a prerequisite before they operate in such areas.

Additional guidance material for establishing in house training courses and assessments can be found in AC141-1, *Aviation Training Organisations - Certification*.

Rule 115.301(a)(2) Crew and ground crew training. The holder of an AAOC must ensure that each crew member or ground crew member is trained IAW the programme that is contained in the exposition. Some method of programming and scheduling flight crew within the programme will be required.

If operating in a mountainous environment the minimum flight time required to demonstrate ground course syllabus items are for initial training:

- a minimum of 10 hours flying, or

- sufficient further hours as required for the pilot to be fully conversant in the appropriate mountainous environment flown by the operator.

These 10 hours are to include flying in variable weather conditions so that the pilot can experience and be shown the variance between clear skies, and marginal weather conditions on typical operating routes in the region including escape and alternative routes. The completion of the above hours would ideally happen over a period of time, to encounter the variable conditions required. The operator is required to make all reasonable attempts to include experience of typical weather conditions, and the pilot should demonstrate to the operator a satisfactory standard and knowledge on the route being operated before that pilot is cleared to fly on line. This clearance is to be then signed off in the pilot's training file by the instructor.

Rule 115.301(a)(3) Control of training programme. The holder of the AAOC is responsible for controlling the training programme required by rule 115.301(a)(1). This will entail the AAOC holder specifying the training and ensuring that it is carried out IAW the AAOC holder's requirements. It should not be left up to the training provider to decide what is required and when, without any input from the AAOC holder.

Rule 115.301(b) Conduct in house or contract. The AAOC holder can either:

- (a) Conduct the training within the scope of the Part 115 organisation, who can demonstrate that training procedures that cover the training (initial, transition, recurrent, type rating) will be in place as well as some means of recording it.

Or:

- (b) Contract the training to an organisation certificated under Part 141 or the holder of a Part 149 certificate where the Part 141 or Part 149 certificate authorises the holder to conduct that training, on the condition that, the training organisation can demonstrate procedures for the conduct of the training they are contracted to do.

For an AAOC holder to conduct their own training they must employ, contract or otherwise engage appropriately qualified instructors as described in rule 115.311.

Rule 115.303 Flight crew and ground crew training programme

This rule combines all the elements of this subpart into a flight crew and ground crew training programme that is unique to the particular operation. Whatever the operation type, the programme must contain:

- initial training
- transition training, and
- recurrent training.

This is a requirement for the AAOC holder, and should be used to combine the requirements from throughout the rules as much as practicable.

The flight crew training portion of the programme must be conducted by a flight crew member who meets the requirements of rule 115.311.

Rule 115.305 Initial training for crew members and ground crew

The AAOC holder must ensure that before serving as a crew member or ground crew member on an aircraft used under the AAOC, each crew member and each ground crew member completes

the initial training segment as specified in the rule. This should have the effect of preparing a crew member to successfully complete a competency check prior to commencing operations with the AAOC holder.

Rule 115.305(1) & (2) Structure and syllabus. The initial training needs to be structured in a logical manner that progresses the crew member or ground crew member through the programme. The rule clearly identifies the elements that must be included in the syllabus for initial training.

The responsibility is on the AAOC holder to develop a syllabus that includes training in all the listed elements of rule 115.305(2) that are applicable to the intended adventure aviation operation. This not only includes training on the aircraft type, model and variant, any special equipment fitted for the routes and aerodromes etc., but also the AAOC holder's policies, procedures and standards.

Rule 115.307 Transition training for crew members and ground crew members

This rule requires the AAOC holder to assess the need for, and provide, transitional training to flight crew and ground crew where the crew member is changing from one aircraft type or variant to another, or new procedures or new equipment are introduced. The procedure required for this should provide for an assessment of the degree of training required, dependant on the changes being made, and then providing for that training.

When considering the requirements of this rule the definition of a *variant*, as defined in Part 1, should be used, and this may require consultation with CAA. Otherwise, the extent of the training that is required for the introduction of new aircraft, equipment or procedures should be determined by the degree of change being introduced, with particular emphasis being placed on the safety and emergency equipment and procedures.

Where flying operations expand into a region of more challenging terrain the training programme should reflect this.

Rule 115.309 Recurrent training for crew members and ground crew members

The AAOC holder must ensure that all crew members and ground crew members continue to remain current and proficient for each aircraft and type of operation being performed. This recurrent training is not the same as remedial training which would normally be given at the time the skill deficiency is found during competency testing.

The recurrent training would normally review operational procedures and be supplemented with information generated from incidents, accidents, areas of weakness identified during routine competency checks, random quality checks or any other indicator that could identify a training need.

When a pilot is required to fly more than one type of aircraft on an AAO, the AAOC holder should schedule recurrent training (in normal and emergency procedures) in the aircraft types that have not been checked on the flight crew competency check. This enables the operator to satisfy the requirement to ensure that crew members are proficient in each aircraft.

Rule 115.311 Flight crew member instructor qualifications

The AAOC holder must ensure that any person acting as a flight instructor in the flight crew training programme:

- (a) has satisfactorily completed the training required by the AAOC holder's training programme to be able to act as PIC in the operation

- (b) is appropriately qualified as an instructor meeting one of the requirements of rule 115.311(2), and
- (c) has completed the initial and recurrent training requirements applicable to the instruction to be carried out.

Rule 115.313 Training records

The AAOC holder must ensure that accurate records of training for each crew member and ground crew member are maintained. Procedures for how to maintain these could be included in the general instructions covering the maintenance and retention of all staff records that an AAO needs to follow, or records could be maintained specifically for training as per rule 115.65.

Subpart F—Crew Member and Ground Crew Competency Requirements

Rule 115.351 Operational competency assessment programme

The AAOC holder must establish and implement an operational competency assessment programme. While competency assessment is not training, it is logical for records of competency assessments to be linked in with the training programme required by rule 115.301.

Rule 115.353 Flight crew competency checks

The holder of an AAOC must ensure that flight crew members specified in the rule have passed the competency check as specified.

Rule 115.355 Crew member and ground crew member competency checks

An AAOC holder must not use a crew member or ground crew member unless within the preceding 12 months the AAOC holder has determined that the person has adequate knowledge and is competent in the matters specified. In areas of passenger management, for example, crew members and ground crew members need to be competent and knowledgeable in the areas covered by rules 115.355(1)-(8).

The rule also prohibits a person from serving as a crew member or ground crew member unless prescribed requirements are met.

Rule 115.355(8) First aid competency. Teams of crew members and ground crew members need enough people within the team with sufficient first aid competency to [NZQA Standard 424](#) or an equivalent acceptable to the Director. For operations under Part 115 Subparts I, J, K, L, O and P, the St John's First Aid Level 2 qualification is considered acceptable to the Director. The AAOC holder needs to assess their operations and size of crew to determine how many crew members need to have first aid competency.

Rule 115.357 Flight examiner qualifications

A holder of an AAOC must ensure that operational competency assessments are carried out by an appropriate flight examiner. Appropriate flight examiners for different types of operations are:

- (a) For a parachute-drop aircraft operation

A Part 61 general aviation or airline flight examiner whose flight examiner rating is endorsed for Part 115 operations limited to or including parachute ascent operations, provided that the Part 141 organisation, the flight examiner is employed by or contracted has Part 115 assessments included on their certificate operations specification.

(b) For a tandem parachute operation

A holder of a Part 149 Parachute Examiner rating.

(c) For a microlight aircraft operation

A Part 61 general aviation or airline flight examiner whose flight examiner rating is endorsed for 115 operations limited to or including microlight or light sport aircraft operations, provided that the Part 141 organisation, the flight examiner is employed by or contracted has Part 115 assessments included on their certificate operations specification.

(d) For a hot air balloon operation

Until a Part 61 Balloon Examiner rating becomes available, an Aviation Services Ltd flight examiner operating under an exemption that permits the assessment to be carried out.

(e) For a hang gliding or paragliding operation

A holder of an examiner rating issued by a Part 149 organisation with the scope of hang gliding and paragliding on their certificate.

(f) For a glider operation

An Aviation Services Ltd flight examiner as in rule 115.357(4) except that the examiner's rating must be endorsed with the scope of Part 115 glider pilot on-going competency assessments.

(g) For a special aircraft operation

A Part 61 general aviation or airline flight examiner:

- whose flight examiner rating is endorsed for Part 115 operations, and is operating under the authority of a Part 141 organisation with the scope of Part 115 on-going competency assessments, or
- who is authorised by a Part 149 certificate holder whose certificate has the scope of aviation event authorisation and the issue of personnel authorisations.

Rule 115.359 Completion of crew member test or flight check before required date

If a crew member completes a test or flight check within 60 days before the date on which it was due the crew member is deemed to have completed it on the original date.

It is important to remember that there is no latitude for completing the test later than the due date. If a crew competency check cannot be completed by the due date all AAO's must cease until it is completed. The new date then becomes the date from which the next check is scheduled.

Rule 115.361 Competency and testing records

A holder of an AAOC must maintain accurate records of all competency assessments and testing of its crew members and ground crew members. Sections on rules 115.65 and 115.313 in the body of this AC, and Appendix IV, provide more advice on how best to maintain records.

Subpart G—Fatigue of Flight Crew

Rule 115.401 Operator responsibilities – flight and duty scheme

An AAOC holder must ensure that an AAO is not performed unless a flight-and-duty scheme for the management of fatigue in flight crew has been established. The flight and duty scheme must be acceptable to the Director and consider:

- rule restrictions regarding the use of a person as a flight crew member in specified circumstances, and
- the need for accurate record keeping of flight and duty time.

Note: *Appendix VI in this AC, Resources for managing fatigue, provides more guidance and should be reviewed regularly, to ensure fatigue is being managed as well as possible. AC119-2, Fatigue of flight crew, should also be consulted to ensure fatigue is being well-managed.*

Rule 115.401(b)(1) Rest periods prior to flight. It is recommended that the rest period before beginning a duty is a minimum of 12 hours. This break should provide adequate opportunity for sleep to minimise the effects of fatigue before beginning a duty cycle.

The recovery value of rest periods depends on how much sleep a person can get. This, in turn, depends on how much of the rest period coincides with the time of day when the brain and the body are primed for sleep by the circadian biological clock.

Rule 115.401(b)(2) Mixed duties. The intention of this rule is to consider the mixture of duties likely to be undertaken during any duty period and apply a weighting to the likely stress levels. For example, a combination of high-concentration aerobatic operations and relatively lower-level sightseeing operations being conducted during the same duty period may require a reduction in the duty period or an increase in rest to maintain an adequate level of alertness throughout the period.

Considerations should also be given to any work conducted outside the scope of the AAOC.

Rule 115.401(b)(3) Standby periods. Any period of reserve or standby away from the place of work or duty needs to be considered as a form of duty, so scheduling should consider:

- how much this time on duty would contribute to fatigue, and
- the time of day work starts and standby ends, and how that affects fatigue.

Rule 115.401(b)(4) Flight duty period. The AAOC holder needs to take into account the overall effects of fatigue over one duty period, from the time a person is required by an operator to present themselves for duty to the time an operator no longer requires that person for duty. For example, this would normally affect operations where flight crew work to a roster of a month on and a month off, or any similar arrangement. This may have the effect of extending rest periods.

Rule 115.401(b)(5) Type of operation. The AAOC holder needs to take into account the stress and associated fatigue that will affect flight crew when undertaking various types of operation, in particular where flight crew are required to perform more than one type of operation within the same flight-and-duty period. The workload of the various types of operation should be analysed and a fatigue weighting applied. Some examples are:

- Where A to A scenic operation from paved runways, low traffic density and good weather patterns, is the primary operation of an operator, this would have a medium to low fatigue weighting.
- High altitude tandem operation would have a high fatigue level and a higher fatigue weighting.
- Aerobatic or formation operation would require a high level of concentration and therefore high stress levels and a higher weighting for fatigue.

Rule 115.401(b)(6) Cumulative duty time. This rule requires the AAOC holder to consider the effects of duty over periods of time. This includes the normal working day and the overall period encompassed by the scheme. For example, this could include the duty day including any rest and meal breaks, and the annual duty cycle including public holidays, weekends and annual leave allotments. The weightings against fatigue could be negative in relation to a daily period and positive over the annual period where public holidays, weekends and leave are taken into account. Overall, there should be a balance.

Rule 115.401(b)(7) Cumulative flight time. The AAOC holder needs to consider the effects of flight periods over time which could include many factors. This includes the normal working day and the overall period encompassed by the scheme. The weightings against fatigue could vary in relation to:

- a large number of flights over a daily period;
- morning and afternoon operations with a large rest period during the middle of the day, and/or
- a combination of mixed types of operations.

The scheme should also consider the effects of fatigue over the annual cycle of the scheme. A workload assessment should be carried in relation to the support provided to flight crew in carrying out their duties and the complexity of the flights within the scope of the operation.

Rule 115.401(b)(8) Discretionary increases in flight time limitations or flight duty limitations or both. The AAOC holder needs to make discretionary increases in flight and duty times within the scheme to provide for contingencies that arise from time to time due to unforeseen operational circumstances. Increases in flight and duty times should be assessed as having a negative effect on fatigue, and provisions should be made to increase rest periods, provide meal breaks or any other strategy that will provide for fatigue recovery. The operator should have a procedure for approving discretionary increases in either flight or duty time limits. The procedure would cover the nature of the task, the weather, the pilot's experience, any limits to the increase, workload over the last 24 hours, acceptance by the pilot, and authorisation by the operations manager after consideration of all the factors.

Rule 115.401(b)(9) Circadian rhythm. People do not function, physically or psychologically, at a steady, unchanging level across the 24-hour day. All the organs of the body cycle through daily peaks and troughs of efficiency known as circadian rhythms, which are coordinated by a biological clock in the brain. The biological clock keeps the body 'in step' with the day/night cycle by being sensitive to light and darkness, to work/rest patterns, and to the patterns of activity of other people. The clock is genetically based, and effectively programmes the body for sleep at night and for wakefulness during the day. It does not usually adapt much to night operations because it is constantly being drawn back to its preferred orientation by the unchanged day/night cycle and the activities of the rest of active society during the day.

Two aspects of circadian rhythms are directly relevant to fatigue management and safety in air operations:

- (a) Circadian rhythms in alertness and performance capacity, which can affect how a person responds to job demands.

Alertness reaches its daily low-point in the early hours of the morning (about 3am to 5am) when the physiological drive for sleep is greatest. There is a second drop in alertness, and increase in sleepiness, in mid-afternoon, corresponding to the naptime in siesta cultures. The urge to fall asleep at these times is stronger when previous sleep has not been adequate.

Both physical and mental performance capacity reaches a daily low-point at a similar time in the early morning (about 3am to 5am). People working under time pressure, or with high workload, are most likely to make errors at this time, particularly for tasks that require vigilance. There is also a secondary slump in performance capacity in the mid-afternoon. The time of day of best performance depends on the nature of the task. For example, people usually perform best around noon on tasks that require complex mental processing, but best in the early evening on tasks requiring physical coordination and vigilance.

In practical terms, the circadian rhythms in performance capacity mean that people cannot be expected to function equally well at all times of the day.

- (b) There are also circadian rhythms in the ability to sleep. In other words, people simply cannot sleep 'at will'. As already mentioned, the physiological drive for sleep is strongest in the early hours of the morning (about 3am to 5am). The physiological drive for waking up is strongest about 6 hours later.

Note: *In practical terms, the circadian rhythms in sleep mean that it is possible to obtain more sleep in a night-time rest period than in a daytime rest period of the same length. Therefore, night work is associated with maximum sleep loss and with working around the daily low-point in performance capacity.*

Rule 115.401(b)(10) Days off. The AAOC holder needs to consider the number of days off within the overall scheme. The number of days off including leave entitlements have a bearing on the cumulative effects of fatigue and should be assessed as an integral part of the scheme.

Rule 115.401(b)(11) Record keeping. The AAOC holder needs to take into account and clearly establish any record-keeping activities the operator requires of the flight crew that are to be considered as a duty under the overall scheme. This will also extend to the records, forms and results of the review meetings generated during monitoring of the scheme.

Rule 115.401(c)(1) The AAOC holder performing an adventure aviation operation has a responsibility to not cause or permit any person to fly in an aircraft as a flight crew member or tandem master if the operator knows, or has reason to believe, that person is suffering from or is likely to suffer from fatigue. A scheme in itself is not sufficient to satisfy this rule, as the effects of fatigue are variable between individuals, so the operator will have to monitor the individual fatigue performance and within the scheme provide for a method of feedback from staff and make adjustments to the scheme as appropriate.

Rule 115.401(c)(2) & (3) The AAOC holder needs to keep accurate records in relation to flight and duty times, including any other hire or reward flight and ground duties. This could be covered within the administrative procedures for all types of record and retained for the period specified.

Rule 115.403 Flight crew member responsibilities – flight and duty time

Rule 115.403(a) A person cannot act as a flight crew member when fatigued or likely to become fatigued to a point, which may endanger the aircraft or its occupants.

Rule 115.403(b) A person cannot act as a flight crew member of an AAO unless the person ensures that the limitations prescribed in the scheme relating to the person are not exceeded.

This in effect requires the crew member to have access to the progressive totals and limitations of the scheme. The crew member must have the ability to project the flight-and-duty time for the intended flight or series of flights during planning for flights. The limitations may be exceeded under the conditions specified in section 15 of the CA Act 2023, as long as the flight and duty time and reasons for exceeding it is recorded.

Crew members working on a freelance basis will need to maintain an individual record of their flying and duty hours so that it can be presented to an operator before undertaking a flying duty.

Subpart H—Manuals, Logs, and Records**Rule 115.451 Operating information**

The AAOC holder must ensure that the parts of the exposition relevant to the duties of each crew member are current and accessible to the crew member and ground crew. The currency of any part of the exposition should be covered in the general amendment process. The operator would normally make all or only the relevant parts available to crew through the distribution list. Where the AAOC holder has multiple bases, appropriate sections of the expositions should be held at those bases.

Rule 115.453 Documents to be carried

The AAOC holder must ensure that the documents that are listed are carried where appropriate on each individual flight in addition to those documents required by rule 91.111. These requirements could be addressed in the operational functional area of flight preparation. For example, in some areas where operations are conducted there may be no NOTAMs or AIS information.

Rule 115.455 Daily flight record

The AAOC holder must keep accurate daily flight records for each day an operation is conducted for every aircraft and the records must contain the information stated in the rule. This is in addition to that required of a technical log required by rule 91.619, but, provided suitable explanatory procedures are included in the exposition, the detail required by these two rules could be combined on one document if desired.

It should be noted that items specified in paragraphs (11) to (15) of the rule have to be gathered in such a way that the daily flight record details for every flight may be constructed. The placing of this information in the daily flight record rather than a passenger manifest gives the operator more flexibility as to its completion. The operator must have systems in place, however, to ensure that the weight and balance information is available to the pilot prior to the flight.

Rule 115.457 Retention period

The AAOC holder must ensure records are retained for specified periods. This is one of many rules that require records to be compiled and retained for various periods and it is an opportunity to

bring together all the records for retention within one central record system. Reference should also be made to rule 115.67.

The record-keeping requirements for a Part 115 operation over all rule parts are:

- **Rule 115.65** – Personnel records for anyone who is required to hold a licence, rating, certificate, delegation or operator authorisation. Keep until 72 months after the person ceases to be employed.
- **Rule 115.67** – Resource records of the testing, checking and safety calibration of safety critical resources (scales, lifting equipment, fuel pumps, filters). Keep for 24 months from the date the details are recorded.
- **Rule 115.71** – Flight following and flight plan information. Keep for 12 months after the date of the flight.
- **Rule 115.313** – Training, checking and qualification records. Keep for 12 months after the crew member has left the certificate holders employment.
- **Copy of charter, cross-hire or lease agreement** – Keep for 12 months after the date of the last flight under the agreement.
- **Rule 115.361** – Crew member competency checks and flight reviews. Keep for 12 months from the date of that check flight.
- **Rule 115.455** – Daily flight record. Keep for 12 months after the date of the flight.
- **Rule 115.457** – Flight and duty records. Keep for 12 months after the entry was made.

Appendix I —Qualifications and Competencies of Senior Persons

This Appendix has been deleted since it replicates Part 115, Appendix A, *Qualifications and competencies of senior persons*, and risks becoming out-dated. Please consult Appendix A for the most up-to-date requirements for the roles of senior persons in Part 115 organisations.

Appendix II—Contracting (General)

Introduction

This section details the considerations for any AAO when contracting activities to contractors who may, or may not, be certificated by CAA.

This contracted work is considered to be an extension of the work carried out by the certificated AAO and under the control of its operational procedures and operational management systems.

The responsibility for providing the necessary documentation and liaison rests with the AAO.

General conditions

When activities are contracted, the contractor's facilities, personnel, and procedures related to the contracted activity should comply with Part 115 or other rule requirements for the duration of that activity.

As the rule does not specify that a CAA certificate is required, an operator may contract activities to a non-certificated organisation provided there is provision in the operator's exposition for contracting. The operator should be able to use their own experience to decide whether the contractor meets the necessary standards, and to ensure that any activity is carried out IAW the operator's instructions. Developing criteria for potential contractors might be useful for operators who are less experienced in hiring contractors.

An operator may find it necessary to include several specialist contractors in their exposition to enable the training and maintenance activities supporting their operation. The operator should provide the Director with evidence that it has the expertise and procedures to manage the contractors.

The operator is responsible for all activities carried out by their contractors. Where an operator fails to manage a contractor, it may put at risk part or all of its own Part 115 certification.

The extent of the contracting is only limited by the expertise and procedures of the Part 115 operator. Acceptance of the contract is shown by the Director accepting the exposition containing a specific section on how contractors will be managed and a list of those contractors.

Procedures

When creating procedures for managing contractors, consider developing:

- A pre-assessment procedure where the certificated organisation visits a prospective contractor before any activity is placed with the contractor. The visit will determine whether those parts of the contractor's expertise or services that it wishes to use meet the requirements of the AAOC holder.
- If the sub-contractor does not meet the requirements, a procedure to ensure the upgrade of the relevant parts of the contractor's expertise or services to meet Part 115
- An assessment of the extent to which the AAOC holder will use the contractor's expertise or services
- Procedures for the control of contractors, to record visits to contractors, to have a corrective action follow-up plan, and to show when and for what roles contractors are being used
- Procedures for the audit of the contractors by the AAOC holder's SMS personnel.

Appendix III —Contracting Maintenance

Introduction

This section details the procedures to be followed when an AAO wants to arrange, with a maintenance organisation, for the maintenance organisation to carry out some or all of the operator's maintenance tasks. This information will also be of use to maintenance organisations certificated under Parts 43, 66, 145 and/ or 149 and wishing to carry out contracted maintenance tasks for AAOs.

Responsibilities

The aircraft operator is responsible for all aspects of the aircraft maintenance. This includes responsibility for:

- Properly planning all necessary maintenance
- Providing adequate documentation, such as operator's MMs, aircraft maintenance, repair, and parts manuals, maintenance programmes and associated recording documents necessary to ensure that the planned maintenance can be properly carried out and recorded
- Providing aircraft reliability programmes, and control of the development of maintenance programmes
- Airworthiness occurrence control including reporting and control of defects
- Complying with all applicable ADs
- Assessing, and actioning as appropriate, all manufacturers' service bulletins or other service recommendations
- Providing adequate and trained technical staff so that the maintenance can be properly carried out
- Providing adequate accommodation, equipment, tools, calibration and facilities so that the planned maintenance can be properly carried out
- Providing, accepting, and storing aircraft spares

Note: *While a maintenance provider may be the one in charge of providing adequate accommodation and provisions for aircraft spares, if the operator decides to contract out the maintenance, the operator still has overall responsibility to ensure this is done.*

- Making the aircraft available to the persons who are to perform the maintenance whenever maintenance is due, and giving adequate technical direction for all work to be carried out
- Ensuring that the necessary servicing of aircraft and aircraft components is carried out by an appropriately licensed engineer or Part 145 organisation

Note: *For aircraft that holds a certificate of airworthiness or flight permits, an operator will need a LAME or a Part 145 organisation to do the maintenance. It is likely that an operator would need to contract a maintenance provider to do this (unless the operator was also a certified maintenance engineer or had one on their staff).*

- Completing all required flight records and logbooks, and actioning any required entries
- Maintaining all aircraft documents such as aircraft flight manuals and associated minimum equipment lists to their correct status.

Note: The operator may choose to contract other persons or organisations to carry out any or all of the above tasks. However, contracted arrangements for accomplishing these tasks do not absolve the operator from the final responsibility for ensuring the safe operation and continuing airworthiness of their aircraft.

General conditions

When establishing a contract between an AAO and a maintenance organisation to carry out any of the above listed tasks, the following general conditions should be considered by the AAO:

- Arrangements that satisfy CAA that the maintenance organisations can meet the maintenance requirements of the rules
- A formal agreement established between the two parties defining which functions are to be contracted, which forms a part of the exposition of each party as appropriate, and
- Nomination of a senior person from within the operator's company to liaise with the contracting organisation on contract matters.

Note: While only Part 145 operators need an exposition, CAA would be expecting a formal, written contract between an operator and maintenance provider which shows how maintenance will be carried out and the intent of the relevant rules met.

It is important to bear in mind that:

- An arrangement in which more than one maintenance organisation is nominated by an operator in respect of a particular aircraft type, will not normally be acceptable to the Director, other than for tasks carried out at bases other than the maintenance base
- In its assessment of the arrangements made by the operator for the contract of any of the listed tasks, CAA may need to examine all technical agreements between the parties, and
- Any proposal to significantly change the contract or technical agreements or service provider (for example a maintenance provider) requires the prior acceptance of CAA and should be notified as soon as practicable.

Note 1: If an organisation is required to have an exposition, e.g., a Part 145 organisation, a contract with a maintenance provider should be part of the contracting organisation's exposition.

Note 2: A proposal to significantly change the contract could be an intention to change to another maintenance organisation, or other service provider, or a significant organisational, procedural or technical change to an agreement. For example, if the operator was to move to a maintenance organisation which was not qualified to maintain the operator's type of aircraft, this would not be acceptable to CAA unless there was a plan in place to rectify this which was acceptable to CAA.

Note 3: Delayed notification may result in the changes not being processed in time for the intended date of change.

Detailed content of the maintenance agreement

Note 1: Written agreements should clearly define what action is allowed by the maintenance organisation without prior consultation, and what tasks require operator agreement.

Note 2: Whenever an aircraft is presented for scheduled or unscheduled maintenance, it is essential that a precise indication is given of the inspections required. All known defects must be documented, together with any additional work required – after consultation with the maintenance organisation as necessary.

The formal written agreement should consider the following items, as appropriate:

- Organisational structure – the general divisions of responsibility between the two parties for the overall support of the aircraft, compliance with statutory regulations and other relevant requirements
- Coordination between the two parties – contact points for the interchange of airworthiness matters
- Responsibilities for any secondary authorisations and sub-contracted tasks such as non-destructive testing, aircraft weighing or painting
- Provision of adequate numbers of suitably trained and qualified engineering personnel
- Planning of maintenance manpower allocation and control
- Procedures for developing and carrying out reviews and amendments to the maintenance schedule
- Arrangements for authorising schedule variations
- Preparation of documentation needed to implement schedule requirements
- Procedures for the assessment and incorporation of service bulletins, modifications, and manufacturers' technical programmes
- Management and operation of reliability programmes
- Provision of covered accommodation for aircraft undergoing maintenance
- Provision of tools and equipment for scheduled and unscheduled tasks
- Component and material control – the provision of spares, their source, acceptance and storage – paying particular attention to the provision of replacement parts and components, for defect rectification, and of spares pooling arrangements
- Control, distribution and amendment of technical manuals, publications, and drawings
- Compilation and control of technical records, compliance with airworthiness directives, component life control, and completion of logbooks
- Defect control and management – control of deferred and repetitive defects
- Arrangements for line station support and the rectification of defects away from base
- Provision of management and technical engineering instructions
- Airworthiness occurrence control and reporting
- Responsibilities for safety management (SMS) and running the organisation's SMS
- Responsibilities of both parties for effective follow-up of SMS findings and reports
- Operator's name and adventure aviation operator certificate number. Name and CAA certificate number, if any, of the contracting organisation
- Title and reference number of the exposition or engineering manual in which the contracting arrangements are described.

Appendix IV—Electronic Records and Documentation

General information

Documentation and records need to be kept in an easily accessible form so that operations and other requirements can be assessed later if required. These documents also form an important part of the reference material for other operations tasks, staff training, and continued adventure aviation operator responsibilities.

Records can be kept electronically but systems should ensure information security, integrity, and retrieval. A system of backing up electronic data is vital. Procedures for electronic record and document keeping should consider:

- Prevention of data loss in the event of power interruptions
- Software control, including amendments and prevention of corruption
- Prevention of unauthorised access
- Audit trail facilities
- Archiving of data in a similar manner to hardcopies, and for a similar period
- Backup of critical information, preferably once a day, with storage for that backup information
- Data verification, on entry and retrieval
- Publication provisions
- Staff training
- Amendment of stored data
- Problem report register including the problem details and solutions.

Note: For ease of access records may also be microfilmed, backed up, stored or burnt to CD, USB Drive, portable hard drive or similar media but the original documents should be retained in a secure environment. Refer to AC00-6, Electronic Signatures, Electronic Record keeping and Electronic Manuals, for more details.

Appendix V—Maintenance Programme

Example programme

This maintenance programme sample layout combines a tabular format and a written format to describe the inspections required. The programme itself is relatively straightforward and common to smaller operators. It includes the descriptions of inspections, periods of inspections, and references to manufacturers' MMs including inspection schedules and other maintenance standards.

The maintenance programme as required by Part 115

Part 115 requires a maintenance programme for every aircraft and parachute assembly in use by the certificate holder (including a hang glider and paraglider).

It must include:

- the equipment type
- the serial number, and
- registration mark (or other identifiable scheme).

The programme has to describe the instructions and procedures for the performance of maintenance required to maintain airworthiness, including:

- A schedule, usually provided by the manufacturer, detailing the maintenance required in relation to:
 - time in service
 - cycles
 - calendar time
 - number of system operations, and
 - any combination of above indicators.

Note 2: *The items from the manufacturer's schedule can be included by specific reference to the relevant chapter and section of the MM: just quoting the 'maintenance manual' is not specific enough. They do not need to be re-written into the programme.*

- Inspections and tests
- Areas to be inspected
- Required parts
- Correct performance of maintenance, and
- Correct parts and materials used.

The following procedures are required to be part of the programme:

- Induction of the 'aircraft' onto the programme
- A procedure to ensure that every inspection required is carried out
- Recording of defects and a sample of the recording of the defects
- A procedure to show the correction of the defects found and the deferral of any defects if this is appropriate

- The records required by rule 91.623, and
- In the case of a hang glider or paraglider:
 - A description of the work performed or relevant acceptable data, and
 - The name of the person certifying the work performed if the person is contracted-in.

Note 1: *These procedures need to be written down and show how they will work in practice. The aim is that someone from outside the organisation, such as a CAA inspector, would be able to follow the written procedures and feel confident that they will achieve what they set out to do and that employees know how to carry them out.*

Note 2: *Recording defects and communicating information about defects can be more complicated for hang gliders or parachutes, which do not have their own technical log. For these operations, it is vital to develop a written procedure for recording defects and potential non-airworthiness as a result, as well as a process for passing this information to the operators, users and anyone else who needs to be informed.*

The maintenance programme developed must be of an equivalent to the requirements of Part 91 Subpart G. CAA needs to approve any change to the MEL before it happens. To gain CAA approval, operators should apply on the applicable CAA form for approval or revision of a minimum equipment List (MEL). To find this form, go to the 'Forms' tab on the CAA website, and click on the filter for Part 91.

The maintenance programme developed must meet the requirements of rule 115.61.

The maintenance programme developed must meet the requirements of the equipment manufacturer's maintenance schedule.

Sample of a 'required inspections' chart(s) that can be developed

Item	Period	Standard
Radio stations and navigation equipment tests and inspections required by rule 91.605(e)(1)	24 months	Part 43 Appendix B
Altimeter and altitude reporting equipment tests and inspections required by rule 91.605(e)(2)	24 months	Part 43 Appendix D
	Following any opening and closing of the static pressure system, except for the use of system drain and alternate static pressure valves, or where self-sealing disconnect coupling is provided.	
	Following installation of or maintenance on, the automatic pressure altitude reporting system where data correspondence error could be introduced.	

Item	Period	Standard
SSR transponder tests and inspections required by rule 91.605(e)(3)	24 months	Part 43 Appendix E
ELT tests and inspections IAW rule 91.605(e)(4)(i)	12 months / 100hrs whichever soonest.	Part 43 Appendix F
ELT tests and inspections IAW rule 91.605(e)(4)(ii)	24 months	Manufacturer's Instructions
Compass calibration required by rule 91.605(e)(5)	24 months	CAA AC43-7
	Following any out-of-phase event that may affect the calibration of the compass.	
First aid kit	12 months	Check contents for serviceability, replace time expired items
Fire extinguisher	12 months	Manufacturer's requirements
Re-establish empty weight and centre of gravity	Changes have been made to the aircraft that could affect the empty weight and centre of gravity	Manufacturer's instructions
	If any reason to suspect that info in the a/c flight manual is no longer accurate	
Weigh aircraft	120 months	Manufacturer's instructions
Review of airworthiness	365 days	Part 43 Subpart D
Software updates on components	As specified, frequently enough to ensure software components are kept updated	Software operating manual, website or recommended update schedule

Check title	Content	Suggested period (unless otherwise specified in the MM)
50 hour	All 50-hour check items from manufacturers schedule	50 flight hours or 12 months whichever occurs first
100 hour	All 50 and 100 hour check items from manufacturers schedule	100 flight hours or 12 months whichever occurs first
200 hour	All 50, 100 and 200 hour check items from manufacturers schedule	200 flight hours or 12 months whichever occurs first
Review of airworthiness	Applicable CAA form for review of airworthiness aeroplane checklist report ¹	365 days + 36-day latitude per rule 91.615.

¹ To find this form, go to the 'Forms' tab on the CAA website, and click on the filter for Part 66.

Appendix VI—Resources for managing fatigue

Purpose

The purpose of this section is to help AAOC holders develop their own scheme for the management of fatigue. It is not to attempt to set any limitations in flight, duty or rest periods for an AAOC holder.

AAOC holders are encouraged to develop their own scheme to suit their operational requirements. The factors that must be considered, where they are applicable, are contained in rule 115.401(b), though other relevant factors may also arise, which AAOC holders need to consider.

An AAOC holder should, in submitting a flight-and-duty scheme for consideration, document how the factors contained in rule 115.401(b) have been addressed in relation to the operation.

The information below is provided to assist in the assessment and establishment of the scheme.

Note: for the most updated CAA resources on Human factors and Fatigue risk management, refer to the CAA website at

- <https://www.aviation.govt.nz/safety/human-factors/fatigue-risk-management/>
- <https://www.aviation.govt.nz/safety/human-factors/>

Fatigue has been defined as weariness from exertion. It can result in a degradation of human performance capability, alertness and mood.

Studies have shown that continued wakefulness after 16 hours has resulted in lower levels of alertness, vigilance, sustained attention to tasks and reaction times of between 12 and 15 percent.

Fatigue is an operational concern because it can reduce the performance of flight crew. Performance degradation can be gradual and insidious, and reduce the physical and mental resources that an individual has available to meet their job requirements.

Fatigue is most likely to increase when a person is subject to unusual or high workload situations, or when an individual must respond under time pressure – this can lead to errors. There are many recognised factors that can contribute to fatigue-related performance degradation, including:

- the duration of a duty period
- the pattern of the workload
- trying to work after inadequate sleep, either in duration and/ or quality
- trying to work against the circadian biological clock, which effectively programmes people to sleep at night and be awake during the day, and
- the cumulative effects of extended duty periods.

Ironically, people in a fatigued state are the least capable of making an accurate assessment of their performance.

Definitions

Note: When developing a flight and duty scheme the definitions contained in Part 1 should be used. However, where Part 1 does not specify a definition then the ordinary meaning of the terms would apply. For the purposes of this AC, the following terms are defined:

Adequate rest facilities mean a single-occupancy bedroom that is subject to a minimal level of noise, is well-ventilated and has facilities to control the levels of temperature and light, or where such a bedroom is not available, an accommodation that is suitable for the site and season, is subject to a minimal level of noise, and provides adequate protection from the elements.

Disrupted schedule means a schedule that, by reason of circumstance outside the control of the AAOC holder, is prevented from being completed within its scheduled time.

Duty means any task (including positioning) that a crew member is required to carry out associated with the business of the AAOC holder.

Duty period means any continuous period during which a crew member is required to carry out any task associated with the business of an operator. It includes any flight duty period, positioning, ground training, ground duties and standby.

Where a flight crew member is required by an AAOC holder to be on duty or available for duty for two or more periods separated by an interval of less than 10 hours, the periods are to be deemed continuous, starting when the first of the periods begins and finishing when the last period ends.

External operation means an operation, excluding an operation to the Chatham Islands, the greater part of which is carried out outside the territorial waters of New Zealand.

Flight duty time means the period of time that starts when a flight crew member reports for a flight, or reports as a flight crew member on standby, and includes the time required to complete any duties assigned by the air operator. For a flight engineer it includes the time required to complete aircraft maintenance duties prior to or after a flight.

Positioning means the practice of transferring flight crews from place to place as passengers in surface or air transport at the behest of an air operator.

Recovery period means a period free of duty following a duty cycle of length greater than 48 hours during which the crew member may recover from the cumulative effects of fatigue.

Rest period means any period of time on the ground during which a flight crew member is relieved of all duties by the operator, where the rest is not interrupted by the operator. It should not include travel time to or from the rest facility, meals or time for personal hygiene.

Standby period means the period of time during which a flight crew member is required to hold themselves available for active duty.

Split duty means a flight duty period, which consists of two duties separated by a break on the ground during which the crew member is relieved of all duty.

Split-duty time means a split-duty period during a day where the flight crew member has:

- (a) advanced notice of the split-duty time, and
- (b) receives adequate rest in suitable accommodation.

Tour of duty means the period of time commencing at the start of duties at home base prior to flight/s and ending at home base on completion of the duties.

When a flight crew member is based temporarily at a place other than their home base, that place, for the period of the detachment, will be regarded as their home base.

Total hours of duty mean the sum of the duty periods within any particular period that a flight crew member is at the disposal of an operator.

Unforeseen operational circumstances mean an event that is beyond the control of the operator, such as un-forecast weather, equipment malfunctions, or air traffic control delays.

Fatigue management schemes

Fatigue management schemes should aim to take a broader approach to the consideration of fatigue as an operational factor, addressing all possible causes of fatigue. Implicit in this approach is the recognition that factors outside the workplace can make an important contribution to fatigue, and that fatigue management is a shared responsibility of air operators and individual flight crew.

A scheme for the management of fatigue should be based on policies and systems. These include, but are not limited to:

- (a) identification and assignment of responsibilities
- (b) on-going education of management and staff
- (c) a fatigue and incident/accident reporting and investigation system
- (d) workload monitoring
- (e) identification and management of fatigued personnel, and
- (f) system review.

Items for consideration in the development of a fatigue management scheme

An AAOC holder submitting their own flight-and-duty scheme for acceptance must address the elements in rule 115.401(b). In developing a scheme for the management of fatigue, an operator should ensure at least that:

- (a) the scheme should identify all the factors influencing fatigue and apply appropriate weightings to these
- (b) the organisation's management, in conjunction with the flight crew, have developed the scheme
- (c) the flight crew or the flight crew representatives have been consulted on all aspects of the scheme, and
- (d) the scheme should contain a formal method of getting feedback from flight crew.

As a part of an operational management system, the scheme should include a monitoring system with a provision for regular reviews of the scheme by management and flight crew. This review should provide assurance that the scheme is effective and is achieving the desired outcomes.

Monitoring of workload of flight crew while on duty

The method by which an AAOC holder chooses to monitor the workload of flight crew should be defined in a policy which identifies trigger levels that indicate the need to reassess the current situation and to make any necessary adjustments. Management and staff should consider the following at regular review meetings:

- (a) geography – terrain

- (b) the type of operation
- (c) meteorological conditions – wind, visibility and low cloud, significant hazardous phenomena, special phenomena
- (d) type and density of traffic – type of air traffic, density of air traffic, aircraft activity forecasts, peak IFR movements
- (e) air traffic services – provision of air traffic control services, provision of flight information services, provision of alerting services, proximity of controlled airspace
- (f) circuit patterns – aerodrome circuit selection, non-standard circuit patterns, noise abatement procedures
- (g) other aerodromes – aerodromes in the vicinity of the aerodrome, and
- (h) special aircraft operations – non-scheduled larger aircraft, special events, non-radio equipped aircraft, sport/recreation aircraft, military aircraft.

To meet the flight-and-duty scheme requirements for AAOs, an AAOC holder can either:

- (a) develop a flight-and-duty scheme under rule 115.401(b), or
- (b) use the flight-and-duty scheme contained in AC119-2 which is acceptable to the Director for purposes of this rule.

AC119-2 is based on a scheme based on the old CASO 3 and has been proven historically to be sound. If adopted, it must be applied in its entirety to AAOs conducted under Part 115.

Any scheme presented for acceptance must contain fixed limits regarding flight, duty and rest periods. These limits are to be defined and monitored by the AAOC holder. In developing these limitations, an AAOC holder should show that they have addressed potential fatigue risks arising from:

- (a) adventure aviation operations
- (b) flight duty time
- (c) standby periods
- (d) rest periods
- (e) rest facilities
- (f) disrupted schedules due to unforeseen operational circumstances, and
- (g) any other employment crew may have, for example a night shift in another job.

AAOC holders need to do this to assess fatigue risks in:

- (a) single pilot crew
- (b) two-pilot crews
- (c) casual or freelance flight crew who may have other jobs that affect their fatigue risks, and
- (d) any other staff.

The working documents used in the development of a scheme could be presented in a matrix showing the elements that have been addressed and the weightings that have been applied to each element.

All the elements that may affect fatigue in relation to the scope of the intended operations should be considered.