

MODEL AERONAUTICAL ASSOCIATION OF AUSTRALIA



MAAA CLUB FIELD LOCATION ASSESSMENT UNDER CASA GENERAL INSTRUMENT

MOP067

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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 to be used for any other purpose, in whole or in part, without the written approval of the MAAA Executive.

Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
AGL	Above Ground Level
AIP	Aeronautical Information Package
ALA	Authorised Landing Area
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
ERSA	En Route Supplement Australia
HLS	Helicopter Landing Site
IFR	Instrument Flight Rules
MAAA	Model Aeronautical Association of Australia Inc.
Model Aircraft	An unmanned aircraft used for sports or recreational purposes described in regulation 101.023 of the CASR
MOS	Manual of Standards
NM	Nautical Miles
NOTAM	Notice to Airmen
RP	Remote Pilot (or UAV Controller)
TOBAN	Total Fire Ban
VTC	Visual Termination Chart

Definitions

Term	Definition
CASA General Instrument	Means CASA.MODEL.0093 as in force, issued to the MAAA by CASA.
controlled aerodrome	an aerodrome to which a determination under regulation 5(1)(b) of the Airspace Regulations 2007 has been made.
movement area	That part of the aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons.
relevant airspace	each of the following: <ul style="list-style-type: none"> the no-fly zone of a non-controlled aerodrome 3 NM from the movement area the no-fly zone of an HLS 1.5 NM diameter.

Reference material

Document type	Title
Regulations	<i>Civil Aviation Safety Regulations 1998</i>
Part 101 of CASR	Part 101 of the <i>Civil Aviation Safety Regulations 1998 (CASR)</i>
Part 101 MOS	Manual of Standards to Part 101 of the CASR 1998
CASA.MODEL.0093	CASA General Instrument of Approval for MAAA See Appendix A

Revision history

Revisions to this manual are recorded below in order of most recent first.

Version no.	Date	Parts / sections	Details
1.1	August 2025	MAAA Instrument	Updated General Instrument insert as per Aug. 12 update
1.0	November 2024	All	Initial Issue

Forms

Form no.	Title
TBA	MAAA Notification Template for CASA General Instrument Approval See Appendix B

1. PURPOSE

- 1.1 This document outlines CASA requirements and MAAA procedure to assess a model club's field for the operation of model aircraft under CASA General Instrument: CASA.MODEL.0093.

2. INTRODUCTION

- 2.1 CASR Part 101 outlines requirements for seeking regulatory approvals to operate under certain conditions. Where an approval is required, an application to CASA must be submitted, seeking such approvals.
- 2.2 CASA has issued the MAAA an instrument, approving the use of model aircraft under a range of conditions typical to aeromodelling activities. To operate a model aircraft under the instrument, the MAAA must perform an assessment with the club to ensure the club is able to satisfy certain criteria to meet conditions of the CASA General Instrument.
- 2.3 The aim of the MAAA instrument is to provide a regulatory pathway for aeromodelling without the burden of seeking specific regulatory approvals under conditions which are common to most MAAA clubs' fields.
- 2.4 Clubs seeking regulatory approval which fall outside the instrument's approved conditions (specified in CASA.MODEL.0093) will be required to seek assistance from the MAAA for submission of an application to CASA seeking specific regulatory approval.

3. APPLICABILITY

- 3.1 CASA General Instrument (CASA.MODEL.0093 see Appendix A) permits members of the MAAA to operate model aircraft at approved locations.
- 3.2 The Instrument approves an area for model aircraft to:
- 3.2.1 conduct a model flying display (in accordance with MOP019 – Model Flying Display)
 - 3.2.2 operate above 400 feet AGL (only within Class G airspace)
 - 3.2.2.1 up to 1000 feet AGL; or
 - 3.2.2.2 up to 1500 feet AGL; or
 - 3.2.2.3 up to 2000 feet AGL.
- as assessed by the following procedures in this document.
- 3.2.3 operate over the movement area/runway of a non-controlled Aerodrome
 - 3.2.4 operate within Restricted Airspace (with controlling authority permission).
- 3.3 Giant model aircraft may operate under the CASA General Instrument, with certain restrictions.

Note - Any person operating under the authority of the CASA General Instrument must ensure the club field location (or event location) is issued with authorisation (however issued) from the MAAA to operate under the CASA General Instrument.

4. ADMINISTRATIVE REQUIREMENTS

4.1 To ensure the CASA General Instrument requirements are satisfied, the following is to be performed:

4.1.1 The MAAA is required to:

- 4.1.1.1 Confirm a club's or event's location suitability to meet certain criteria of the CASA General Instrument. This process is outlined within this MOP.
- 4.1.1.2 Provide an electronic register with an updated list of club fields/events to CASA every 3 months (by email to RPAS.PAC@casa.gov.au), where MAAA has assessed a club field/event location as suitable to operate under the CASA General Instrument; and
- 4.1.1.3 Maintain an electronic copy of all documents relating to the assessment process of a club field or event location, for a minimum period of 7 years.

4.1.2 The club/event is required to:

- 4.1.2.1 Advise the MAAA of any changes in circumstances (including removal of an area) which are relevant to the operational requirements of the CASA General Instrument.
- 4.1.2.2 Advise all members and visitors (prior to conducting flight) of the conditions and requirements of the CASA General Instrument.

5. CASA GENERAL INSTRUMENT AUTHORISATION

5.1 To operate under the CASA General Instrument, the club or event organiser must seek MAAA Authorisation (however issued) prior to conducting operations.

5.2 Appendix B contains the template, required for the submission to the MAAA for consideration.

5.3 When a club field or event location is deemed satisfactory, the MAAA will advise the club of the successful outcome and provide a copy of the Appendix B document and current approval register to CASA (update to be provided every 3 months).

Please note:

5.3.1 Submissions to the MAAA will not be accepted unless all required sections are complete. Incomplete applications will be returned to the applicant without assessment.

5.3.2 Only the template in Appendix B will be accepted by the MAAA for seeking model aircraft operation under the CASA General Instrument.

5.4 Where it is determined a submission fails to meet the threshold for the CASA General Instrument, a separate application to CASA must be submitted via the MAAA, seeking a specific CASA Instrument of approval.

6. REGULATORY SURVEILLANCE

6.1 Occasionally, CASA may choose to visit a club field or event location to ensure compliance with the CASA General Instrument. Where possible, CASA will provide prior notice to the MAAA and the club management/event organiser of the onsite surveillance event, including an outline of the scope for the visit.

7. LOCATION SUITABILITY CRITERIA PROCEDURE

- 7.1 The following steps are performed when checking if a location is satisfactory (i.e. meets the following criteria outlined below) for use under the CASA General Instrument.

Pathway 1 – Assessing a new location

- 7.2 Confirm receipt of completed MAAA notification template (Appendix B)

- 7.2.1 All parts of the form must be completed, including submission of supporting document/s (copies).

- 7.3 Confirm document(s) are provided for:

- 7.3.1 evidence of landowner consent; or
7.3.2 evidence of land ownership (if the club owns the land containing the model aircraft field boundaries), including any conditions imposed by the landowner upon the model club/event.

- 7.4 Evidence of stakeholder engagement:

- 7.4.1 with all known aerodrome operators within a 50km radius of the club field (including the AD operator if the club is operating from an AD)
7.4.2 neighbouring properties to the club field/event location

Note: *Evidence submitted must also include any responses, or agreed upon outcomes which may impact upon the neighbouring property, aerodrome operator, conventionally piloted aircraft operator and the model aircraft operations.*

- 7.5 An up-to-date copy of the club's rules and procedures, which must:

- 7.5.1 clearly define the boundaries of the club flying field/event location
7.5.1.1 clearly outlined by use of co-ordinates
7.5.1.2 has a map – (this can be) a screenshot of an aerial map (typically Google Earth) showing the operational and non-operational areas
7.5.2 the approved height (where approval is granted by a CASA General Instrument)
7.5.3 outline an emergency response plan
7.5.4 outline model aircraft operations during periods of TOBAN
7.5.5 map of the club field, including any no-fly zones
7.5.6 where relevant/required outline use of Airband radio monitoring
7.5.7 where relevant/required outline the use of observers
7.5.8 general operational hours (and where relevant, days) of club operations

- 7.7 Confirm using AIP charts (typically a VTC):

- 7.7.1 The location is within Class G Airspace; and
7.7.2 If a model aircraft symbol appears on the AIP Charts near the model aircraft field location; or
7.7.3 If no symbol is identified as near the club, contact CASA to request a PERM NOTAM; and

- 7.7.4 If the application is for operations >1000 feet AGL, the location of the model aircraft field/event is not within 1 nautical mile laterally of an IFR approach pathway (see ERSA entries for Instrument Approach templates)
- 7.8 Confirm if the operational area is located within a Restricted Area (if active); and
- 7.8.1 If a copy of the controlling authority's permission to operate within the restricted area (when active) is provided; and
- 7.8.2 The club rules and procedures outline specific conditions imposed by the controlling authority of the restricted area (when active) or if the controlling authority has requested a specific process to obtain the permission (e.g. 24hr notice)
- Important Note:*** *a controlling authority of a restricted area **is not** an aviation regulator, however, may impose certain restrictions (e.g. time of operation, a reduced height of operation etc.) upon the conduct of model aircraft operations. The controlling authority cannot grant regulatory approvals outlined within CASR Part 101.*
- 7.9 Confirm a copy of an up-to-date risk assessment, relevant for the approved area of operation is provided.
- 7.9.1 The risk assessment must include suitable risk management strategies to manage identified risks and hazards.
- 7.9.2 A copy of the risk assessment matrix is provided with the risk assessment
- 7.9.3 The consequence values are maintained appropriately to the additional risk management strategies, to lower the likelihood of the risk occurring.
- Note:*** *Where a club has identified risks and hazards as part of its documented club rules and has procedures in place to deal with the risks, no additional risk assessment is required.*
- 7.10 The club risk assessment is acceptable via the MAAA MOP022 template or via AVCRM.
- 7.11 In situations where a risk may still occur despite implementing risk management strategies to reduce its likelihood, it is important to recognise that the potential outcome or consequence typically remains unchanged. If the risk still has the possibility of occurring, the resulting consequence would likely be the same.
- 7.12 Ceiling heights considerations:
- 7.12.1 An appropriate ceiling height is considered only on what is needed.

Note: *an airspace approval is not exclusive solely for use of model aircraft.*

7.12.2 Applications for heights >1000 feet AGL, must consider:

7.12.2.1 Size and dimensions of aircraft, e.g. able to clearly see the aircraft, orient and navigate the aircraft with the naked eye (ref regulation CASR 101.073 – *Operation must generally be within visual line of sight*).

Note - *If the aircraft size does not satisfy regulation 101.073 at the height requested, the application will not be approved.*

7.12.2.2 The location is not on, or within 1 nautical mile of a controlled airspace (Class C or D) boundary (see VTC charts).

7.13 Aerodrome Considerations

7.13.1 Identify the Aerodrome in ERSA

7.13.1.1 Confirm the aerodrome is non-controlled

Note: *A non-controlled aerodrome is without an active control tower providing air navigation services. If the aerodrome is controlled, an application must be made to CASA.*

7.13.1.2 Identify if the aerodrome requires PPR - Has permission been granted by the AD operator?

7.13.1.3 Identify if the aerodrome is certified. If so, ensure the club has access to, and procedures for mandatory use of Airband radio and all individuals Airside are wearing hi-vis compatible clothing

Important Note: *additionally, a check of the ERSA entry for the ALA to see if Model Aircraft operations under 'additional information' exists. If no information is present, contact CASA for information to be added to the ERSA denoting model aircraft operations.*

Pathway 2 – Transitioning existing instrument to CASA General instrument

7.14 In circumstances, where CASA has issued the MAAA with an area specific CASA Instrument of Approval for model aircraft operations and the Instrument of Approval has not expired, the club may enact this pathway seeking authorisation to operate under the CASA General Instrument, only if the following documents are provided:

7.15 The club provides the MAAA with:

7.15.1 A copy of the current area specific CASA Instrument of Approval issued to the MAAA for the club's field location

7.15.2 An up-to-date risk assessment

7.15.3 A copy of the current Club rules and procedures

7.15.4 Written declaration that no changes to the club field operational area (as described in the CASA approval), or any other circumstances that may impact with the CASA approval has occurred.

7.16 The MAAA will:

7.16.1 Confirm the existing area specific CASA Instrument of Approval conditions are suitable and align with the conditions of the CASA General Instrument; and

- 7.16.2 Once confirmed, issue an authorisation (however issued) to the club for Aeromodelling operations under the CASA General Instrument
- 7.16.3 Update and advise CASA (as per the reporting cycle) the club is registered to operate under the CASA General Instrument; and
- 7.16.4 Advise CASA (as per the reporting cycle) the existing area specific CASA Instrument of Approval is no longer required and is surrendered.



INSTRUMENT NUMBER: CASA.MODEL.0093 Revision: 3

I, Mark Lewis, a delegate of CASA, make this instrument under regulations 11.056, 101.030(1)(a), 101.065 and 101.080 of the *Civil Aviation Safety Regulations 1998 (CASR)*.

Mark Lewis
Senior Inspector
Remotely Piloted Aircraft Systems Operations
Regulatory Oversight Division

12 August 2025

Approval of an area for the operation of model aircraft by members of clubs affiliated with the Model Aeronautical Association of Australia 2025

1 Name

This instrument is *CASA.MODEL.0093 Revision: 3 – Approval of an area for the operation of model aircraft by members of clubs affiliated with the Model Aeronautical Association of Australia 2025*.

2 Repeal

This instrument repeals CASA.MODEL.0093 Revision: 2.

3 Duration

This instrument:

- (a) commences on date of signature; and
- (b) is repealed at the end of 28 February 2029.

4 Definitions

Note: In this instrument, certain terms and expressions have the same meaning as they have in the *Civil Aviation Act 1988*, the *Civil Aviation Safety Regulations 1998*, and the *Part 91 (General operating and flight rules), Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019*. These include: **AGL**, **aerodrome operator**, **controlling authority**, **giant model**, **model aircraft**, **relevant event**.

In this instrument:

approved area means the area approved under Schedule 1.

ERSA means the En Route Supplement Australia publication.

Aerodrome means an area designated for the purposes of landing a conventionally piloted aircraft, which may or may not have a designated ICAO airport code.

a club means an MAAA affiliated model aircraft club.

club field means the area of operation, designated by co-ordinates contained in the club rules of a club, for the operation of model aircraft.

ICAO means the International Civil Aviation Organization

the club rules mean a club's documented process and procedures, as it exists when operating under the authority of this instrument.

MAAA means the Model Aeronautical Association of Australia, Aviation Reference Number 578375.

model aircraft operator means a person operating model aircraft.

MOP means an *MAAA Manual of Procedure*.

Tx/Rx means a Radio Transmitter and Receiver module(s) used for the control and navigation of a model aircraft.

5 Application

This instrument applies to a model aircraft operator, when operating a model aircraft at a club field, who:

- (a) is a member or inducted visitor of the club; and
- (b) an affiliated or honorary member of the MAAA.

6 Approvals

The model aircraft operator is approved to operate model aircraft at club fields.

The MAAA is approved as an aviation administration organisation.

7 Conditions

The conditions in Schedules 1 to 3 must be complied with.

Note: This instrument approves an area for the purposes of regulation 101.410(2)(a) of the CASR for the conduct of a model flying display in accordance with the rules and procedures of an approved aviation administration organisation.

Note 2: This instrument does not confer on the MAAA or model aircraft operator any rights as against the owner or occupier of any land on or over which operations are conducted, or prejudice in any way, the rights and remedies which any person may have in law in respect of any injury to persons or damage to property resulting directly or indirectly from the operation.

Schedule 1 – General Conditions

1. The model aircraft operator cannot conduct operations Restricted Airspace unless the club of the model aircraft operator holds a Restricted Area Permission issued from the Controlling Authority of the Restricted Area (see ERSA).
2. Model aircraft may only be operated:
 - (a) up to a height as defined in the relevant schedule of this instrument; and
 - (b) within the club field designated flying area; and
 - (c) during daylight hours; and
 - (d) during night hours up to 400 feet AGL; and
 - (e) in Class G airspace.
3. The model aircraft operator cannot conduct operations unless the club of the model aircraft holds an authorisation from the MAAA (however issued) that:
 - (a) provides permission to the club to operate under this instrument; and
 - (b) clearly outlines the applicable schedule(s) and permitted operational height that apply to the members of the club.
4. A model aircraft operator is not permitted to operate under a schedule of this instrument without the MAAA authorisation permitting the schedule.
5. The MAAA must maintain an up-to-date electronic register of authorised clubs whose members operate under this instrument. The register must be updated every 3 months, and an electronic copy provided to CASA RPAS Operations by email.
6. Where a model aircraft operator is permitted under a schedule to operate above 1000 feet AGL, the model aircraft operator may only do so if the club has appointed a responsible person to act in the role of observer, who is solely responsible for:
 - (a) maintaining a visual lookout; and
 - (b) whereby upon becoming aware of a conventionally piloted aircraft operating within the vicinity of the club field, ensuring all model aircraft are operated below 400 feet AGL; or
 - (c) directing all model aircraft to land as soon as practically safe to do so.
7. A model aircraft operator must comply with:
 - (a) the club rules; and
 - (b) the MAAA rules and the MAAA Manual of Procedures (MOPs); and
 - (c) any safety-related direction given by the observer.
8. The MAAA must not amend the following MOP(s) without written approval from CASA:
 - (a) MOP001 - Incident and Accident Reporting
 - (b) MOP004 – Model Aircraft Operations above 400 feet AGL
 - (c) MOP019 – Model Flying Display
 - (d) MOP067 – Assessment of Club Field for MAAA General Instrument.

Schedule 2 – Height Conditions

1. Model aircraft are permitted to operate above 400 feet AGL (in accordance with MOP004), up to the height(s) listed below, subject to MAAA authorisation:
 - (a) above 400 feet, up to 1000 feet AGL; or
 - (b) above 400 feet, up to 1500 feet AGL; or
 - (c) above 400 feet, up to 2000 feet AGL.
2. When operations occur in restricted airspace, the height authorisation under this instrument must be provided to the Controlling Authority for their consideration prior to being issued with a restricted airspace permission.
3. When operating a model aircraft above 400ft AGL (that is classified as a giant model aircraft) the model aircraft operator must:
 - (a) prior to the first flight of the day, ensure all fail-safes operate as intended; and
 - (b) prior to each flight ensure, control surfaces and Tx/Rx radio modules are serviceable and functioning; and
 - (c) in the event of a systems failure occurring during flight, either:
 - (i) maintain the ability to manually navigate and safely land the aircraft; or
 - (ii) initiate a fail-safe system, designed to limit the distance travelled by the aircraft, such that the risk or injury to a person or damage to property is minimised.

Schedule 3 - Operations at or near an Aerodrome

1. During operations at an aerodrome, the club must ensure:
 - (a) model aircraft are only operated in accordance with the permission of the Aerodrome Operator.
 - (b) the aerodrome is identified as an Aircraft Landing Area (ALA) or a certified non-controlled Aerodrome (see ERSA).
2. Model aircraft are not permitted to operate during a relevant event occurring at the Aerodrome.
3. When operating at a certified non-controlled aerodrome:
 - (a) the model aircraft operator monitors the local aviation frequency for aviation traffic; and
 - (b) the model aircraft operator and any other persons under the authority of the MAAA, must wear a reflective high visibility vest or compatible high visibility clothing, whilst operating within the runway gable markers; and
 - (c) in addition to observer responsibilities listed in Schedule 1 – General Conditions, if a conventionally piloted aircraft is identified operating to or from the Aerodrome, the observer must direct the model aircraft operator to land and clear the runway (outside of the gable markers) as soon as practicably safe to do so.
4. A model aircraft operator and any persons under the authority of the MAAA, must comply with any permissions and safety-related direction given by the Aerodrome Operator.

MAAA – NOTIFICATION TEMPLATE

Club Name		Club Contact Name		Club Contact No.	
Club Address					

Approval Type	<input type="checkbox"/> New approval <input type="checkbox"/> Replacing existing CASA approval <input type="checkbox"/> Addition of new location
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Application Categories

The individual/club is applying for the following authorisations :

- | | |
|---|--|
| <input type="checkbox"/> Conduct of a model flying display | <input type="checkbox"/> Operate over movement area/runway of an Aerodrome |
| <input type="checkbox"/> Operate above 400ft AGL: | <input type="checkbox"/> Operate within Restricted Airspace |
| <input type="checkbox"/> Up to 1000ft Yellow indicates file name. | |
| <input type="checkbox"/> Up to 1500ft | |
| <input type="checkbox"/> Up to 2000ft | |

Pathway 1

Ref	Assessment Criteria	Yes	No	N/A	Details and document
1.	Are all areas of the form completed by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Has evidence of landowner consent or evidence of land ownership been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Has evidence of stakeholder engagement with all known aerodrome operators within a 50km radius of the club field (including the aerodrome operator if applicable) been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Has evidence of stakeholder engagement with neighbouring properties to the club field/event location been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MAAA – NOTIFICATION TEMPLATE

Ref	Assessment Criteria	Yes	No	N/A	Details and document
5.	Has evidence of stakeholder engagement included any responses or agreed upon outcomes which may impact upon the neighbouring property, aerodrome operator, conventionally piloted aircraft operator and the model aircraft operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Has an up-to-date copy of the club's rules and procedures been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Does the club's rules and procedures clearly define the boundaries of the club flying field/event location including: <ul style="list-style-type: none"> • use of co-ordinates? • a screen shot of an aerial map (Google Earth) showing the operational and non-operational areas? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Does the club's rules and procedures include the approved height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Does the club's rules and procedures outline an emergency response plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Does the club's rules and procedures outline model aircraft operations during periods of TOBAN?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Does the club's rules and procedures include a map of the club field, including any no-fly zones?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Does the club's rules and procedures outline use of Airband radio monitoring (where relevant/required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Does the club's rules and procedures outline use of observers (where relevant/required)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Does the club's rules and procedures include general operational hours (and where relevant, days) of club operations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MAAA – NOTIFICATION TEMPLATE

Ref	Assessment Criteria	Yes	No	N/A	Details and document
15.	Will the club be operating giant model aircraft? <i>Note : If the club is not operating giant model aircraft, answer as N/A and skip to Question Ref 18</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Does the club ensure operations occurring above 400ft AGL do not neighbour a populous area (if operating giant model aircraft)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Does the club ensure sufficient distance from the edge of the operational area to the neighbouring property (if operating giant model aircraft)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Has the club confirmed (through the use of an AIP chart) that the airspace surrounding the location is Class G airspace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Has the club confirmed (through the use of an AIP chart) that a model aircraft symbol appears on the AIP charts near the model aircraft field location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Has the club contacted CASA to request a permanent NOTAM (if no symbol is identified on the AIP chart near the club)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Has the club confirmed (via checking in an ERSA) that the location of the model aircraft field/event is not within 1 nautical mile laterally of an IFR approach pathway? <i>Note : If the application is not for operations >1000 feet AGL, answer as N/A and skip to Question Ref 22</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Is the location of the operational area within a Restricted Area? <i>Note : If the club is not operating within a Restricted Area, answer as N/A and skip to Question Ref 25</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23.	Has the club provided a copy of the controlling authority's permission to operate within the restricted area (when active)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MAAA – NOTIFICATION TEMPLATE

Ref	Assessment Criteria	Yes	No	N/A	Details and document
24.	Does the club rules and procedures outline specific conditions imposed by the controlling authority of the restricted area (when active) or if the controlling authority has requested a specific process to obtain the permission?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25.	Has the club provided an up-to-date risk assessment relevant for the approved area of operation? <i>Note : Acceptable risk assessments include submissions via MAAA MOP022 template or via AVCRM</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26.	Does the risk assessment include suitable risk management strategies to manage identified risks and hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27.	Has a copy of the risk assessment matrix been provided with the risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28.	Have the consequence values in the risk assessment been maintained appropriately to the additional risk management strategies to lower the likelihood of the risk occurring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29.	Has the club requested approval of an appropriate ceiling height considered only on what is needed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30.	Is the club requesting a ceiling height where the aircraft are within visual line of sight at all times regardless of size and dimensions? <i>Note : If the application is not for operations >1000 feet AGL, answer as N/A and skip to Question Ref 32</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31.	Will the club be operating from a location that is not located on, or within close proximity (1 nautical mile) of controlled airspace (Class C or D)? <i>Note : If the application is not for operations >1000 feet AGL, answer as N/A and skip to Question Ref 32</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32.	Has the club identified the aerodrome in the ERSA and confirmed it is non-controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MAAA – NOTIFICATION TEMPLATE

Ref	Assessment Criteria	Yes	No	N/A	Details and document
33.	Has the club identified if the aerodrome requires PPR and obtained permission from the aerodrome operator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34.	Has the club identified if the aerodrome is certified? <i>Note : If the club is not operating at certified aerodromes, answer this Question and Question Ref 32 & 33 as N/A</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35.	Does the club have access to and procedures for mandatory use Airband radio?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36.	Has the club ensured that all individuals Airside are wearing hi-vis compatible clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MAAA – NOTIFICATION TEMPLATE

Pathway 2					
Ref	Assessment Criteria	Yes	No	N/A	Details and document
1.	Has the club provided a copy of the current CASA approval issued to the MAAA for the club's field location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Has the club provided an up-to-date risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Has the club provided a copy of the current Club rules and procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Has the club provided written declaration that no changes have occurred to the club field operational area (as described in the CASA approval) or any other circumstances that may impact the current CASA approval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

MAAA Assessor Name		Date of Assessment	
Assessor Signature			

Administration checklist	<input type="checkbox"/> Assessment approved	<input type="checkbox"/> Assessment rejected	<input type="checkbox"/> MAAA authorisation issued
	<input type="checkbox"/> Details added to MAAA records	<input type="checkbox"/> Electronic copy of assessment sheet filed	<input type="checkbox"/> CASA instrument surrendered
	<input type="checkbox"/> Diarised on MAAA records for submission to CASA at next reporting period		