

Chapter 7—Exposition requirements

37 Requirements for content of exposition

(1) This section:

- (a) is made for the purposes of paragraph 149.340(k) of CASR; and
- (b) provides for additional matters that must be included in the ASAO's exposition.

Note: Paragraphs 149.340(a) to (j) of CASR also provide for matters that must be included in the ASAO's exposition.

(2) An exposition for an ASAO must include the following:

- (a) the ASAO's name and contact details;
- (b) any operating or business name of the ASAO, including its ABN (if any);
- (c) the principal physical address at which the ASAO's accountable manager performs their duties and responsibilities;
- (d) if the ASAO is a corporation—the name of each of the officers of the corporation, its ACN and the address of its registered office;
- (e) a description and diagram of the ASAO's organisation showing formal reporting lines, including the formal reporting lines for the ASAO's key personnel positions;
- (f) the process to be followed by the ASAO if a member of the ASAO's personnel fails to carry out his or her duties or responsibilities in relation to the ASAO's approved functions;
- (g) the period for notifying CASA for the purposes of subparagraph 149.085(d)(i) of CASR;
- (h) the maximum period for which a person may simultaneously occupy the positions of safety manager and any other key personnel position for the purposes of subparagraph 149.085(f)(i) of CASR;
- (i) a description of how the ASAO manages the risk of human fatigue in the performance of the ASAO's approved functions;
- (j) if required by CASA—the ASAO's alcohol and other drugs policy;
- (k) for an ASAO that has entered into an agreement with another ASAO for the purpose of mutually ensuring that the activities of the organisations would not be likely to have an adverse effect on the safety of air navigation—if required by CASA, a copy of any document containing a description of the processes and procedures relating to:
 - (i) the information sharing arrangements between the organisations; and
 - (ii) the operational cooperation arrangements between the organisations;
- (l) a description of the procedures that will ensure that the ASAO is able to comply with the requirements of subregulation 149.195(2) of CASR (suitably competent, qualified and trained personnel);
- (m) a description of the ASAO's record keeping and retention procedures;
- (n) the time for reporting to CASA under subregulation 149.425(2) of CASR;

- (o) the ASAO's process for identifying a change to the exposition mentioned in paragraph 149.340(h) of CASR (changes to the exposition that do not require CASA's approval);
- (p) the ASAO's process for:
 - (i) making applications to CASA under regulation 149.115 of CASR (approval of changes to the exposition); and
 - (ii) notifying the ASAO's personnel of any approved changes;
- (q) if the ASAO is approved to perform the aviation administration function of establishing and maintaining a register of aircraft—a description of the procedures for the registration of aircraft and the publication of a register of aircraft so registered;
- (r) a copy of any document prepared by the ASAO that contains the ASAO's rules and procedures relevant to its approved functions;
- (s) any other matter required to be included in the exposition by the Part 103 Manual of Standards or the Part 105 Manual of Standards.

Note: For paragraph (2)(q), see the prescribed aviation administration function in section 14 (ASAO registration of certain aircraft).