

# MANUAL OF PROCEDURES, POLICIES & FORMS

## Cross-reference Table in Alphabetical Order

(13 December 2009)

<b>Topic</b>	<b>Procedure or Policy</b>	<b>Procedure MOP No</b>	<b>Form No.</b>
3D Manoeuvres	General Rules and Guidelines for the Operation of Model Aircraft	MOP014	N/A
10 kHz	10 kHz Policy	MOP050	N/A
27 MHz	27 MHz Equipment Policy	MOP048	N/A
29 MHz	29 & 36MHz Policy	MOP049	N/A
36 MHz	29 & 36MHz Policy	MOP049	N/A
40 MHz	40MHz Policy	MOP047	N/A
2.4GHz	2.4GHz Equipment Policy	MOP058	N/A
Accidents	Accident/Incident Reporting & Actions	MOP001	MAAA010 MAAA011
Aerodromes – Full Size – Flying Models Nearby	Policy for Flying Models Near Full Size Aerodromes	MOP061	N/A
Affiliate Members – Disciplining of	Disciplining of Affiliate Members	MOP028	N/A
Airspace Sharing	Model Aircraft Sharing Airspace with Hang Gliders & Paragliders	MOP046	N/A
Alcohol	Alcohol, Drugs & Medical Condition Policy	MOP055	N/A
Amendment of Procedures	New and Amendment of Existing Procedures	MOP017	N/A
Appointment of FAI Observer	Appointment of FAI Observer	MOP029	MAAA015
Appointment of Inspectors	Appointment and Reappointment of Inspectors	MOP006	MAAA003 MAAA004 MAAA028
Assistance – Legal	Legal Assistance to Clubs	MOP016	N/A
Assistance – International Teams	International Teams Procedure	MOP024	N/A
Australian Records	Requirements for Setting Australian and World Records	MOP021	N/A
Australian Records	Australian Records Policy	MOP054	N/A
Automatic Navigation	Internal Navigation and Stabilisation Policy	MOP044	N/A
Award of Wings	Guidelines for the Award of MAAA Wings	MOP027	MAAA016 - MAAA022 MAAA034 MAAA035
Band Width	10kHz Policy & Frequency Directive	MOP050 MOP013	N/A
Bronze Wings	Guidelines for the Award of MAAA Wings	MOP027	MAAA016 MAAA018 MAAA020 MAAA034
CAR Part 101 Exemptions	Application For Exemption From CAR (1998) Part 101	MOP002	MAAA005
Ceiling Height Extension	Application For Temporary Ceiling Height Extension	MOP004	MAAA007
Certification of Radios	Radio Certification Policy	MOP052	N/A
CFI Duties	Duties of the MAAA Chief Flying Instructor	MOP026	N/A
Changes to Procedures	New and Amendment of Existing Procedures	MOP017	N/A
Check List for Inspection of Model Aircraft – Fixed Wing	Heavy Model Aircraft Inspection and Operation Procedure	MOP015	MAAA014
Check List for Inspection of Model Aircraft – Rotary Wing	Heavy Model Aircraft Inspection and Operation Procedure	MOP015	MAAA033
Check Sheets for Award of Wings	Guidelines for the Award of MAAA Wings	MOP027	MAAA016 -

**MODEL AERONAUTICAL ASSOCIATION of AUSTRALIA Inc.**

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			MAAA022 MAAA034 MAAA035
Child Protection	Member Protection Policy	MOP041	MAAA036 MAAA037
Close Fields	Close Fields Operation	MOP008	N/A
Code of Ethics	Member Protection Policy	MOP041	N/A
Code of Ethics – SIG	Member Protection Policy	MOP041	N/A
Codes of Conduct	Member Protection Policy	MOP041	MAAA036 MAAA037
Commercial Instructors	Registering & Re-registering of Commercial Instructors Procedure	MOP023	MAAA023
Commercial Model Aircraft	Unmanned Aerial Vehicles	MOP065	N/A
Complaints – Disputes, Grievances	Member Protection Policy	MOP041	MAAA036 MAAA037
Complaints – Noise	Noise Policy and Guidelines	MOP062	N/A
Control of Documents	Document Control	MOP009	N/A
Council Meeting – Nomination of Proxy	Nomination of Proxy	N/A	MAAA027
Cross Border Affiliations	Interstate Affiliations	MOP064	N/A
Displays	Display Procedure	MOP019	MAAA001 MAAA002
Discipline of Members	Disciplining of Affiliate Members	MOP028	N/A
Drugs in Sport	Alcohol, Drugs & Medical Condition Policy	MOP055	N/A
Document Control	Document Control	MOP009	N/A
Duties of Team Manager	Duties of a Team Manager	MOP010	MAAA026
Ethics – Code of	Member Protection Policy	MOP041	N/A
Exemption from CAR Part 101	Application For Exemption From CAR (1998) Part 101	MOP002	MAAA006
Exemption from Indoor Model Specifications	Application for an Exemption from the Indoor Model Specifications	MOP059	MAAA012
Extension of Ceiling Height	Application For Temporary Ceiling Height Extension	MOP004	MAAA067
FAI Observer	Appointment of FAI Observer	MOP029	MAAA015
Field Development Loans	Allocation of MAAA Funds	MOP011	N/A
Field Purchase	Allocation of MAAA Funds	MOP011	N/A
Financial Assistance – Grants and Loans	Allocation of MAAA Funds	MOP011	N/A
Fire Ban – Effect of	Gas Turbine Rules Rocketry Procedure	MOP030 MOP031	N/A
First Person View (FPV)	First Person View (FPV) Policy	MOP066	N/A
Fixed Wing Aircraft Inspector – FW25 and FW50	Appointment and Re-registrations of Inspectors	MOP006	MAAA003 MAAA028
Flight Proficiency Scheme	Flight Training & Guidelines for the Award of MAAA Wings	MOP012 MOP027	MAAA016 - MAAA022 MAAA034 MAAA035
Flight Requirements	Guidelines for the Award of MAAA Wings	MOP027	MAAA016 - MAAA022 MAAA034 MAAA035
Flight Training	Flight Training	MOP012	N/A
Flying Field Registration	Application to Register an Approved Flying Area	MOP005	MAAA006
Flying Instructor – Chief – Duties	Duties of the MAAA Chief Flying Instructor	MOP026	N/A
Flying Near Aerodromes	Policy for Flying Models Near Full Size Aerodromes	MOP061	N/A
Frequency Band Width	10kHz Policy & Frequency Directive	MOP050	N/A

**MODEL AERONAUTICAL ASSOCIATION of AUSTRALIA Inc.**

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		MOP013	
Frequency Control	Frequency Control Policy	MOP051	N/A
Frequency Directive	Frequency Directive	MOP013	N/A
Frequencies	27, 29, 36 & 40 MHz and 2.4GHz Policies	MOP047 MOP048 MOP049 MOP058	
Frequency Synthesised Equipment	Frequency Synthesised Equipment Policy	MOP053	N/A
Full Size Aerodromes – Flying Near	Policy for Flying Models Near Full Size Aerodromes	MOP061	N/A
Gas Turbine Aircraft	Gas Turbine Rules	MOP030	N/A
Gas Turbine Inspector Endorsement	Appointment and Reappointment of Inspectors	MOP006	MAAA004
Gas Turbine Rules	Gas Turbine Rules	MOP030	N/A
General Rules	General Rules and Guidelines for the Operation of Model Aircraft	MOP014	N/A
Giant Model Aircraft	Heavy Model Aircraft Inspection and Operation Procedure	MOP015	MAAA030
Giant Model Aircraft Inspector Appointment – FW50 & RW50	Appointment and Reappointment of Inspectors	MOP006	MAAA028
Gold Wings	Guidelines for the Award of MAAA Wings	MOP027	MAAA017 MAAA019 MAAA021 MAAA035
Grants and Loans – Financial Assistance	Allocation of MAAA Funds	MOP011	N/A
Grievances – Complaints, Disputes	Member Protection Policy	MOP041	MAAA036 MAAA037
Hang Gliders	Model Aircraft Sharing Airspace with Hang Gliders & Paragliders	MOP046	N/A
Large Model Check List	Heavy Model Aircraft Operation Procedure	MOP015	MAAA014
Large Model Inspector Appointment – FW25 & RW25	Appointment and Reappointment of Inspectors	MOP006	MAAA003
Heavy Models	Heavy Model Aircraft Inspection and Operation Procedure	MOP015	MAAA014 MAAA030 MAAA033
Helicopter – Checklist for Inspection of Large & Giant	Heavy Model Aircraft Inspection and Operation Procedure	MOP015	MAAA033
Helicopter Inspector – RW25 and RW50	Appointment and Re-registrations of Inspectors	MOP006	MAAA003 MAAA028
Incidents	Accident/Incident Reporting & Actions	MOP001	MAAA010 MAAA011
Indoor Flying	Indoor Flying Policy & Guidelines	MOP059	MAAA012
Inspector Appointment	Appointment and Reappointment of Inspectors	MOP006	MAAA003 MAAA004 MOP028
Inspector Reappointment	Appointment and Reappointment of Inspectors	MOP006	MAAA024 MAAA029
Instructor Code of Conduct	Member Protection Policy	MOP041	MAAA036 MAAA037
Instructor – Commercial	Registering & Re-registering of Commercial Instructors Procedure	MOP023	MAAA023
Instructor Rating	Guidelines for the Award of MAAA Wings	MOP027	MAAA022
Insurance Conditions	Insurance Conditions	MOP057	N/A
Insurance – Visitor	Policy for Visitor Insurance as Flying Fields	MOP042	N/A
Interference	Interference Policy	MOP060	N/A
Intermodulation	Interference Policy	MOP060	N/A

**MODEL AERONAUTICAL ASSOCIATION of AUSTRALIA Inc.**

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Internal Navigation	Internal Navigation and Stabilisation Policy	MOP044	N/A
International Teams Assistance	International Teams Procedure	MOP024	N/A
International Teams Selection	International Teams Procedure	MOP024	N/A
Interstate Affiliations	Interstate Affiliations	MOP064	N/A
Legal Assistance	Legal Assistance to Clubs	MOP016	N/A
Loans – Field Development/Purchase	Allocation of MAAA Funds	MOP011	N/A
MAAA CFI Duties	Duties of the MAAA Chief Flying Instructor	MOP026	N/A
Manager – Team – Duties	Team Manager Duties	MOP023	MAAA026
Medical Condition	Alcohol, Drugs & Medical Condition Policy	MOP055	N/A
Member Discipline	Disciplining of Affiliate Members	MOP028	N/A
Member Protection	Member Protection Policy	MOP041	MAAA036 MAAA037
Mobile Phones	Mobile Telephones at Model Flying Fields Policy	MOP045	N/A
Models and Hang Gliders	Model Aircraft Sharing Airspace with Hang Gliders & Paragliders	MOP046	N/A
National Special Interest Groups	Recognition of National Special Interest Group	MOP020	N/A
Navigation – Internal	Internal Navigation and Stabilisation Policy	MOP044	N/A
New Procedures	New and Amendment of Existing Procedures	MOP017	N/A
Night Flying	Night Flying	MOP018	N/A
Noise	Noise Policy and Guidelines	MOP062	N/A
Nomination of Proxy at Council Meeting	Nomination of Proxy	N/A	MAAA027
Observer – FAI	Appointment of FAI Observer	MOP029	MAAA015
Overseas Visitor Funding	Application For Overseas Visitor Funding	MOP003	MAAA008 MAAA009
Paid Instructors	Registering & Re-registering of Commercial Instructors Procedure	MOP023	MAAA023
Paragliders	Model Aircraft Sharing Airspace with Hang Gliders & Paragliders	MOP046	N/A
Permit to Fly – <i>Forms must be obtained from the State Association</i>	Heavy Model Aircraft Inspection and Operation Procedure	MOP015	
Phones – Mobile	Mobile Telephones at Model Flying Fields Policy	MOP045	N/A
Power Lines – Flying Near	Safe Flying Code	MOP056	N/A
Protection of Juniors	Member Protection Policy	MOP041	MAAA036 MAAA037
Proxy Vote at Council Meeting	Nomination of Proxy	N/A	MAAA027
Public Displays	Display Procedure	MOP019	MAAA001 MAAA002
Pulse Jets	Operation of Pulse Jets Policy	MOP063	
Radio Band Width	10kHz Policy & Frequency Directive	MOP050 MOP013	N/A
Radio Certification	Radio Certification Policy	MOP052	N/A
Radio Frequency	Frequency Directive	MOP013	N/A
Radio Frequencies	27, 29, 36 & 40 MHz and 2.4GHz Policies	MOP047 MOP048 MOP049 MOP058	
Radio Swamping	See Interference Policy	MOP060	N/A
Radio Testing Stations	Appointment of Radio Testing Stations	MOP007	N/A
Reappointment of Inspectors	Appointment and Reappointment of Inspectors	MOP006	MAAA024 MAAA029

**MODEL AERONAUTICAL ASSOCIATION of AUSTRALIA Inc.**

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Record Setting	Requirements for Setting Australian and World Records	MOP021	N/A
Record – Australian/World – Preliminary Claim Form	Duties of a Team Manager	MOP010	
Records – Policy	Australian Records Policy	MOP054	N/A
Register Flying Field	Application to Register an Approved Flying Area	MOP005	MAAA006
Risk Assessment	Risk Assessment Procedure	MOP022	MAAA031 MAAA032
Rocketry	Rocketry Procedure	MOP031	N/A
Rotary Wing Aircraft Inspector – RW25 and RW50	Appointment and Reappointment of Inspectors	MOP006	MAAA003 MAAA028
Rules for Model Aircraft	General Rules and Guidelines for the Operation of Model Aircraft	MOP014	N/A
Safe Flying Code	Safe Flying Code	MOP056	N/A
Selection of Teams	International Teams Procedure	MOP024	N/A
Setting Records	Requirements for Setting Australian and World Records	MOP021	N/A
Special Interest Groups	Recognition of National Special Interest Group	MOP020	N/A
Stabilisation – Internal	Internal Navigation and Stabilisation Policy	MOP044	N/A
Swamping	See Interference Policy	MOP060	N/A
Synthesised Frequency	Frequency Synthesised Equipment Policy	MOP053	N/A
Team Manager's Duties	Duties of a Team Manager	MOP010	N/A
Team Selection – Team Trial	International Teams Procedure	MOP024	N/A
Testing Stations	Appointment of Radio Testing Stations	MOP007	N/A
Thirty Metre Rule	General Rules and Guidelines for the Operation of Model Aircraft	MOP014	N/A
Training – Flight	Flight Training	MOP012	N/A
Travelling With Models	Travelling With Models Procedure	MOP033	N/A
Turbine Aircraft	Gas Turbine Rules	MOP030	N/A
UAV	Unmanned Aerial Vehicles	MOP065	N/A
Visitor Funding	Application For Overseas Visitor Funding	MOP003	MAAA008 MAAA009
Visitor Insurance at Flying Fields	Policy for Visitor Insurance at Flying Fields	MOP042	
Wings – Award of	Guidelines for the Award of MAAA Wings	MOP027	MAAA016 - MAAA022 MAAA034 MAAA035
Working With Children	Member Protection Policy	MOP041	MAAA036 MAAA037
World Records	Requirements for Setting Australian and World Records	MOP021	N/A