

CHAPTER 10 RECORD KEEPING FOR CERTAIN RPA AND MODEL AIRCRAFT

Division 10.2 Record-keeping requirements — RPA other than excluded RPA

10.02 Purpose

For paragraph 101.272 (1) (a) of CASR, this Division prescribes record-keeping requirements for a certified RPA operator of an RPA, other than an excluded RPA.

Note For a certified RPA operator, see regulation 101.335. For excluded RPA, see regulation 101.237.

10.03 Certain operational and training records to be kept

- (1) A certified RPA operator must ensure that the chief remote pilot keeps the following RPAS operational records:
 - (a) if a job safety assessment that is carried out in relation to the operation — a copy of the assessment;
 - (b) if a risk management plan is produced for an RPA operation — a copy of the plan;
 - (c) if an operational flight plan is issued for an RPA operation — a copy of the plan;
- (2) If the certified RPA operator conducts training that is not a RePL training course, the operator must ensure that the chief remote pilot keeps a record of the training, including the following:
 - (a) the full name and ARN of each individual being trained;
 - (b) each date of the training;
 - (c) the nature, extent and purpose of the training;
 - (d) the outcome of the training for each individual.

Note Under paragraph 101.342 (b) of CASR, the chief remote pilot must maintain a record of the qualifications held by each person operating an RPA for the operator.
- (2A) A certified RPA operator must ensure that the CRI keeps records to show that the CRI is regularly and professionally performing their duties, and discharging their responsibilities, under section 2.29B.
- (3) Each record mentioned in this section must be kept for at least 7 years after the day the record was made.

10.03A RePL training course records

- (1) A certified RPA operator must ensure that the CRI keeps the following RePL training course records:
 - (a) the full name and ARN of each applicant who attended the course;
 - (aa) the name and nature of the course, including by reference to the RPA category, type, and complexity;
 - (b) each date on which the course was conducted;
 - (c) the RePL training units covered in the course;
 - (d) the outcome of the course for each applicant;
 - (e) the aeronautical knowledge examination as completed by each applicant and assessed by the examiner;

- (f) for each examination attempted by each applicant:
 - (i) the applicant's full name and ARN;
 - (ii) the date of the examination;
 - (iii) whether the examination was a second or subsequent attempt (a *resit*);
Note See also subsection 2.09 (3).
 - (iv) the mark awarded to the applicant for the examination, and whether the applicant passed the examination;
 - (g) for each flight test attempted by each applicant:
 - (i) the list of questions asked of the applicant to demonstrate their knowledge for the purposes of the matters (the **items**) mentioned in clause 2 of the relevant Appendix in Schedule 6 (the **relevant clause 2**);
 - (ii) for each question in the list, whether the candidate demonstrated a satisfactory level of knowledge;
 - (iii) if the examiner invoked subsection 2.31 (5) with respect to any item mentioned in the relevant clause 2 — details of the matter;
 - (iv) any specified additional training for subsection 2.31 (9);
 - (v) the overall assessment of the applicant's level of knowledge;
 - (vi) for each unit of competency, item and manoeuvre, and accuracy and tolerance mentioned for subsection 2.31 (3) in the practical flight standards in the relevant Appendix in Schedule 6 — whether or not the applicant demonstrated competency;
 - (vii) the overall assessment of the applicant's level of practical competency.
 - (h) for each flight test attempted by each applicant — the category, type, and complexity of the RPA used for the flight test.
- (2) Each record mentioned in this section must be kept for at least 7 years after the day the record was made.
- (3) Until 10 July 2024, a reference in this section to the CRI is a reference to the chief remote pilot.

10.04 RPAS operational release

- (1) Subject to subsection (5), before commencing an RPA operation, a certified RPA operator must make and keep a record of the following information (an **RPAS operational release**) for the operation:
- (a) the nature and purpose of the operation;
 - (b) information identifying the relevant RPA, including the type and model;
 - (c) the remote pilot station for the operation;
 - (d) the dates and times of the operation;
 - (e) the following:
 - (i) the places from which the RPA is to be:
 - (A) launched for the operation; and
 - (B) landed and recovered at the end of the operation;
 - (ii) the maximum height (AGL) permitted for the operation;
 - (f) the full name and ARN of:
 - (i) the remote pilot in command; and
 - (ii) each other remote pilot involved in the operation (if any);

- (g) if an individual who is not a remote pilot for the operation is assigned duty in relation to the operation — the individual’s full name and position as described in the operator’s documented practices and procedures;

Note The individual’s actual duties will, therefore, be found in the operator’s documented practices and procedures.

- (h) whether the RPA is to be operated within VLOS, or within EVLOS, or beyond VLOS during the operation;
- (i) whether or not CASA has issued any instrument of approval, authorisation, direction, instruction, permission or exemption (however described) for the operation, and the full details of the instrument;

Note The requirement to record full details of the instrument is met by including a copy of the instrument with the record.

- (j) that the relevant RPA is serviceable for the operation.

- (2) An RPA operation must not commence until the RPAS operational release has been approved by a person authorised for the purpose under the operator’s documented practices and procedures.

Note The approved operational release can be provided electronically, for example, through a software program or an email.

- (3) The certified RPA operator must keep the RPA operational release for at least 7 years after the day the operation ends.
- (5) Subsection (1) does not apply if the RPA is operated by an ReOC holder who is the sole remote pilot for the RPA in any operation under the ReOC.
- (6) Paragraphs (1) (g) to (i) do not apply to an RPA whose gross weight is less than 2 kg in a VLOS operation.

10.05 RPAS operational log

- (1) The certified RPA operator must ensure that the remote pilot in command of an RPA flight maintains an operational record (the ***RPAS operational log***) in which the following is recorded as soon as practicable after the remote pilot ceases to operate the RPA:
 - (a) the nature and purpose of the operation;
 - (b) information identifying the RPA, including the type, model and unique identification mark;
 - (c) the remote pilot station for the operation;
 - (d) the dates and times of the operation;
 - (e) the places, identified by specific location or global Cartesian coordinates, from which the RPA was:
 - (i) launched for the operation; and
 - (ii) landed and recovered at the end of the operation;
 - (f) the name and ARN of the remote pilot in command;
 - (g) the names, roles, and ARNs, if applicable, of other crew members responsible for the safe operation of the RPA for the operation;
 - (h) whether the RPA was operated within VLOS, within EVLOS 1, EVLOS 2 or beyond VLOS during the operation;
 - (j) details of the relevant flight segments and the heights (AGL) at which each segment was flown, clearly indicating if and when the RPA was flown above 400 ft for any part of the operation;

- (k) whether the RPA became unserviceable during the operation;
- (l) where the RPAS operational log is not part of the RPAS operational record and the RPAS operational release — appropriate references to identify the RPAS operational record and the RPAS operational release.

Note The RPAS operational log may be a confirmation that no operational release records have changed. If operational release records have changed, such changes may be individually identified and do not require completion of a separate operational log.

- (2) Paragraphs (1) (h) and (j) do not apply to an RPA whose gross weight is less than 2 kg in a VLOS operation.
- (3) The certified RPA operator must ensure that the remote pilot operational log for an RPA operation is kept until the day that is at least 7 years after the last time the RPA is operated by the operator.

10.06 Remote pilot log — for flight time

- (1) The certified RPA operator must ensure that each of the operator's remote pilots keeps a remote pilot log to record their accumulated flight time operating RPA.
- (2) The remote pilot log must also record the following for the remote pilot:
 - (a) information identifying each RPAS operation, including the type, model and unique identification mark of each RPA that is flown by the remote pilot;
 - (b) the date, location and duration of each RPA flight;
 - (c) separate accumulated flight times for operations that are:
 - (i) at night; or
 - (ii) within VLOS; or
 - (iii) within EVLOS; or
 - (iv) beyond VLOS;
 - (d) accumulated flight time in simulated operation of the RPAS, including details of the type of RPAS operations simulated.
- (3) The certified RPA operator must ensure that the remote pilot log for an RPA operation is kept until the day that is at least 7 years after the last time the RPA is operated by the operator.

10.07 RPAS technical log

- (1) The certified RPA operator must ensure that 1 of the following:
 - (a) the operator's maintenance controller (if any);
 - (b) a person within the meaning of subparagraph 101.340 (1) (c) (ii) of CASR; keeps a record (the ***RPAS technical log***) of the following information in relation to the maintenance of the RPAS:
 - (c) information identifying the RPAS, including:
 - (i) the type, model and unique identification mark of the RPA; and
 - (ii) the unique identification mark of the RPA in any previous configuration (if applicable); and
 - (iii) the maximum gross weight of the RPA for operations (including with payload where applicable);
 - (d) information relating to the continuing airworthiness of the RPAS, including:
 - (i) the total flight time the RPA has been operated;
 - (ii) for an RPA whose gross weight is more than 25 kg — individual in-service times for engines, motors, rotors and propellers;

- (v) for an RPA whose gross weight is more than 2 kg — the maintenance schedule for the RPAS;
- (vi) for an RPA whose gross weight is more than 2 kg — the maintenance carried out on the RPA in accordance with the operator’s documented practices and procedures;
- (vii) the date or operational time for the next maintenance action;
- (viii) for an RPA whose gross weight is more than 2 kg — the results of any rectification of defective equipment essential to the safety of the RPAS operation;
- (ix) if fail-safe equipment that is fitted to the RPA is unserviceable:
 - (A) a description of each piece of such equipment; and
 - (B) an explanation for its unserviceability; and
 - (C) the precautions required, or limitations imposed, when operating the RPA with the unserviceable fail-safe equipment;
- (x) certification by the person mentioned in paragraph (1) (a) or (1) (b) (as the case requires) that all maintenance required for the RPAS to be serviceable for operations has been completed.

Note A requirement to record a certification is met by including a copy of the certificate with the record.

- (2) The certified RPA operator must keep the RPA technical log until the day that is at least 7 years after the last time the RPA is operated by the operator.
- (3) Within the period of 7 years after the last time the RPA is operated by the certified RPA operator, the operator must, as soon as practicable, provide a copy of the RPA technical log to CASA upon written request.
- (4) Within the period of 7 years after the last time the RPA is operated by the certified RPA operator, the operator must, as soon as practicable, provide a copy of the RPA technical log to a person who:
 - (a) makes a written request for the log; and
 - (b) provides reasonable evidence that the person is the new operator of the RPA; and
 - (c) provides payment for preparation and provision of the log, based on a reasonable cost recovery for such preparation and provision.

Note The complete technical history of an RPAS is of vital importance to the safety of future RPA operations by the new certified RPA operator.

10.08 Records of qualification and competency

- (1) This section applies if a person (the *candidate*):
 - (a) is employed by a certified RPA operator; and
 - (b) performs duties other than those of the remote pilot, in relation to the safety of RPA operations; and
 - (c) obtains a qualification or a competency in relation to the safe operation of an RPA.
- (2) The certified RPA operator must:
 - (a) make a record (the *record*) of the person obtaining the qualification or competency; and
 - (b) provide a copy of the record to the person before the person exercises any privileges attributable to the qualification or competency; and

- (c) keep the record for at least 7 years after the day the person ceases to be employed by the operator.

Note Observers, ground handlers and loading staff who have a direct role in ensuring the safety of RPA operations are examples of persons for whom this section would apply.

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Division 10.3 Record-keeping requirements — excluded RPA

10.09 Purpose

- (1) For paragraph 101.272 (1) (a) of CASR, record-keeping requirements for an operator of an excluded RPA are prescribed in accordance with the provisions of this Division.
- (2) For subsection (1), “an operator” of an excluded RPA is the person who makes the relevant RPA available to the remote pilot.

10.10 RPAS operational log

- (1) This section applies to any of the following (an *applicable RPA*):
 - (a) a small excluded RPA; and
 - (b) a medium excluded RPA.
- (2) The operator must ensure that the remote pilot in command of the applicable RPA flight maintains an operational record (the *RPAS operational log*) in which the following is recorded as soon as practicable after the pilot ceases to operate the RPA:
 - (a) the nature and purpose of the operation;
 - (b) the specific location of the operation and the maximum height at which the RPA was flown;
 - (c) information identifying the RPA, including the type, model and unique identification mark;
 - (d) the remote pilot station for the operation;
 - (e) the dates and times of the operation;
 - (f) the name and ARN of the remote pilot in command;
 - (g) whether the RPA was serviceable after the final flight of the day, and the nature of any unserviceability.
- (3) The operator must ensure that the remote pilot operational log for the applicable RPA operation is kept until the day that is at least 3 years after the last time the RPA is operated by the operator.

10.11 Remote pilot log — for flight time

- (1) This section applies only to a medium excluded RPA (the *applicable RPA*).
- (2) The operator must ensure that each of the operator’s remote pilots flying an applicable RPA keeps a remote pilot log to record their accumulated flight time operating excluded RPA.
- (3) The remote pilot log must also record the following for the remote pilot:
 - (a) information identifying each RPAS operation, including the type, model and unique identification mark of each RPA that is flown by the pilot;
 - (b) the date, location and duration of each RPA flight.

Note A remote pilot who flies for the operator of an excluded RPA and also for a certified RPA operator may record the information in the same log/record provided that the different types of operators are identified.

- (4) The operator of the applicable RPA must ensure that the remote pilot log for an RPA operation is kept until the day that is at least 3 years after the last time the RPA is operated by the operator.

10.12 RPAS technical log

- (1) This section applies only to a medium excluded RPA (the *applicable RPA*).
- (2) For the applicable RPA, the operator must keep a record (the *RPA technical log*) of the following information in relation to the operation and maintenance of the RPAS for the applicable RPA:
 - (a) information identifying the RPAS, including:
 - (i) the type, model and unique identification mark of the RPA; and
 - (ii) the unique identification mark of the RPA in any previous configuration (if applicable); and
 - (iii) the maximum gross weight of the RPA for operations (including with payload where applicable);
 - (b) the following information relating to the continuing airworthiness of the RPAS:
 - (i) the total flight time the RPA has been operated;
 - (ii) where applicable to the airworthiness of the RPA — individual in-service times for engines, motors, rotors and propellers;
 - (iii) the date or operational time for the next maintenance action;
 - (iv) any maintenance carried out on the RPA;
 - (v) certification by the operator that all maintenance required by the manufacturer for the RPAS to be serviceable for operations has been completed.

Note A requirement to record a certification is met by including a copy of the certificate with the record.

- (3) The operator of the RPA must keep the RPA technical log until the day that is at least 7 years after the last time the RPA is operated by the operator.
- (4) Within the period of 7 years after the last time the RPA is operated by the operator, the operator must, as soon as practicable, provide a copy of the RPA technical log to CASA upon written request.
- (5) Within the period of 7 years after the last time the RPA is operated by the operator, the operator must, as soon as practicable, provide a copy of the RPA technical log to a person who:
 - (a) makes a written request for the log; and
 - (b) provides reasonable evidence that the person is the new operator of the RPA; and
 - (c) provides payment for preparation and provision of the log, based on a reasonable cost recovery for such preparation and provision.

Note The complete technical history of an RPAS is of vital importance to the safety of future RPA operations by the new operator.

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Division 10.4 Requirements for giving information to CASA

10.13 Purpose

- (1) For paragraph 101.272 (1) (b) and subregulation 101.372 (1) of CASR, this Division prescribes requirements for certain persons who operate, or propose to operate, an RPA (the *RPA operator*) to give information or notice to CASA.
- (2) For subsection (1), the “RPA operator” is the person who makes the relevant RPA available to the remote pilot.

10.14 Very small, small, and medium excluded RPA — notification before first operation

- (1) This section applies for any of the following that is an excluded RPA mentioned in subregulation 101.371 (1):
 - (a) a very small RPA;
 - (b) a small RPA;
 - (c) a medium RPA.
- (2) For subregulation 101.372 (1) of CASR:
 - (a) a person’s use of their myCASA account and the CASA RPA online registration process to register an excluded RPA is the form and manner hereby approved by CASA for CASA to be notified before the first operation of the excluded RPA; and
 - (b) registration of the excluded RPA is taken to be such notification.

10.15 Micro, very small, small, and medium registered RPA — other information

- (1) For paragraphs 101.272 (1) (b) and 101.373 (1) (b) of CASR, this section applies to a person who has registered an RPA.
- (2) If:
 - (a) the person has used their myCASA account to give CASA any personal or commercial identification, or contact details, or any other information; and
 - (b) any of the details or information changes;then:
 - (c) the person must use their myCASA account to update the details or information not more than 21 days after the change; and
 - (d) the person’s use of their myCASA account is the form and manner hereby approved by CASA for the notification.
- (3) A person must, as soon as practicable, give CASA specified operational information about the registered RPA, if CASA;
 - (a) considers that the information is necessary for the purposes of aviation safety; and
 - (b) requests the information in writing; and
 - (c) explains in the request why the information is necessary for aviation safety.

10.17 Certified RPA operator — changes to information already given to CASA

- (1) This section applies to a certified RPA operator who is certified under regulation 101.335 of CASR to operate an RPA other than an excluded RPA.
- (2) The certified RPA operator must inform CASA in writing of any change in the information given to CASA for the purposes of the operator's certification.
- (3) For subsection (2), the information includes changes to any of the following:
 - (a) if the certified RPA operator is an individual — the person's name;
 - (b) if the certified RPA operator has an operating or trading name — the operating or trading name;
 - (c) the certified RPA operator's street, postal and email addresses;
 - (d) the identity of the chief remote pilot;
 - (da) if the certified RPA operator is a RePL training organisation — the identity of the CRI;
 - (e) the identity of:
 - (i) the maintenance controller (if any); or
 - (ii) the person within the meaning of subparagraph 101.340 (1) (c) (ii) of CASR;
 - (f) the types of RPA operated by the certified RPA operator;
Note See the definition of *type* in subsection 1.04 (2).
 - (g) the certified RPA operator's documented practices and procedures.
Note If a change is to be a *significant change*, it will require a separate CASA approval *in advance* under Chapter 10A. Unlike other matters mentioned in subsection (3), a proposed significant change *cannot* be made and then notified to CASA after the event. See subsection (4), and the definition of *significant change* in subsection 1.04 (2).
- (4) The certified RPA operator must give CASA the information mentioned in subsections (2) and (3):
 - (a) for a change that is not a significant change — not later than 21 days after the day the change occurred; and
 - (b) for a change that is significant change — before the change occurs.
- (4A) A certified RPA operator must not make a significant change unless CASA has first approved the significant change under Chapter 10A.
- (5) For subsections (2), (3) and (4):
 - (a) CASA may approve in writing the form and the manner in which the information is to be given to CASA; and
 - (b) if paragraph (a) applies, the information must be given to CASA in accordance with the approved form and manner for the information.
Note The effect of subsection (5) is that the relevant information must be given to CASA whether or not there is a CASA-approved form and manner; but if there is a CASA-approved form and manner, giving the information must be in accordance with it.
- (6) This section does not apply if the change in the information given to CASA is only:
 - (a) the deeming, under section 2.29C, of the operator's chief remote pilot to be the operator's CRI; or
 - (b) an editorial change to the documented practices and procedures that is solely and directly consequential on such deeming.

(7) Subsection (6) ceases to have effect on 10 January 2025.

Note On and from 10 January 2025, section 10.17 resumes full effect, and the operator must have updated documented practices and procedures.