

MANUAL OF PROCEDURES, POLICIES & FORMS

Table of Contents

(31/03/2010)

MOP No.	Name of Document	Date of Issue
	Procedures (Yellow Tab)	
001	Accident / Incident Reporting and Actions Procedure	06/07/2008
002	Application For Exemption From CAR (1998) Part 101 Procedure	10/04/2003
003	Application For Overseas Visitor Funding Procedure	18/12/2002
004	Application For Temporary Ceiling Height Extension Procedure	10/04/2003
005	Application to Register an Approved Flying Area Procedure	15/07/2002
006	Appointment and Reappointment of Inspectors Procedure	13/12/2009
007	Appointment of Radio Testing Stations Procedure	To be written
008	Close Fields Operation Procedure and Policy	13/09/2009
009	Document Control Procedure	25/11/1999
010	Duties of a Team Manager Procedure	18/01/2009
011	Allocation of MAAA Funds Policy and Procedure	23/08/2009
012	Flight Training	Under Development
013	Frequency Directive	08/07/2007
014	General Rules and Guidelines for the Operation of Model Aircraft	23/08/2009
015	Heavy Model Aircraft Inspection and Operation Procedure	13/12/2009
016	Legal Assistance to Clubs	27/05/2003
017	New and Amendment of Existing Procedures Procedure	01/05/2003
018	Night Flying Procedure	05/07/2002
019	Display Procedure	10/02/2008
020	Recognition of National Special Interest Group Procedure	23/12/2002
021	Requirements for Setting Australian and World Records	Under Development *1
022	Risk Assessment Procedure	15/05/2007
023	Registering & Re-registering of Commercial Instructors Procedure	05/05/2005
024	International Teams Procedure	23/08/2009
025	Turbine Powered Aircraft Procedure	To be written
026	Duties of the MAAA Chief Flying Instructor	03/08/2003
027	Guidelines For The Award of MAAA Wings	08/11/2009
028	Disciplining of Affiliate Members	11/10/2009
029	Appointment of FAI Observer	22/04/2005
030	Gas Turbine Rules	31/03/2010
031	Rocketry Procedure	09/12/2007
032	Certification of Plans and Drawings Procedure	31/03/2010
033	Travelling With Models Procedure (temporarily withdrawn)	05/08/2007
	Policies (Orange Tab)	
041	Member Protection Policy	08/11/2009
042	Policy for Visitor Insurance at Flying Fields	07/02/2010
043	To be allocated	
044	Internal Navigation and Stabilisation Policy	23/02/2003
045	Mobile Phones at Model Flying Fields Policy	05/09/2004
046	Model Aircraft Sharing Airspace with Hang Gliders & Paragliders	16/12/2002
047	40 MHz Policy	12/10/2003
048	27 MHz Equipment Policy	12/10/2003
049	29 & 36 MHz Policy	20/11/2003
050	10 kHz Policy – See MOP013 Frequency Directive	To be written
051	Frequency Control Policy – See MOP013 Frequency Directive	To be written
052	Radio Certification Policy	12/10/2003
053	Frequency Synthesised Equipment Policy	15/11/2006
054	Australian Records Policy	05/09/2004
055	Alcohol, Drugs & Medical Condition Policy	11/10/2009
056	Safe Flying Code	11/10/2009

MODEL AERONAUTICAL ASSOCIATION of AUSTRALIA Inc.

057	Insurance Conditions	16/08/2007
058	2.4 GHz Equipment	22/03/2010
059	Indoor Flying Policy	09/03/2008
060	Interference Policy	30/11/2006
061	Policy For Flying Models Near Full Size Aerodromes	27/05/2007
062	Noise Policy and Guidelines	05/07/2009
063	Operation of Pulse Jets Policy	16/02/2007
064	Interstate Affiliations	13/09/2009
065	Unmanned Aerial Vehicles	05/08/2007
066	First Person View (FPV) Policy	18/01/2009
	Forms (Green Tab)	
	MAAA001 - Application for a Permit to Conduct a Display	06/10/2008
	MAAA002 - Display Director's Statement	06/10/2008
	MAAA003 - Aircraft Inspector FW25 or RW25 Application	13/12/2009
	MAAA004 - Gas Turbine Endorsement Application	13/12/2009
	MAAA005 - Application for Exemption From CAR (1998) Part 101	06/10/2008
	MAAA006 - Application to Register an "Approved Flying Area" for Model Aircraft	06/10/2008
	MAAA007 - Application For Temporary Ceiling Height Extension	06/10/2008
	MAAA008 - Overseas Visitor Proposal	18/12/2002
	MAAA009 - Overseas Visitor Proposal – Itinerary Form	18/12/2002
	MAAA010 - Incident Report Form	06/10/2008
	MAAA011 - MAAA Incident Investigation Form	23/02/2003
	MAAA012 - Application for an Exemption from the Indoor Model Specifications	06/10/2008
	MAAA013 – Application for an Education Visitor Group	07/02/2010
	MAAA014 - Check List for Inspection of a Fixed Wing Model Aircraft	13/12/2009
	MAAA015 - Application For Appointment As An FAI Observer	22/04/2005
	MAAA016 - Flight Requirements & Test Check Sheet - Fixed Wing Powered Bronze Wings	08/11/2009
	MAAA017 - Flight Requirements & Test Check Sheet -Fixed Wing Powered Gold Wings	08/11/2009
	MAAA018 - Flight Requirements & Test Check Sheet - Glider Bronze Wings	08/11/2009
	MAAA019 - Flight Requirements & Test Check Sheet - Glider Gold Wings	08/11/2009
	MAAA020 - Flight Requirements & Test Check Sheet - Helicopter Bronze Wings	08/11/2009
	MAAA021 - Flight Requirements & Test Check Sheet - Helicopter Gold Wings	08/11/2009
	MAAA022 - Flight Requirements & Test Check Sheet - Helicopter Instructor Rating	08/11/2009
	MAAA023 - Application to be Registered as a Commercial Instructor Form	06/10/2008
	MAAA024 - Application for Reappointment Aircraft Inspectors FW25 and RW25	13/12/2009
	MAAA025 – Application for Fire Ban Waiver	31/03/2010
	MAAA026 - Team Manager's Check Sheet	18/01/2009
	MAAA027 - Nomination of Proxy	01/12/2005
	MAAA028 - Aircraft Inspector FW50 or RW50 Application	13/12/2009
	MAAA029 - Application for Reappointment Aircraft Inspectors FW50 and RW50	13/12/2009
	MAAA030 - Giant Model Aircraft Pre And During Construction/Assembly Inspection Assessment Form	16/02/2007
	MAAA031 - Risk Assessment Before & After Control Measures	15/03/2007
	MAAA032 - Risk Assessment Template	15/03/2007
	MAAA033 - Check List For Inspection of a Rotary Wing Model Aircraft	13/12/2009
	MAAA034 - Flight Requirements & Test Check Sheet - Rocketry Bronze Wings	09/12/2007
	MAAA035 - Flight Requirements & Test Check Sheet - Rocketry Gold Wings	09/12/2007
	MAAA036 - Confidential Record of Formal Complaint	08/11/2009
	MAAA037 - Confidential Record of Child Abuse Allegation	08/11/2009
	MAAA Statement of Rules (Red Tab)	24/05/2009
	CAR (1998) Part 101 (Blue Tab)	01/12/2005

Note *1: See Chapter 2, end of Section 7 of Australian Rules Book

To help find the appropriate Procedure or Policy see the alphabetic cross-reference table of Procedures and Policies.