

This list supports the identification of minimum considerations but is also not an exhaustive list of required documentation.	Check
1) Model Aircraft Flight Authorisation form CASA-04-4634 a) Correctly completed b) Aligns with all supporting evidence	<input type="checkbox"/>
2) Map(s) a) KMZ / KML file or detailed annotated screenshot including: i) Outline of the operational area (outer flying area) – which will form the basis of the Instrument ii) Outline of any no-fly zones iii) Outline of buffered area(s) iv) Outline of emergency area(s) v) Location of the flight line vi) Location of pilot's box vii) Location of pit area viii) Outline area(s) where members of the public will be segregated b) Boundary points for a polygon or a radius and a single point i) Coordinates in ddmms.ss format	<input type="checkbox"/>
3) Evidence of stakeholder engagement a) Landholder/leaseholder consent b) Aviation engagement (include aerodromes, aircraft landing areas, helicopter landing sites within 50km radius that are likely to be impacted by the operation of model aircraft) c) Letter of Agreement (LoA) with controlling authority (as applicable)	<input type="checkbox"/>
4) Club procedures a) Documented practices and procedures for a number of site-specific ground and air risks including: i) Operating over the movement area of an aerodrome ii) Maintaining VLOS iii) Populous area – proximity to houses/buildings/townships iv) Roads – density of traffic; cross without loitering v) General access to land vi) Livestock / working farm vii) Radio – listen / broadcast viii) Public access and management, particularly for public displays ix) Separation of model aircraft x) Induction for pilots who have not flown at flying field previously xi) Training of new pilots xii) Operations during declared high fire danger / total fire ban xiii) Emergency response b) Flightline / Safety Observer i) Roles, responsibilities and rules - monitor both the primary operational area and buffer/emergency areas ii) Position of observer in relation to the flight line iii) Maximum separation of observer from pilot(s) to maintain communication iv) Ratio of Observers/Spotters to pilots v) Minimum level of experience / maturity vi) VHF radio operation – listen / broadcast (qualifications and record keeping) c) Height i) Clearly identify additional procedures above 400ft AGL e.g. limit loitering for flights above 1000ft AGL; Use of altitude measuring equipment etc. d) Emergency procedures i) Consider a pre-defined fail-safe case e.g. full flaps, no throttle, under carriage down, 50% elevator to assist in containing the model aircraft; establish the preferred distance of the holding circuit from the pilot	<input type="checkbox"/>
5) Risk Assessment a) The Risk Assessment but please ensure ground and air risks are determined by each club and must be location and operation specific. Any generic RA needs to support localised risks for the application. b) Specific consideration should be given to: i) Operations above 400ft AGL ii) Heavy and giant models iii) Maximum speed relevant to the operational area iv) Fire risk management c) Additional risk controls or mitigation measures if not adequately addressed by an existing procedure in the club rules.	<input type="checkbox"/>
6) Incident and accident reporting a) Club rules should include a specific sequence of actions and responsibilities following an incident or accident in addition to MOP001.	<input type="checkbox"/>