

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



APPLICATION FOR EXEMPTION FROM CASR (1998) PART 101 PROCEDURE

MOP002

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Amendments made to MOP002

Shading of **text** identifies changes to the previous version

Paragraph	Brief description of change	Change incorporated by
1.0 2.0 3.0 4.0	Amend CAR to CASR (Civil Aviation Safety Regulation) Amend AAAO to RAAO (Recreational Aviation Administration Organisation)	MAAA Secretary July 2014
5.2	Addition of the requirement for a Risk Assessment	
5.3 & 5.6	Requirement to send forms electronically	
Annex	To avoid confusion, the Annex containing the sample form was removed. Refer to the MAAA website to view or download the relevant form.	

This Policy and/or Procedure forms part of the MAAA Manual of Procedures. This entire document is for the use of all classes of members of the MAAA in the conduct of activities associated with the MAAA and is not be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

APPLICATION FOR EXEMPTION FROM CASR (1998) PART 101 PROCEDURE

1. PURPOSE

This procedure is to ensure that applications for exemptions from CASR (1998) Part 101 are done in a controlled way with all appropriate information being supplied.

2. APPLICABLE DOCUMENTS

This procedure is to support the requirements of CASR (1998) Part 101 Subparts A, B, C and G.

3. POLICY

The MAAA requires that the operation model aircraft conform to the regulations as defined by CASR (1998) Part 101 Subparts A, B, C and G. If the operation requires an exemption from CASR (1998) Part 101 then application shall be made to CASA in accordance with the provisions of the regulation.

4. DEFINITIONS

Approved Area	An area approved by CASA under CASR (1998) Part 101 Subpart A 101.030 for the operation of Model Aircraft.
Recreational Aviation Administration Organisation (RAAO) –	An organisation approved by CASA to administer a designated aviation activity.
Part 101	Part 101 of the Civil Aviation Safety Regulations (1998), Unmanned Aircraft and Rockets
CASR	Civil Aviation Safety Regulations 1998
CASA	Civil Aviation Safety Authority.
Club	A Club properly affiliated with a State Association.
MAAA	Model Aeronautical Association of Australia Inc.
Ordinary Member	See State Association
Risk Assessment	See MOP022 Risk Assessment Procedure
State Association	A State Association properly affiliated with MAAA Inc.

5. PROCESS

- 5.1 The Club or Association that requires an exemption shall complete MAAA Form MAAA005.

- 5.2 The Club or Association is required by CASA to ensure that risks associated with this application are identified and summarised in a Risk Assessment (MOP022) to be submitted with the application.
- 5.3 The completed forms and full details of the exemption/s required, shall be sent electronically to the State Association for processing at least 60 days prior to the dates required.
- 5.4 The State Association shall consider the application and check that all details have been provided.
- 5.5 The State Association shall decide whether to support the application or not.
- 5.6 If application is supported, the completed forms noting the State Association approval, shall be forwarded electronically to the appropriate CASA office for their consideration and copied to the MAAA Secretary Office. The current CASA email address should be obtained from the Federal Secretary.
- 5.7 Upon receiving CASA's reply to the application, the State Association shall send a copy to the applicant Club.

6. RESPONSIBILITIES

- 6.1 The applicant Club or Association is responsible for identifying when exemptions are required.
- 6.2 The applicant Club or Association is responsible for ensuring that all the documentation required is sent to the State Association at least 60 days prior to the date the exemption is required.
- 6.3 The State Association is responsible for checking the application and if approved passing the application onto the relevant CASA Office for consideration.
- 6.4 The State Association is responsible for advising the applicant of CASA's decision.
- 6.5 The Club is responsible for ensuring that all model aircraft operations conform to the conditions of the approved exemption.

7. FORMS

- 7.1 Application for Exemption from CASR (1998) Part 101 - Form No. MAAA005.
See the MAAA website.
- 7.2 Risk Assessment – Form MAAA031 & MAAA032.
See the MAAA website.