



DEFENCE AVIATION SAFETY AUTHORITY

NOTICE OF PROPOSED DASR AMENDMENT (NPA)
NPA 2021/018 Revision 0

DASR ACD
AIR CARGO DELIVERY

References:

- A. Airworthiness Board Minute, *Proposed Revision of DASR.ACD* of 01 Aug 21 ([BL2421514](#))
- B. Airworthiness Board ePack, *Air Cargo Delivery (AL2)* of 30 Mar 21 ([BS18323135](#))
- C. ACD 19-01 ACAR Remediation Plan, *CSG ACD Deficiencies* of 16 Jul 19 ([BP3404324](#))
- D. *ACD Remote Aviation Safety Review Report (RASRR) 2021* of 13 May 21 ([BS19837081](#))
- E. Aviation Safety Investigation Report (ASIR) DEFEV18120402, *Near Miss following failure of C-130 Tie Down Ring* of 13 Dec 18
- F. Aviation Safety Report DEFEV21031658, *AATES CH-47F - Hawkei External Load Trial Hook/airframe Contact Leading to Hook/airframe Damage* of 31 Mar 21
- G. ASIR DEFEV21030289, *27 Squadron Palletised Cargo Departed Rear of PFA-50 (Aircraft Cargo Loading Truck), RAAF Townsville, 08 Mar 21* of 23 Nov 21
- H. Minute, *ACAUST Submission Air Cargo Delivery Airworthiness Board* of 17 Mar 21 ([BP15107438](#))
- I. HQAC Authority to Operate (AUTHOP), *Air Cargo Delivery Authority to Operate* of 12 Jul 21 ([BP17475501](#))
- J. DASA Newsbreak: [Deliberate Review of Aviation Operations-Related Implementing Regulations – Aug 21 Update](#) of 20 Aug 21

INTRODUCTION

Applicability

1. This NPA is applicable to Military Air Operators (MAOs) and Air Cargo Delivery Service Providers (ACDSPs).¹

¹ The draft DASR ACD regulation in Enclosure 1 proposes that an 'ACDSP' is an 'organisation approved by DASA to provide an Air Cargo Delivery service to a defined scope' (where such scope could include any of the ACD elements also defined in Enclosure 1).



Purpose

2. The purpose of this NPA is to enable community input into the development of DASR ACD, ahead of its formal release, to incorporate the:
 - a. relevant recommendations and findings from Airworthiness Board Reports, RASRRs, and safety investigations (Refs A-H)
 - b. relevant hazard controls provided by the HQAC AUTHOP in Ref I
 - c. principles of Ref J.

Background

3. This NPA addresses Refs A-J, with a view to improving aviation safety, clarifying regulation scope, and aligning MAO and ACDSP accountability with command and control (C2). This NPA forms part of the stakeholder consultation processes.

Scope of proposed changes

4. The proposed amendment incorporates improved DASR hazard controls by:
 - a. defining complementary accountabilities for MAOs and ACDSPs to ensure aircraft Suitability For Flight during ACD operations
 - b. introducing an ACDSP policy, organisational, procedural, competency and currency construct to ensure aviation safety²
 - c. ensuring that DASR ACD solutions are included within, or out-referred from, the AFAMMAN and the AFAMDGMAN.³
5. The proposed amendment incorporates the principles of Ref J by:
 - a. defining terms specific to the regulation
 - b. including flexibility provisions (ie 'derogations') for MAOs conducting ACD operations⁴
 - c. improving the structure and content of the Implementing Regulation (IR), Acceptable Means of Compliance (AMC) and Guidance Material (GM).

Benefits of proposed changes

6. The benefits of this proposal include:
 - a. improved ACD regulatory accountability (aligned to C2), and support of oversight
 - b. clarifying the scope of ACD⁵

² Based on DASR *Air Navigations Service Providers* (ANSP) and the legacy DASR *Aviation Support Systems* (AvSS).

³ During the DASR ACD transition period, HQAC A4 advise intent to update the AFAMMAN and AFAMDGMAN with the required DASR ACD solutions (or to out-refer to applicable Defence publications where necessary).

⁴ DASR ACD includes derogations such that a MAO does not require a separate approval or ACDSP certificate in respect of flying units conducting ACD. The derogation does not except units whose primary purpose is ACD service provision (eg AMTDU) from the obligation to operate under an ACDSP approval and certificate.



- c. improved aviation safety controls
- d. relief available to MAOs through derogation clauses
- e. improved alignment with:
 - (1) Defence policy
 - (2) international ACD policy and regulation benchmarks.

Effects of proposed changes

7. The proposed amendments increase IR compliance obligations for organisations providing ACD services, by requiring:

- a. ACDSPs to:
 - (1) apply for the issue of a DASA certificate for the scope of ACD services provided
 - (2) define their organisation structure
 - (3) implement a Quality Management System (QMS) and Safety Management System (SMS)
 - (4) define ACD processes aligned to Defence Air Movements and Dangerous Goods policies
 - (5) define how ACD equipment, systems and installations support aviation safety
 - (6) define the competency and currency requirements on ACD service provider personnel
- b. MAOs conducting ACD (ie using resources within their flying units) to:
 - (1) define ACD processes aligned to Defence Air Movements and Dangerous Goods policies
 - (2) define how ACD equipment, systems and installations support aviation safety.

8. The proposed amendments do not increase MAO and ACDSP compliance obligations in respect of:

- a. on-board emergency procedures during ACD operations
- b. ACD OIP aligned to relevant Defence policy.

Proposed amendments

9. The revised regulation is in Enclosure 1.

⁵ To include Dangerous Goods and Aerial Delivery Equipment (ADE).



Implementation strategy

10. DASA will release the proposed regulation in Oct 22. No additional training obligations apply. DASA proposes a transition⁶ timeframe of 12 months from DASR release.

HOW TO SUBMIT COMMENTS ON THIS NPA

Format

11. Please record responses to this NPA on the *Response Sheet* included in Annex A and submit responses by email to [DASA](#). Hardcopies are not required.

Timing

12. Please forward comments on this NPA to DASA by close of business 20 Jul 22.

Additional information

13. Additional information on this NPA is available from WGCDR Chris Pouncey, DD-FLTOPS (DAVNOPS-DASA), at chris.pouncey@defence.gov.au or (03) 5169 8204.

DISPOSITION OF RESPONSES RECEIVED

14. DASA will publish a Comment Response Document on the [DASA Website](#). DASA will not individually acknowledge or respond to comments or submissions.

D Smith
GPCAPT
DAVNOPS
Defence Aviation Safety Authority
Tel: (02) 5130 7735

Jun 22

Annex:

A. NPA 2021/018 Revision 0 – DASR ACD Response Sheet.

Enclosure:

1. NPA 2021/018 Revision 0 – Proposed Changes to DASR ACD.

⁶ During transition DASA will not enforce compliance with the new regulation—allowing organisations time to implement new requirements.



NPA 2021/018 Revision 0 Response Sheet

DASR ACD Air Cargo Delivery

Please forward this sheet as an email attachment to [DASA](#) by 20 Jul 22. A word version of this response sheet can be found via Obj No: [BO3960659](#) or alternatively contact [DASA](#).

Please indicate your acceptance or otherwise of this proposal by ticking the appropriate box below. Additional comments, suggested amendments or alternative action are welcome and may be provided on this response sheet or by separate correspondence.

- ☐ The proposal is **acceptable without change**.
- ☐ The proposal is **acceptable but would be improved if the following changes were made:**
- ☐ The proposal is **not acceptable but would be acceptable if the following changes were made:**

LSN	NPA Reference: (ie Regulation number, NPA paragraph etc)	Comment or suggested change	Explanation
1			
2			
3			
4			
5			

RESOURCE IMPLICATIONS

Please provide specific comment on any significant resource implications that this proposal may have for your organisation, for both its implementation and ongoing compliance. Your comments should address both financial and human resource considerations.

Resource implications – Proposal implementation	
Resource implications – Proposal sustainment	



RESPONDENT DETAILS

Your name:	
Submission date:	
Your organisation:	
Email address:	
Postal address:	
Phone:	
Whose views are represented in your response? (ie is your response the authoritative response from your organisation?)	Responding on behalf of : Individual [<input type="checkbox"/>] Regulated Military entity [<input type="checkbox"/>] Regulated Commercial entity [<input type="checkbox"/>] Wing HQ [<input type="checkbox"/>] Group HQ [<input type="checkbox"/>] ADF Regulatory, Technical or Logistics policy agency [<input type="checkbox"/>] Other commercial entity [<input type="checkbox"/>] Other [<input type="checkbox"/>] Please describe:
Do you consent to your name being published as an NPA respondent within the NPA Summary of Responses:	YES [<input type="checkbox"/>] NO [<input type="checkbox"/>]



NPA 2021/18 REVISION 0

PROPOSED CHANGES TO DASR ACD

AIR CARGO DELIVERY

Contents

- Section 1:** New (or relevant) Definitions
- Section 2:** New DASR ACD Implementing Regulation (IR) only
- Section 3:** New DASR ACD IR, Acceptable Means of Compliance (AMC) and Guidance Material (GM)



SECTION 1: NEW (OR RELEVANT) DEFINITIONS

1. The following **new** (including modified) definitions are proposed to be added to the DASR Glossary.

Air Cargo Delivery: A process that involves the loading (including the preparation, composition, configuration, placement and restraint) of air cargo, whatever it may be (including Passengers, freight, paratroopers, animals and EO materials) and the subsequent unloading of that air cargo—either on the ground, surface or while in the air. ACD includes Air Land, Air Drop and External Lift.

Air Cargo Delivery Service Provider (ACDSP): An organisation approved by DASA to provide an Air Cargo Delivery (ACD) service to a defined scope.

External Lift: The external carriage of air cargo by rotary wing aircraft.
(Derived from *Airworthiness Design Requirements Manual (ADRM) S5C5* and advice from AMTDU)

2. The following extant Australian Defence Glossary definitions are **relevant** to this regulation and will added to the DASR Glossary.

Aerial Delivery Equipment: Equipment employed on transport or rotary wing Aircraft in the aerial delivery of material; including slings, platforms, containers, parachutes, rigging materials, cloths, cords, tapes, threads and webbing (Note: Aerial delivery equipment does not include equipment employed in the aerial delivery of personnel).

Air Drop: Delivery of personnel or cargo from Aircraft in Flight.

Air Land: The delivery of personnel, materiel or forces from an Aircraft after it has landed.

3. The following extant Air Force Air Movements Manual (AFAMMAN) definitions are **relevant** to this regulation and will added to the DASR Glossary.

General (Standard) Cargo: Cargo without special, hazardous or dangerous properties and therefore does not require extra precautions or special handling for air transport.

Non-Standard Cargo: Dangerous Goods, security-protected consignments, service weapons, safe hand, human remains, unaccompanied personal effects, live animals, mail, perishable cargo and unserviceable or crashed Aircraft.

SECTION 2: NEW DASR ACD IR ONLY

The following replaces the extant DASR ACD IR in toto.

ACD.10 – Organisational approval (AUS)

▶ GM1 ▶ GM2

- (a) An ACD Service Provider (ACDSP) must operate only to the extent approved in the ACDSP certificate issued by DASA.
- (b) As an exception from DASR ACD.10(a), a MAO that provides an ACD capability does not require a separate ACDSP organisation approval. ▶ GM

ACD.20 – ACDSP certificate (AUS)

▶ GM

- (a) An ACDSP applicant organisation must utilise a Compliance Statement (CS) to apply to DASA for: ▶ GM1 ▶ GM2 ▶ AMC
 - 1. issue of an ACDSP certificate, or attached Service Provision Conditions (SPC)
 - 2. variation to an ACDSP certificate, or attached SPC.
- (b) As an exception from DASR ACD.20(a), a MAO that provides an ACD capability does not need a separate ACDSP certificate or SPC, but the MAO Operational Specification (OPSPEC) and CS must reflect the scope of ACD services provided IAW DASR ACD.

ACD.30 – Organisation structure (AUS)

- (a) An ACDSP must define its organisation structure to include: ▶ GM ▶ AMC
 - 1. the authority, duties and responsibilities of all personnel performing ACDSP functions, including the management personnel in charge of safety and quality-related functions
 - 2. the relationship and reporting lines between these personnel and other parts of the organisation
 - 3. formal relationships with all other contributors to the service provision that may directly influence the safety of their services.

ACD.40 – Safety Management System (SMS) (AUS)

- (a) An ACDSP must utilise a SMS in accordance with DASR SMS. ▶ GM



ACD.50 – Quality Management System (QMS) (AUS)

- (a) An ACDSP must utilise a QMS to achieve consistency, continuity and compliance of safe service provision through quality planning, assurance, control and improvement. ▶ GM1 ▶ GM2 ▶ AMC

ACD.60 – ACD operations manuals (AUS)

▶ GM

- (a) MAOs conducting ACD and ACDSPs must utilise authorised ACD operations manuals. ACD operations manuals must contain the instructions, procedures and information required for safe payload preparation, composition, configuration, placement and restraint of the following ACD load types on Defence Aircraft: ▶ GM ▶ AMC
 1. Passengers
 2. General (standard) Cargo
 3. Non-Standard Cargo. ▶ AMC1 ▶ AMC2
- (b) ACD operations manuals must detail procedures to ensure Suitability For Flight for Defence Aircraft and must be easily accessible by relevant personnel. ▶ AMC
- (c) An ACDSP must utilise a personnel fatigue management strategy. ▶ AMC
- (d) MAOs that utilise ACD services must utilise on-board emergency procedures for the ACD load types defined at DASR ACD.60(a).

ACD.70 – Equipment, systems and installations (AUS)

- (a) MAOs conducting ACD and ACDSPs must ensure that ACD equipment, systems and installations meet, and are maintained to, authorised standards; and support the safe provision of services. ▶ GM ▶ AMC

ACD.80 – ACD Competency management (AUS)

- (a) The ACDSP must ensure that personnel are competent and authorised to undertake their ACD duties. ▶ GM ▶ AMC

ACD.90 – Contracted ACD services (AUS)

- (a) MAOs conducting ACD and ACDSPs, utilising a contractor to provide ACD services must do so under the terms of an enforceable, legally binding instrument that requires the contractor to comply with defined DASR ACD requirements. ▶ GM ▶ AMC



SECTION 3: NEW DASR ACD IR, AMC and GM

The following replaces the extant DASR ACD IR, AMC and GM in toto. **AMC** in purple text. **GM** in brown text.

ACD.10 – Organisational approval (AUS)

▼ GM1 ▼ GM2

GM1 ACD.10 – ACD organisational approval (AUS)

Purpose. (Context) Defence Aircraft are required to carry and deliver Passengers, General Cargo and Non-Standard Cargo, either internally or externally. **(Hazard)** Suitability For Flight can be compromised by ineffective management of the preparation, composition, configuration, placement and restraint of Passengers, General Cargo and Non-Standard Cargo. **(Defence)** This regulation requires MAOs conducting ACD and ACD Service Providers (ACDSPs) to ensure ACD operations are conducted as an approved organisation and managed to ensure Suitability For Flight.

GM2 ACD.10 – Aircrew applicability (AUS)

Anywhere the phrase 'MAOs conducting ACD' or 'MAO' is used in this regulation indicates applicability to Aircrew. Many of the regulatory controls in DASR ACD aimed at non Aircrew personnel for competency and fatigue management are achieved for Aircrew through DASR Aircrew, DASR ARO, DASR AVFM and DASR ORO.

- (a) An ACD Service Provider (ACDSP) must operate only to the extent approved in the ACDSP certificate issued by DASA.
- (b) As an exception from DASR ACD.10(a), a MAO that provides an ACD capability does not require a separate ACDSP organisation approval. ▼ GM

GM ACD.10(b) – ACD ACDSP organisational approval (AUS)

A MAO conducting ACD using resources within their flying units does not require a separate ACDSP certificate or Compliance Statement (CS). However, a unit who's primary purpose is to provide ACD functions must operate under an ACDSP certificate with a supporting CS. For example, AMG does not require an ACDSP and CS to govern the circumstance where a 35 SQN Loadmaster is preparing, composing, configuring, placing, restraining or unloading loads without the support of an air load team. However, AMTDU must operate under an ACDSP certificate and supporting CS—where CDR AMG may be the AM. Similarly, Air Movements Sections within CSG must operate under an ACDSP certificate and supporting CS.

ACD.20 – ACDSP certificate (AUS)

▼ GM

GM ACD.20 – ACD ACDSP Certificate (AUS)

Purpose. Refer to GM1 DASR ACD.10.

- (a) An ACDSP applicant organisation must utilise a Compliance Statement (CS) to apply to DASA for: ▼ GM1 ▼ GM2 ▼ AMC

AMC ACD.20(a) – Preparation of a Compliance Statement (CS) (AUS)

- a. **ACDSP CS.** The ACDSP CS should include the following information for the ACDSP certificate:
 - i. **ACDSP name.** The FEG or equivalent.
 - ii. **ACDSP location(s).** Location of the headquarters and all likely permanent locations where ACD services will be provided.
 - iii. A statement that ACDSP operations will be in accordance with the attached Service Provision Conditions (SPC).
 - iv. The CS should include the following information for the ACDSP SPC:
 - (a) the Accountable Manager (AM), listed by command position, eg 'CDR CSG'
 - (b) Hazard Tracking Authority (HTA) within the ACDSP
 - (c) Safety manager within the ACDSP (per DASR SMS)
 - (d) ACD services provided.
- b. **Operational limitations.** The ACDSP may apply to DASA for the removal or imposition of operational limitations on the SPC via the submission of a CS. Operational limitations are prescribed on the SPC by DASA to assure safe operations of a particular ACD service within the ability or maturity of the ACDSP. Typically, an operational limitation will include reference to a plan and timeline to remove the limitation upon DASA review.
- c. **Service Provision.** The CS should demonstrate how the ACDSP will meet DASR ACD and safely conduct ACD operations.
- d. **Accountable Manager attestation and signature.** The AM should make the following attestations and sign the CS:



I am accountable for [insert organisation] compliance with DASR.

This Compliance Statement for ACDSP certification and Service Provision Conditions is complete and correct.

I am satisfied that appropriate arrangements are in place to meet DASR and support the scope of operations contained in the Service Provision Conditions.

- e. **Application for variation of an ACDSP certificate SPC.** The ACDSP AM should amend the extant CS and submit this to DASA, highlighting those SPC items being varied. DASA, when satisfied, will issue an updated SPC to the ACDSP.
- f. Application for variation to an SPC is required, at a minimum, when there is:
 - i. an addition, removal of, or change to an ACD service
 - ii. a request to impose or remove operational limitations.

GM1 ACD.20(a) - ACDSP certificate content (AUS)

- a. The issue of an ACDSP certificate supplies the basis for the judgement of suitability of an ACD service, in that it will be provided and maintained to approved standards and limitations, by competent and authorised individuals, who are acting as members of an approved organisation.
- b. DASA will issue an ACDSP certificate when satisfied that the applicant organisation can satisfy the requirements of DASR ACD.20. The ACDSP certificate authorises the provision of the ACD service. The ACDSP certificate contains:
 - i. ACDSP name
 - ii. ACDSP permanent location(s)
 - iii. reference to the Service Provision Conditions (SPC), including the words 'ACD operations will be conducted in accordance with the attached Service Provision Conditions'
 - iv. period of validity (or expiry date).
- c. **ACDSP SPC.** Each ACDSP certificate has an attached SPC which details the:
 - i. Accountable Manager (AM)
 - ii. Hazard Tracking Authority appointments within the ACDSP
 - iii. ACD services provided



- iv. contracts, agreements or other arrangements for ACD service provision between the ACDSP and supporting third parties
- v. operational limitations as prescribed by DASA (typically an operational limitation will include reference to a plan and timeline to remove the limitation upon DASA review).
- vi. DASA signature, endorsing the SPC.
- d. **Initial issue of an ACDSP certificate and attached SPC.** DASA, when satisfied all requirements have been met, will issue an ACDSP certificate and SPC.
- e. **Application for reissue or variation to an ACDSP certificate or SPC.** DASA, when satisfied, will issue a new ACDSP certificate or SPC as required.
- f. **Addition of a service to ACDSP certificate SPC.** The Compliance Statement (CS) for the addition of a service to an ACDSP certificate SPC addresses whether the ACDSP can safely operate and maintain their systems and services, as applicable. The statement does not address, but may reference, any acquisition documentation to demonstrate how new capabilities will be transitioned safely into service. Refer to the Defence Aviation Safety Program Manual Volume 3 for further guidance.
- g. **DASA oversight and audit.** DASA may use an independent board of review to assess an ACDSP, including to:
 - i. provide recommendation on the issue of, or major variation to, an ACDSP certificate or associated SPC
 - ii. specifically review the proposed addition of a new service, system or sub-system to an SPC
 - iii. specifically review major modification of a service, system or sub-system listed on an SPC
 - iv. review the on-going safe provision of service.
- h. **Provision of evidence.** Organisations should make use of existing data and documents to satisfy DASR, rather than creating unique documents with no enduring value once the certificate is issued.

GM2 ACD.20(a) – ACD services

The scope of ACD services provided may include any elements of the Defence ACD environment defined by Figure 1 below:



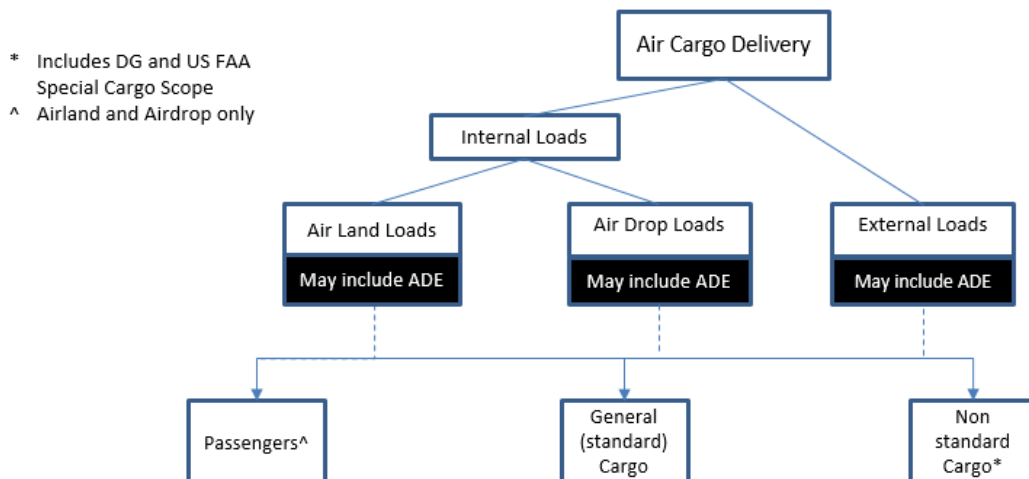


Figure GM2 ACD.20(a)-1 – Defence ACD environment

1. issue of an ACDSP certificate, or attached Service Provision Conditions (SPC)
 2. variation to an ACDSP certificate, or attached SPC.
- (b) As an exception from DASR ACD.20(a), a MAO that provides an ACD capability does not need a separate ACDSP certificate or SPC, but the MAO Operational Specification (OPSPEC) and CS must reflect the scope of ACD services provided IAW DASR ACD.

ACD.30 – Organisation structure (AUS)

- (a) An ACDSP must define its organisation structure to include: ▼ GM ▼ AMC

AMC ACD.30(a) – Organisational structure (AUS)

- a. ACDSPs should ensure their organisational structure includes:
 - i. an AM, usually a FEGCDR or equivalent
 - ii. an appropriate chain of command
 - iii. appropriately qualified personnel
 - iv. key personnel with appropriate experience
 - v. facilities which are sufficient and suitable for the type of ACD services provided
 - vi. suitable, documented processes and procedures
 - vii. a suitable Quality Management System (QMS)

viii. a suitable Safety Management System (SMS).

GM ACD.30(a) - Organisational structure (AUS)

- a. **Purpose.** Refer to GM1 DASR ACD.10.
 - b. An ACDSP is an organisation that can consist of operational, maintenance, logistics and engineering personnel, usually as part of a Force Element Group (FEG) or equivalent force structure, which provides ACD services to a defined scope.
1. the authority, duties and responsibilities of all personnel performing ACDSP functions, including the management personnel in charge of safety and quality-related functions
 2. the relationship and reporting lines between these personnel and other parts of the organisation
 3. formal relationships with all other contributors to the service provision that may directly influence the safety of ACD services.

ACD.40 – Safety Management System (SMS) (AUS)

- (a) An ACDSP must utilise a SMS in accordance with DASR SMS. ▼ GM

GM ACD.40(a) - Safety Management System (AUS)

Purpose. Refer to GM1 DASR ACD.10.

ACD.50 – Quality Management System (QMS) (AUS)

- (a) An ACDSP must utilise a QMS to achieve consistency, continuity and compliance of safe service provision through quality planning, assurance, control and improvement. ▼ GM1 ▼ GM2 ▼ AMC

AMC ACD.50(a) – Quality Management System (QMS) (AUS)

- a. ACDSPs should have a QMS which achieves the following purposes:
 - i. **Quality planning.** Quality planning defines the quality policy and approach so as to meet the safety needs of different users of the ACD service.
 - ii. **Quality assurance.** Quality assurance, provided through a quality assurance program, contains procedures to verify all activities are being conducted in accordance with applicable safety requirements.
 - iii. **Quality control.** Quality control is managed by appointed representatives to monitor conformance with, and



adequacy of, procedures and services to ensure safe operations.

- iv. **Quality improvement.** Quality improvement consists of reviews and remedial action as appropriate, for the continuous improvement of the safety of the services provided.

GM1 ACD.50(a) – Quality Management System (QMS) (AUS)

- a. **Purpose.** Refer to GM1 DASR ACD.10.
- b. The ACDSP may use ISO9001 or any other internationally-accepted quality management standard.

GM2 ACD.50(a) – Quality improvement (AUS)

- a. Quality improvement in ACD service provision will involve consultation and standardisation of services, including the review of:
 - i. Aviation Safety Reports
 - ii. Aviation Safety Investigation Reports
 - iii. relevant Aviation Hazard Review Board minutes
 - iv. DG incident reports
 - v. feedback collected between ACD service providers and MAOs.

ACD.60 – ACD operations manuals (AUS)

▼ GM

GM ACD.60 – ACD operations manuals (AUS)

Purpose. Refer to GM1 DASR ACD.10.

- (a) MAOs conducting ACD and ACDSPs must utilise authorised ACD operations manuals. ACD operations manuals must contain the instructions, procedures and information required for safe payload preparation, composition, configuration, placement and restraint of the following ACD load types on Defence Aircraft: **▼ GM**
▼ AMC

AMC ACD.60(a) – ACD operations manuals (AUS)

- a. MAOs conducting ACD and ACDSPs should maintain ACD operations manuals:



- i. ensuring the following documents are the basis for the payload preparation, composition, configuration, placement and restraint of Passengers, General Cargo and Non-Standard Cargo:
 - (a) the Air Force Air Movements Manual (AFAMMAN)
 - (b) the Air Force Air Movements Dangerous Good Manual (AFAMDGM).
 - ii. containing the instructions, procedures and information required by personnel to perform their ACD service provision duties
 - iii. accessible to the personnel who need them
 - iv. ensuring personnel are expeditiously informed of amendments
 - v. ensuring personnel perform their duties in accordance with those manuals
 - vi. including contingency plans to allow timely and effective response to those emergencies and abnormal events which may detract from Suitability For Flight
 - vii. harmonised with AFIC practices; and where this is not possible, with ICAO and national civil practice instead, as far as practicable.
- b. ACD operations manuals should define, as a minimum:
- i. the identification of appointments and responsibilities for the payload preparation, composition, configuration, placement and restraint of Passengers, General Cargo and Non-Standard Cargo
 - ii. Passenger, General Cargo and Non-Standard Cargo:
 - (a) loading supervision requirements
 - (b) loading independent inspection requirements
 - (c) documentation and approval requirements
 - iii. hand over requirements between Aircrew and ACDSPs, including the conduct of Suitability For Flight assessments
 - iv. on-board carriage of records and record retention requirements

- v. loading (including preparation, composition, configuration, placement and restraint) and unloading procedures
- vi. procedures to determine the weight and balance of Passengers, General Cargo and Non-Standard Cargo
- vii. limitations
- viii. permitted configurations of Passengers, General Cargo and Non-Standard Cargo—to eliminate or minimise crash protection risk SFARP when carrying Passengers, General Cargo and Non-Standard Cargo in the same aircraft compartment
- ix. the management of Aerial Delivery Equipment (ADE), including:
 - (a) instructions for compliance with OEM design specifications, unless more restrictive limits and specifications are provided out of the activity defined in AMC ACD.70(a).b
 - (b) operating and installation instructions
 - (c) ongoing maintenance requirements and instructions
 - (d) obligations and instructions for seeking the relevant Aircraft Type MTC Holder advice before first use of each ADE item type that interfaces with an Aircraft Type IAW AMC ACD.70(a).b.
 - (e) defect and unserviceability reporting.

GM ACD.60(a) – ACD operations manuals (AUS)

Operations manuals is the generic term for the collection of ACDSP Orders, Instructions and Publications, and covers all aspects of the ACD services provided (including operations, engineering, maintenance, supply and support, and logistics).

1. Passengers
2. General (standard) Cargo
3. Non-Standard Cargo. ▼ [AMC1](#) ▼ [AMC2](#)

AMC1 ACD.60(a)3 – Dangerous Goods (DG) (AUS)

- a. The MAO conducting ACD and ACDSPs should ensure that:



- i. DG are only carried if they have been inspected IAW AFAMDGMAN—not applicable to Crew ALSE or Aircraft Stores
- ii. DG anomalies and incidents are reported
- iii. a DG inspection system is utilised to ensure Passengers and consignors of DG comply with the requirements of the AFAMDGMAN
- iv. consignors of Non-Standard Cargo are provided with information to support the identification and correct packing and labelling of DG
- v. Passengers are informed of DG which is restricted from being taken on board the Aircraft
- vi. Passengers make a declaration that they have no restricted DG on their person and that they will not take any on board the Aircraft.

AMC2 ACD.60(a)3 – General Cargo and Non-Standard Cargo with no approved procedures (AUS)

- a. Where no approved OIP exists for General Cargo or Non-Standard Cargo payload preparation, composition, configuration, placement and restraint, MAOs conducting ACD and ACDSPs should ensure that such items have approved payload preparation, composition, configuration, placement (including loading and unloading instructions) and restraint solutions developed:
 - i. by qualified, competent and authorised personnel
 - ii. in compliance with the Airworthiness Design Requirements Manual (ADRM)
 - iii. using load clearances provided by an ACDSP acting within an approved scope, using:
 - (a) approved procedures, data, standards and limitations
 - (b) a solution design assurance system for the control and supervision of solution designs, and for changes to existing solutions
 - iv. using load clearances that provide Aircraft stability margins that remain within positive margins of safety for the applicable Flight envelope
 - v. in consultation with the Type Certificate holder as required.



- (b) ACD operations manuals must detail procedures to ensure Suitability For Flight for Defence Aircraft and must be easily accessible by relevant personnel. ▼ AMC

AMC ACD.60(b) – Procedures to ensure Suitability For Flight (AUS)

- a. Procedures to ensure Suitability For Flight include confirming:
 - i. Aircraft weight and balance is within limits defined in approved OIP
 - ii. the weight and balance limits will remain acceptable throughout the Flight
 - iii. General Cargo and Non-Standard Cargo is stowed and rigged in accordance with approved OIP
 - iv. Aircraft equipment is stowed in approved positions and secured
 - v. Passengers are seated in approved seating and configuration
 - vi. any consignment of Non-Standard Cargo classed as DG has been managed in accordance with approved OIP
 - vii. independent checks of payload preparation, composition, configuration, placement and restraint have been conducted against the requirements of DASR ACD.

- (c) An ACDSP must utilise a personnel fatigue management strategy. ▼ AMC

AMC ACD.60(c) – Personnel fatigue management strategy (AUS)

- a. The ACDSP fatigue management strategy should consider:
 - i. personnel duty limitations
 - ii. maximum allowable hours worked over specified periods and minimum rest time between duty periods.
 - iii. Service WHS fatigue management policy requirements.

- (d) MAOs that utilise ACD services must utilise on-board emergency procedures for the ACD load types defined at DASR ACD.60(a).

ACD.70 – ACD Equipment, systems and installations (AUS)

- (a) MAOs conducting ACD and ACDSPs must ensure that ACD equipment, systems and installations meet, and are maintained to, authorised standards; and support the safe provision of services. ▼ GM ▼ AMC



AMC ACD.70(a) – ACD Equipment, systems and installations

- a. MAOs conducting ACD and ACDSPs should manage ACD equipment, systems and installations in compliance with:
 - i. the OEMs' design specifications, unless more restrictive limits and specifications are provided out of the activity defined in AMC ACD.70(a).b
 - ii. operating and installation instructions
 - iii. ongoing maintenance requirements and instructions
- b. MAOs conducting ACD and ACDSPs should ensure (ICW the relevant Aircraft Type MTC Holder) that new items of ADE meet the applicable standards prescribed in the Airworthiness Design Requirements Manual (ADRM) before first use of each ADE item type that interfaces with an Aircraft Type.
- c. MAOs conducting ACD and ACDSPs should perform defect and unserviceability reporting of equipment, systems and installations.

GM ACD.70 – ACD Equipment, systems and installations (AUS)

- a. **Purpose.** Refer to GM1 DASR ACD.10.
- b. **Applicability.** This regulation applies to equipment and systems not permanently fitted to the Aircraft. DASR 21 requirements apply to any equipment or system permanently fitted to the Aircraft.
- c. ACD equipment consist of more than just Aerial Delivery Equipment (ADE). ACD equipment includes materiel used anywhere in the ACD process. ACD equipment could therefore include items of GSE that support the provision of ACD services (eg PFA 50).

ACD.80 – ACD Competency management (AUS)

- (a) The ACDSP must ensure that personnel are competent and authorised to undertake their ACD duties. ▼ GM ▼ AMC

AMC ACD.80(a) – ACD Competency management system (AUS)

- a. To ensure effective personnel Competency, the ACDSP should:
 - i. ensure tasks are undertaken by suitably competent and authorised personnel, including contractors



- ii. maintain adequate numbers of personnel to provide the service, consistent with the defined and reasonable level of overall demand
 - iii. maintain training, Competency assessment and checking programs for personnel.
- b. ACD service provision Competency management must be defined in a Learning Management Plan (LMP) for all ACD load types defined at DASR ACD.60(a) that considers:
 - i. ab initio training requirements
 - ii. ab initio training Competency standards
 - iii. post graduate training requirements
 - iv. post graduate Competency proficiency standards
 - v. categorisation of skills or Competencies
 - vi. Currency requirements.
- c. ACDSPs should ensure a method of recording Competency and Currency. The recording system should include:
 - i. secure and accessible record storage by users
 - ii. recording methods and formats which are enduring
 - iii. provision for no unauthorised record modifications
 - iv. validation of Competency and Currency criteria listed in the recording system against requirements
 - v. record preservation IAW the relevant Commonwealth records management policy issued under the Archives Act 1983.

GM ACD.80(a) – ACD Competency management system (AUS)

- a. **Purpose.** Refer to GM1 DASR ACD.10.
- b. ACDSPs are responsible for ensuring appropriate Competencies for the different types of ACD roles and functions, and for assessing Competencies of personnel involved in the provision of ACD services.
- c. Different Competencies will apply to ACDSP personnel, depending on what role they fulfil in ensuring the safety of the overall service. DASA does not prescribe any single Competency or framework. The ACDSP has flexibility to select Competencies which are appropriate for the different ACD roles and functions.



- d. Managing ACD personnel Competencies may include using relevant AFIC, CASA, EASA and ICAO standards.
- e. **Recency.** Recency describes the period of time from the present, back to when the individual last performed a certain activity or skill. If the individual's Recency is outside a Currency requirement (ie an individual has not performed task 'A' for 14 months, and task 'A' has a Currency requirement of 12 months) then the Currency management system must impose an additional control, such as a re-Currency activity, before allowing that individual to perform that task without extraordinary supervision. However, a supervisor should consider an individual's Recency, even if the Currency requirement has been met. In the previous example, if the individual had performed Task 'A' 11 months ago instead, the supervisor may impose additional hazard controls (in comparison to the controls imposed on a more recent individual) to eliminate or minimise risk SFARP. Additional controls could include additional briefing requirements, environmental limitations, or composing the air load team with more recent individuals to offset the lack of Recency of the individual in question.

ACD.90 – Contracted ACD services (AUS)

- (a) MAOs conducting ACD and ACDSPs, utilising a contractor to provide ACD services must do so under the terms of an enforceable, legally binding instrument that requires the contractor to comply with defined DASR ACD requirements. ▼ GM
▼ AMC

AMC ACD.90(a) – Engagement of contractors in ACD services (AUS)

- a. The legally binding instrument should include:
 - i. an obligation on the contractor to:
 - (a) abide by the requirements of this DASR ACD regulation, to the extent defined in the legal instrument.
 - (b) implement an accident and incident reporting system that, in addition to the relevant NAA or MAA requirements (ie the NAA or MAA with jurisdiction over the platform that is the subject of the incident report), includes an equivalent notification period to DFSB. This is to ensure Defence awareness of safety issues, to allow for improved control over service provision under the contract, particularly outside Australia. In addition to country of occurrence incident reporting, the legal instrument should identify the 1800 notification number for both Australian transport Safety Bureau (ATSB) and DFSB, as required, the desired reporting formats, and email notification addresses.
 - (c) upon request, make all documentation supporting the



contractor's provision of ACD services available to Defence, including:

- (i) records (which may include, but is not limited to, any contracts, inspection documents, and accident reporting or incident reporting requirements)
 - (ii) documentation which may include, but is not limited to, documents provided to the recognised NAA or MAA, operations manuals, maintenance records, individual competency and currency records, safety occurrence reports and investigation reports.
- (d) comply with the Australian Work Health and Safety (WHS) Act 2011 as appropriate
- (e) ensure any sub-contracts are subject to the requirements of DASR ACD. This ensures Defence has the ability to conduct regulatory oversight across the complete operation if required.
- ii. any exemption from DASR ACD or its out-referenced documents
- iii. allowance for Defence to make any safety inspections prior to task, or at any time during the task. This ensures Defence has the ability to conduct regulatory oversight across the complete operation if required.
- iv. any additional aviation safety controls or limitations necessary to ensure the contractor's ACD operation will not compromise Suitability For Flight.

GM ACD.90(a) – Applicability of DASR ACD to contracted ACD services (AUS)

- a. **Purpose.** Refer to GM1 DASR ACD.10.
- b. The regulation does not prescribe whether a contractor must be an ACDSP certificate holder in their own right. Or rather, operate under the oversight of an ACDSP certificate holder. This determination is a matter for command. For example, if the contract requires the contractor to conduct an ACDSP function autonomously, then it would be appropriate for the contractor be an ACDSP certificate holder. However, if the contractor is performing a function within the oversight of an approved ACDSP (eg a contractor performing AMS functions as part of the CSG organisation, where CSG is the approved ACDSP), then it would not be necessary for that contractor to hold an ACDSP certificate).

