

RMS PROGRESS MONITORING TOOL (For Operators)

INSTRUCTIONS

Important Information

1. It is the user's responsibility to check its content revision status for currency against any revised legislation. Legislation content applicable to this version can be found at www.BCAA.gov.au/fatigue

Purpose of the Form

1. The purpose of the Form is to assist an Applicant in the development of their FRMS, provide and receive communication with BCAA during the FRMS development. However, it is the applicant's ultimate responsibility to ensure their documentation submission and their FRMS comply with the requirements and achieve the safety outcomes required whether or not the compliance elements are asked for in this Form.

Navigating the Form

Different sections of the Form can be accessed via the Tabs located at the bottom of the spreadsheet window:

This Instructions page is the first tab; the second tab (blue tab) is the FRMS Checklist.

The third tab is the Communication History (orange tab) where additional information in relation to the application, comments and feedback will be recorded.

Entering information in the FRMS Checklist tab

Applicant

Only enter status and progress information in the 'Applicant use only' section of the form.

1. **FRMS Manual Reference:** Identify relevant references in the FRMS Manual which specifically address each requirement or indicate where the information may be found. List multiple references if the requirement is met over multiple parts of the documentation. The more specific the reference, the quicker the assessment process.
2. **Applicant's FRMS Documentation Status:** The applicant should select one of 'In Progress, Final, Updated or N/A based on the following criteria.

Table 1.

In Progress	The documentation that addresses this requirement is still being developed and not ready for assessment
Final	The applicant believes the documentation that addresses this requirement is final and ready for assessment
Updated	The documentation was marked as final however has now been updated and is again ready for assessment
N/A	This option is available in the case of 'supplemental information' if the applicant has a different approach

3. **Applicant's Assessment of Implementation Progress:** The Applicant has 3 options for indicating whether a requirement has been met in the documentation: Not Present, Present Not Yet Suitable, and Present and Suitable. Once the Applicant determines that the requirement is met in the documentation and suitable for their organisation then they can indicate if it is operational and appears capable, and finally that it is proving to be effective.

Table 2.

Not Present	Not yet addressed in the documentation
Present: Not Yet Suitable	Addressed in the documentation but needs modification before it suits the operator and operation
Present and Suitable	Addressed in the documentation and suitable for the Applicant's organisation and operation
Appears Capable	Is operational and appears reasonably capable however it hasn't been validated or assessed for effectiveness
Effective	Operational and there is evidence to validate that it is effective

BCAA Inspector

Only enter feedback information in the 'BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review' section of the form.

1. The BCAA inspector should split the assessment up into a document or desktop assessment and a verification assessment that may require site visits and/or the assessment of samples, data and
2. BCAA Documentation Assessment: Where the Applicant has indicated that the line item is at a 'Final' or 'Updated' status the inspector should indicate whether the line item has been assessed.

For the documentation assessment the options are in Table 3. below.

Table 3.

To Be Assessed	Use this is selection to keep track of those lines you have not assessed as yet.
Assessment Conducted	This indicates that the inspector has assessed the line item at the document stage and therefore there should be an assessment result in the next column.
Other - See Notes	Use this to direct the applicant to the notes e.g. if the inspector discontinues the assessment because of the low standard of the material or because the requirement has been misunderstood. Add details in the notes line below or communication tab if required.

3. The options for the Documentation Assessment are: Not Present, Present Not Yet Suitable, and Present and Suitable, with the description the same as Table 2. above.
4. BCAA Implementation Verification: Where the Applicant has indicated that the line item is at a 'Final' or 'Updated' status and the inspector has completed the documentation assessment, the inspector should indicate whether the item has been verified or validation has been scheduled.

For the implementation verification assessment the options are: Schedule Verification, Verification Conducted, and Other -See Notes.

Schedule Verification	The Applicant needs to schedule an opportunity to verify that this requirement meets the Trial or Full approval standard
Verification Conducted	The inspector has verified that the required standard has been met and therefore there should be an assessment result in the next
Other - See Notes	Use this to direct the applicant to the notes line below or Communication Tab

5. The options for the Implementation Verification are: Not Yet Capable, Appears Reasonably Capable, and Effective, with the description of these the same as Table 2. above.
6. **Status Assessed/ Verified - Final or Updated:** In this cell the inspector indicates whether the version they assessed had been identified as 'Final' or 'Updated' by the Applicant.
7. **Date of Last Assessment/Verification (DD/MM/YYYY):** Enter the date on which the line item was last assessed in the required format. If this date is before the commencement of the trial the background will remain white however when this date is after the date of the commencement of the trial (once entered next to 'Approved Trial Commencement Date' at the top of the Form), the background will change to grey. This aids in quickly seeing which assessments were undertaken before the trial commenced and which have been conducted during the trial.
8. Standard Required for BCAA Implementation Approval: These cells are set and cannot be adjusted by the applicant or inspector.

Notes Lines

Text can be added by either the Applicant or the inspector in the 'notes' row below each line item. The height of the 'notes' row can be adjusted to ensure all text remains visible. The cursor needs to be placed below the 'Applicant Notes:' or 'BCAA Notes:' to enable editing.

Supplemental information

In the FRMS Checklist cells, Supplemental information refers to information that may need to be presented to BCAA to ensure an element of the FRMS is accomplished and within a supportable framework in accordance with subclause 8.1 of Appendix 7. It is in-effect, setting out an acceptable means of compliance or partial compliance and therefore, an alternate means would be acceptable if the required outcome was achieved. A specific reference to a subclause, paragraph or subparagraph is provided when the acceptable means of compliance refers to a specific requirement.

Process

1. The form must be updated and submitted by the applicant with every amendment or update to the FRMS and supporting documents to facilitate review by a BCAA inspector.
2. Each version of this document submitted to BCAA must be controlled by being given a new version number by the Applicant, e.g. Version 1.0, 2.0, 3.0 etc. in the 'Submission version number' box in the top righthand corner.
3. The date in the top righthand corner must be updated by the Applicant with the date that the Form was updated and submitted to BCAA. This date should be written into the 'Submission Date' box and in the format DD/MM/YYYY.
4. The Applicant can add any notes below each line that they believe it is important the inspector be aware of. More extensive comment should be inputted on the 'Communications' tab. Where the applicant has placed comments etc, in the communication tab write 'see communications tab' in the notes section under the applicable line.
5. A BCAA Assessor will review the submission and return the form to the applicant with a recommended assessment status, indicating the areas that require changing or action from the applicant and providing feedback in the notes section below each line or in the Communication History Tab which the Applicant may need to address. Where the assessor has placed notes, or comment etc, in the communication tab 'see communications tab' will be annotated in the notes section under the
6. For each line, once the document assessment has been conducted, the inspector may select 'Schedule Verification', in the 'BCAA Implementation Verification', 'Status' column indicating to the Applicant that they should contact the Inspector to arrange an opportunity to verify that the requirement is being met at either the Trial or Full implementation standard (as applicable).
7. For each line, the inspector should also input the version that was assessed i.e., 'Final' or 'Updated' and then in the next column, the date that this assessment was conducted.
8. The Inspector then saves the version in TRIM and returns a copy to the applicant.
9. If the applicant changes their documentation and selects 'Updated' as the status the BCAA inspector assessments will change to having an orange background indicating these assessments need to be reviewed.

Traffic Light Indicators

The following traffic light indicators located in the FRMS Checklist tab provide a quick reference of the assessment results. The colour in the Applicant's side is dependant on whether the Applicant's assessment is at the standard required for Trial or Full FRMS approval. The colour on the BCAA side is dependant on whether the BCAA inspector is recommending whether the Applicant meets the standard for Trial or Full approval.



Red - not at the required standard and changes are required



Yellow - schedule verification - Applicant will need to schedule verification with BCAA



Orange - Operator has updated this line since the last BCAA assessment and it is yet to be re-assessed or verified by the BCAA assessor



Green - Ready for Trial or Ready for full implementation. The column header indicates whether it is trial or full standard that is being applied



**FATIGUE RISK MANAGEMENT SYSTEM
Assessment Checklist**

AOC holder:		Trial Approval Job No:		Approved Trial Commencement Date		Submission Version No: 1.0						
ARN:		Full Approval Job No:		Approved Trial End Date		Submission Date: DD/MM/YYYY						
AOC No:		Contact name:		DD/MM/YYYY		DD/MM/YYYY						
		Applicant use only			BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review							
		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		BCAA Documentation Assessment		BCAA Implementation Verification	Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
				Present or Present and Suitable	Operational Status	Status	Present or Present and Suitable				Status	Appears Capable or Is Effective
1.0 FRMS Policy												
1.1	There is a written FRMS policy, clearly stating the safety objectives of the FRMS that is approved in writing by the CEO of the AOC holder. paragraphs 8.2.3 (b) & 8.2.3 (c) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
1.2	For AOC Holders with an SMS, the FRMS policy is integrated into the broader SMS policy and there are clear references to fatigue risk management within the SMS policy or clear reference to where the FRMS policy can be found if located separately. paragraph 8.1.3 of Section 8 of CAP 34 paragraph 8.2.1 (b) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
1.3	The FRMS policy makes it clear that the FRMS is to be integrated within the AOC holders organisation and operating procedures to continuously and effectively monitor and manage fatigue related safety risk. Paragraph 8.1.4(b) of Section 8 of CAP 34										Present and Suitable	Effective
Applicant Notes:						BCAA Notes:						
1.4	The FRMS/SMS policy makes it clear that while primary responsibility for the FRMS lies with the AOC holder, its effective implementation requires shared responsibility by management, FCMs, and other relevant personnel paragraph 8.2.3 (a) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
1.5	There is a process to enable the FRMS policy to be communicated, with visible endorsement, to all the relevant areas and levels of the organisation paragraph 8.2.3 (d) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
1.6	The FRMS policy includes a clear statement declaring management commitment to effective fatigue reporting and encourages participation in fatigue reporting. paragraph 8.2.3 e(i) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
1.7	The FRMS policy includes a clear statement declaring management commitment to the provision of adequate resources for the FRMS. paragraph 8.2.3 e(ii) of Section 8 of CAP 34										Appears Capable	Effective



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AOC No:		Contact name:		DD/MM/YYYY		DD/MM/YYYY							
		Applicant use only		BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review									
		FRMS Manual Reference	Applicant's FRMS Documentation Status	T r i a l	Applicant's Assessment of Implementation Progress		F u l l	BCAA Documentation Assessment	BCAA Implementation Verification	Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
					Present or Present and Suitable	Operational Status		Status	Present or Present and Suitable			Status	Appears Capable or Is Effective
Applicant Notes:				BCAA Notes:									



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Contact name:		DD/MM/YYYY		DD/MM/YYYY							
AOC holder:		Applicant use only		BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review							
ARN:		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		BCAA Documentation Assessment	BCAA Implementation Verification	Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
AOC No:				Present or Present and Suitable	Operational Status					Status	Present or Present and Suitable
1.8	The FRMS policy includes a clear statement declaring management commitment to continuous improvement of the FRMS paragraph 8.2.3 e(iii) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
1.9	The FRMS policy requires that clear lines of accountability for management, FCMs and all other involved personnel are identified and stated paragraph 8.2.3 (f) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
1.10	The FRMS policy requires periodic reviews of the FRMS that ensures the policy remains relevant. paragraph 8.2.3 (g) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
1.11	The FRMS policy defines the scope of the FRMS, or clearly states where, in the AOC holder's manuals the scope of the FRMS is set out. Paragraph 8.2.2 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
1.12	The signed FRMS Policy should specifically commit the organisation to openly accepting the displacement of crew from duty if, considering the circumstances of the flight to be undertaken, the crew member has reason to believe that he or she is suffering from, or is likely to suffer from, fatigue which may so impair performance that the safety of the operation may be affected. ANTR OPS FTL 1.1110, 1.1115, 1.1120									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
1.13	The stated FRMS objectives in the FRMS policy should adhere to SMART principles. Supplemental information - paragraph 8.2.3 (b) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
2.0 Management commitment and responsibility											
2.1	The FRMS implementation plan defines roles and responsibilities for all stakeholders in the FRMS implementation including identifying the accountable executive. Supplemental information ANTR OPS FTL 1.1110, 1.1115									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									



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ARN:		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		Full	BCAA Documentation Assessment		BCAA Implementation Verification		Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
AOC No:				Present or Present and Suitable	Operational Status		Status	Present or Present and Suitable	Status	Appears Capable or Is Effective			Trial	Full
2.2	Resources are allocated to FRMS development in accordance with the FRMS implementation plan. Paragraph 8.2.3 e(ii) of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
2.3	An appropriate organisational structure is documented and available to ensure the effective functioning of the FRMS. Paragraph 2.1 of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
2.4	The documented change management procedures requires the CEO endorse any change to any element of the FRMS as approved by BCAA and mentioned in paragraph 8.7.5 (a), (b) or (c) of Section 8 of CAP 34. Paragraph 8.7.7 (b) of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
2.5	Those that have accountabilities, responsibilities and authorities for effective implementation of the FRMS, including the FRMS manager, are identified along with a description of their role and these details are recorded and kept up-to-date. Paragraph 2.6 (a) of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
2.6	Stakeholder identification and consultation processes relative to the size and scope of the FRMS ANTR.OPS FTL 1.1120 (c) .												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
3.0 FRMS training program														
3.1	The FRMS is supported by a FRMS training program with up-to-date descriptions of the training requirements as well as up-to-date records of attendance. Paragraph 8.2.6 (c) of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
3.2	There is a process to ensure the FRMS training program is subjected to safety assurance processes including at least audit and formal annual review to ensure it is achieving the required outcomes and remains relevant Paragraph 8.6.1 of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								



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AOC No:		Contact name:		DD/MM/YYYY		DD/MM/YYYY						
		Applicant use only			BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review							
		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		BCAA Documentation Assessment		BCAA Implementation Verification	Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
				Present or Present and Suitable	Operational Status	Status	Present or Present and Suitable				Status	Appears Capable or Is Effective
3.3	There is a process in the FRMS training program to ensure provision of training for all Stakeholders to ensure that they are competent to undertake their roles and responsibilities in the FRMS during the trial period and following full implementation approval. Paragraph 8.6.1 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
3.4	There is a FRMS training program, relevant to the stakeholders duties and responsibilities, to provide training for the following: Paragraph 8.6.2 (a) of Section 8 of CAP 34										Appears Capable	Effective
	Flight crew members										Appears Capable	Effective
	Crew schedulers										Appears Capable	Effective
	Operational decision-makers										Appears Capable	Effective
	Members of the FSAG										Appears Capable	Effective
	Personnel involved in operational risk assessment and resource allocation										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
3.5	There is a FRMS training program to provide training for senior management, the executive accountable for the FRMS and senior leadership in any department managing operations within the scope of the FRMS Paragraph 8.6.2 (a) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
4.0 FRMS Training												
Overall requirements and standards												
4.1	Within the initial FRMS training syllabus for Flight Crew Members there should be a basic Fatigue Science Module and a FRMS Processes and Outcomes Module Supplemental information - Paragraph 6.1 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
4.2	There should be a formal method of assessment for FRMS training within the FRMS. Supplemental information - Paragraph 8.6.2 (a) of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						



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Contact name:		DD/MM/YYYY		DD/MM/YYYY							
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ARN:		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		BCAA Documentation Assessment	BCAA Implementation Verification	Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
AOC No:				Present or Present and Suitable	Operational Status					Status	Present or Present and Suitable
4.3	There is a process for ensuring the Flight Crew Member comprehends the information provided in training and can competently apply the learning. Supplemental information -Paragraph 8.6.2 (a) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
4.4	The FRMS states a minimum pass mark for initial and re-current training. Supplemental information -Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
4.5	There is a FRMS process to deal with required retraining and reassessment should an initial fail results occur Supplemental information - paragraph 8.6.2(a) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
4.6	The FRMS contains a syllabus for recurrent training for Flight Crew Members that includes at least the following: An updated version of fatigue research from initial training considered and delivered Supplemental information -Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
4.7	Initial and re-current training is capable of supporting continuous improvement of all elements of the FRMS. Supplemental information -Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
4.8	A process to include recent fatigue reports, events and incidents and the lessons learnt into the training Supplemental information - Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
4.9	There is a process in the FRMS to ensure that changes to the FRMS are included in initial and recurrent training. Supplemental information - Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
Curriculum - Crew Schedulers - initial and recurrent											



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AOC No:		Contact name:		DD/MM/YYYY		DD/MM/YYYY							
		Applicant use only			BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review								
		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		BCAA Documentation Assessment		BCAA Implementation Verification		Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
				Present or Present and Suitable	Operational Status	Status	Present or Present and Suitable	Status	Appears Capable or Is Effective			Trial	Full
4.10	If applicable to the organisation, the FRMS training program for crew schedulers has a process to ensure that training is provided to crew schedulers prior to FRMS related decision-making Paragraph 8.6.2 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
Curriculum - FRMS Manager and FSAG - initial and recurrent													
4.11	The FRMS has a process to ensure the FRMS manager (however named) and Fatigue Safety Action Group (FSAG) members receive initial and recurrent training Paragraph 8.6.2 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							



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ARN:		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		BCAA Documentation Assessment	BCAA Implementation Verification	Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
AOC No:				Present or Present and Suitable	Operational Status					Status	Present or Present and Suitable
Curriculum - Senior Management - initial and recurrent											
4.12	The FRMS has a process to ensure the AOC holder CEO and senior management receive initial and recurrent training that ensures competency levels commensurate with their role in the FRMS. Paragraph 8.6.2 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
5.0 FRMS Communication Plan											
5.1	There is a communication plan in the FRMS to explain all elements of the FRMS to management, FCM's, and all other relevant personnel. Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
5.2	Within the FRMS communication plan ensure there is a process for effectively disseminating FRMS policies, procedures and responsibilities to all stakeholders on an ongoing basis. Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
5.3	The communication plan identifies the communication channels and media used to gather and disseminate FRMS-related information Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
5.4	The identified FRMS communication channels and media are effective at gathering and disseminate FRMS-related information Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
5.5	The FRMS communication plan includes a process for the dissemination of the minuting of meetings of the FSAG or equivalent to all stakeholders Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
5.6	The FRMS communication processes address confidentiality effectively wherever confidentiality is an aspect of the FRMS communication process even in the absence of the FRMS Manager or other FRMS key personnel. Paragraph 8.6.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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ARN:		FRMS Manual Reference	Applicant's FRMS Documentation Status	Applicant's Assessment of Implementation Progress		Full	BCAA Documentation Assessment		BCAA Implementation Verification		Status Assessed/ Verified - Final or Updated	Date of Last Assessment/Verification (DD/MM/YYYY)	Standard Required for BCAA Implementation Approval	
AOC No:				Present or Present and Suitable	Operational Status		Status	Present or Present and Suitable	Status	Appears Capable or Is Effective			Trial	Full
5.7	The communication plan is based on a policy detailing the ethical use of information and data from crew communications Paragraph 8.6.1 of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
5.8	The communication plan should have a process for effectively providing feedback to personnel that submit fatigue reports. Supplemental information - Paragraph 8.6.1 of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
5.9	The communication plan should have a process for reporting a summarisation of relevant actions or findings at the completion of fatigue related investigations as required to all stakeholders. Supplemental information - Paragraph 8.6.1 of Section 8 of CAP 34 paragraph 8.2.6 (d) of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
6.0 Appointment of Key FRMS Personnel														
6.1	There are sufficient and appropriately qualified personnel to effectively administer the FRMS and these roles and responsibilities are identified in their position descriptions and accountabilities. Paragraph 2 of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
6.2	The FRMS states defined lines of fatigue risk management accountabilities and responsibilities for management, FCMs and all other relevant personnel Paragraph 2 of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								
FRMS Manager (however named)														
6.3	There is a process to ensure the FRMS Manager (or equivalent) has the appropriate knowledge, skills and experience to meet his/her responsibilities in the FRMS paragraph 6.2 (a) of Section 8 of CAP 34												Appears Capable	Effective
Applicant Notes:						BCAA Notes:								



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6.4	There is a direct reporting line in the FRMS between the FRMS manager and the CEO (or, where integrated with the SMS, between the FRMS manager and the safety manager.)											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
6.5	The following FRMS Manager's roles and responsibilities are stated within the FRMS: Accountabilities and authority to carry out the functions as detailed in the legislation and guidance material											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
6.6	Accountabilities and authority to ensure that processes for the FRMS are established, implemented and maintained											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
6.7	Accountabilities and authority to ensure the FRMS documents and records are maintained											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
6.8	Accountabilities and authority for coordinating FRMS hazard identification and risk management processes											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
6.9	Accountabilities and authority for monitoring the performance and continuous improvement of the FRMS											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
6.10	Accountabilities and authority for reporting to the Safety Manager/CEO on the performance of the FRMS											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							



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6.11	Accountabilities and authority for ensuring appropriate FRMS training is developed and delivered										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
6.12	Accountabilities and authority ensuring the promotion of the FRMS is carried out within the organisation										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
Staff contingency and succession planning												
6.13	The FRMS states contingency procedures and policies for the absence of the FRMS Manager or other key FRMS personnel										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						



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6.14		The FRMS states processes to enable the communication and handover processes to ensure personnel and BCAA are notified of the change of FRMS manager as required by legislation Paragraph 8.7 of Section 8 of CAP 34								Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
Fatigue Safety Action Groups (however named)											
6.15		There is a mechanism such as a Fatigue Safety Action Group (FSAG) that ensures ongoing involvement of management, FCMs and all other personnel, in fatigue risk management. paragraph 8.2.6 (b) of Section 8 of CAP 34								Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
6.16		There a process within the FRMS to ensure when appointing the FSAG group (however named) that they are suitably trained personnel that will provide for effective representation for all relevant system stakeholders								Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
6.17		The FRMS states the Terms of Reference (TOR) to set out the parameters within which the FSAG (or equivalent) will function								Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
6.18		The FRMS states how the TOR will specify how the group is accountable Supplemental information								Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.0 FRMS documentation											
7.1		Each of the following elements of the FRMS are described in a written statement within the FRMS: (a) the policy and objectives, and related documentation; (b) the practical operating procedures; (c) the hazard identification, risk assessment and mitigation procedures; (d) the safety assurance procedures; (e) the safety promotion procedures; and (f) the change management procedures. Paragraph 8.2.4(b) of Section 8 of CAP 34								Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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7.2	The written description of the procedures and processes required for the practical application of each element of the FRMS must be described in a clear and practical manner that focuses on what must be done, and how it is carried out, in order to achieve the intended outcome. Supplemental Information - Paragraph 8.2.5 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.3	There is a process to ensure the FRMS is reviewed to ensure the FRMS documentation remains relevant, up-to-date and applicable. Paragraph 8.2.6 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.4	The FRMS documentation shows the organisational structure as it relates to FRMS and SMS (as appropriate)									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.5	The FRMS documentation identifies the specific operations to which the FRMS applies and all operations to which the FRMS applies is clearly defined in the operations manual Paragraph 8.2.2 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.6	The FRMS has a procedure to ensure retention of all documents and records relating to the FRMS for a period of at least ten (10) years from the date of the record									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.7	The FRMS specifies employee responsibilities for operational fatigue management, fatigue risk management and participating in the FRMS procedures and processes. Paragraph 8.3 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.8	The FRMS clearly identifies the conditions under which punitive action would be considered in response to a fatigue report or an investigation outcome relating to a fatigue related cause (e.g. illegal activity, negligence or wilful misconduct).									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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7.9	Where the FCM's FDP is to exceed 5 hours, the FRMS should state a process so that the FCM has the opportunity to have access to adequate substance during the first 5 hours and periodically after that meal, so that not more than 5 hours elapse between each meal. Supplemental Information - Paragraph 8.1.4 and 8.1.5 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.10	The FRMS states the process for recording extensions to FDPs and flight times Supplemental Information - Paragraph 4.2 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.11	The FRMS has a process to specify how information on extensions will be used to provide continuous improvement of the fatigue management and fatigue risk management policies Supplemental Information - Paragraph 4.3.4 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.12	If the FRMS is for a public transport organisation, the FRMS specifies a process for how home base is determined for FCM's and how FCM's are informed of this determination									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.13	The FRMS documentation specifies how changes to home base will not adversely affect aviation safety ANTR.OPS.FTL 1.1200, ANTR OPS FTL CS 1.1200; Paragraph 4.4, 4.7.8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.14	The operations manual of the AOC holder (if engaged in public transport service) details home base determinations ANTR.OPS.FTL 1.1200, ANTR OPS FTL CS 1.1200; Paragraph 4.4, 4.7.8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.15	The FRMS specifies how far in advance, the rostered FDP's and standby periods will be made known to FCM's through the rostering process ANTR OPS FTL 1.1225									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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7.16	It is documented within the FRMS why the minimum period between the publishing of the roster and the commencement of the FDPs and standby periods is appropriate and provides a reasonable opportunity for the FCM to plan for adequate rest before the duty ANTR OPS FTL 1.1225, ANTR OPS FTL CS 1.1225									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.17	The FRMS documented practical operating procedures must set out the: (a) maximum values for FCMs for: (i) flight times; (ii) flight duty periods; (iii) duty periods; and (b) minimum values for each FCM's off-duty periods. Each value must be set out with reference to the applicable circumstances of each flight, flight duty period, duty or off-duty period, to which they apply. Paragraph 8.3.2 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
7.18	There is a process in place to adjust FRMS limits if there is evidence that these limits are too high. There is a process in place to increase minimum limits if there is evidence to suggest these limits are too low. Paragraph 3.3 of Section 8 of CAP 34; with amendments to be processed in accordance with Paragraph 8.3.4 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
8.0 FRMS change management											
8.1	The FRMS change management procedures meet all the requirements of clause 7 of Section 8 of CAP 34 and clearly indicate how the AOC holder will amend, change or modify any element of the FRMS consistently with the requirements of Paragraph 8.7 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
8.2	The FRMS document specifies procedures that show how the AOC holder will amend, change or modify any element of the FRMS Paragraph 8.7 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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8.3	The FRMS documentation must make clear that the AOC holder must not amend, change or modify any of the following: (a) any requirement that an FRMS must meet to comply with Section 8 of CAP 34; (b) the FRMS change management process approved by BCAA; (c) anything in an element of the FRMS as approved by BCAA which a reasonable AOC holder, committed to excellence in the management and control of fatigue-related risks, would regard as likely to result, at any time, in a lowering or diminishing of safety outcomes when compared to the element as approved by BCAA. Paragraph 7.6 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
8.4	The FRMS documentation specifies how changes are to be made to the FRMS manual and which changes do and do not require prior BCAA approval. Paragraph 8.7 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
9.0 FRMS Implementation Plan (components of the Implementation Plan that are checked at Regulatory Milestone 2)												
9.1	The FRMS implementation plan identifies what specific operations the implementation plans pertain to Supplemental information										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
9.2	The FRMS implementation plan sets out the processes and procedures needed to be implemented to establish an open and fair reporting culture and an effective fatigue reporting system.										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
9.3	The FRMS implementation plan identifies an overall timeline for seeking final approval Supplemental information										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
9.4	The FRMS implementation plan includes a plan for the development of documentation (milestones/method)										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						



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9.5	The FRMS implementation plan includes a plan for the development of FRM processes (milestones/method)											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
9.6	The FRMS implementation plan includes a plan for the development of FRMS safety assurance processes (milestones/method)											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
9.7	The FRMS implementation plan includes a plan for the development of training (milestones/method)											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
9.8	The FRMS implementation plan includes a plan for the development of FRMS communication procedures and processes (milestones/method)											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							



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10.0 FRMS Hazard Identification, Risk Assessment and Mitigation											
General											
10.1	The FRMS risk management processes are capable of determining: - the level of risk associated with fatigue related events based on the likelihood and potential severity of the consequences; and - when the level of risk requires mitigation. Paragraph 8.4.8 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
10.2	In determining the level of risk, the FRMS risk assessment procedures must be capable of taking into account: (a) the relevant operational context and procedures in which the identified fatigue-related hazard arose; (b) the probability of the fatigue-related hazard arising in those circumstances; (c) the possible consequences of the fatigue-related hazard in those circumstances; (d) the effectiveness of existing safety procedures and controls to prevent, or, if prevention is not possible, to mitigate: (i) the risk of the fatigue-related hazard arising; and (ii) the possible consequences of the fatigue-related hazard. Paragraph 8.4.8 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
10.3	The FRMS specifies risk mitigation procedures that are capable of: - selecting appropriate risk mitigation strategies; - implemented selected risk management strategies; and - monitoring the implementation and effectiveness of the risk mitigation strategies. Paragraph 8.4.10 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
10.4	The FRMS specifies procedures to ensure all levels of residual risk which fall into the tolerable range have a designated level of management who are required to sign-off as accepting the risk Paragraph 8.4 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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10.5	The FRMS specifies procedures to ensure formal records of the risk management processes are maintained Paragraph 8.3 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
10.6	The FRMS specifies procedures to ensure fatigue hazard identification and risk management processes involve persons with relevant subject matter expertise as well as stakeholders Paragraph 8.4 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
10.7	The FRMS contains a procedure to ensure that the fatigue risk mitigations and controls are to be verified/audited to confirm their effectiveness Paragraph 8.4.10 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
10.8	The FRMS contains a criterion (e.g. a risk matrix) appropriate to the organisation to enable evaluation of risk, and which clearly depicts the tolerable levels of risk for the organisation. Paragraph 8.4 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
10.9	The FRMS maintains a register of the risk mitigation actions, including timelines and relevant responsibilities. Paragraph 8.4 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
10.10	The FRMS contains a procedure for recording any fatigue investigation. Paragraph 8.3 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
10.11	Fatigue hazard identification procedures are based on predictive, proactive and reactive processes. Paragraph 8.4.1 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:		BCAA Notes:									
11.0 Hazard Identification											
Reactive processes											



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11.1	The reactive processes are capable of identifying the contribution of fatigue-related hazards to actual events that could have affected or did affect, safety, with the view to determining how the effects of fatigue on each event could have been minimised. Paragraph 8.4.6 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
11.2	As a minimum, reactive fatigue hazard identification processes should include the following methods: - fatigue reports; - audit reports; - aircraft incidents/accidents; - flight data analysis events. Supplemental Information - Paragraph 4.6 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
11.3	FRMS risk assessment procedures are capable of determining the probability of events occurring or circumstances arising that create a fatigue-related hazard, the potential severity of fatigue-related hazards and the required mitigation required of the associated safety risks Paragraph 4.8 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
11.4	The FRMS risk assessment procedures ensure that identified fatigue-related hazards are examined from the view of the relevant operational context and procedures in which the fatigue-related hazard arose and the probability of and possible consequences of the fatigue-related hazard arising in those circumstances Paragraph 8.4.9 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
11.5	The FRMS risk assessment procedures examine the effectiveness of existing safety procedures and controls to prevent or mitigate the consequences of the fatigue-related hazard and the risk of fatigue-related hazards occurring paragraph 8.4.9 (c), (d) of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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11.6	FRMS risk mitigation procedures for each fatigue-related hazard is capable of selecting appropriate mitigation strategies for the hazard and implementing the selected mitigation strategies and monitoring the implementation and effectiveness of the strategies Paragraph 8.4.10 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						
11.7	The FRMS contains a process when analysing the potential contribution of fatigue to any adverse event to analyse if a flight crew member was, on the balance of probability, in a fatigued impaired state. Paragraph 8.3 & 8.5 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:						BCAA Notes:						



**FATIGUE RISK MANAGEMENT SYSTEM
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ARN:				Present or Present and Suitable	Operational Status		Status	Present or Present and Suitable	Status	Appears Capable or Is Effective			Trial	Full		
11.8		The FRMS contains a process when analysing the potential contribution of fatigue to any adverse event to analyse if the actions or decisions of the flight crew member were causal in any actual or potential adverse outcome. Paragraph 8.3 & 8.5 of Section 8 of CAP 34											Appears Capable	Effective		
Applicant Notes:							BCAA Notes:									
11.9		The FRMS contains a process when analysing the potential contribution of fatigue to any adverse event to analyse if the actions or decisions taken (in any actual or potential adverse outcome) were consistent with the type of behaviour expected of a fatigued person or flight crew member Paragraph 8.3 & 8.5 of Section 8 of CAP 34											Appears Capable	Effective		
Applicant Notes:							BCAA Notes:									
11.10		The FRMS contains procedures/processes/policies exist to ensure adverse events are assessed for their causal nature. Paragraph 8.3 & 8.5 of Section 8 of CAP 34											Appears Capable	Effective		
Applicant Notes:							BCAA Notes:									
11.11		The FRMS specifies report forms Paragraph 8.3 & 8.5 of Section 8 of CAP 34											Appears Capable	Effective		
Applicant Notes:							BCAA Notes:									
11.12		The FRMS specifies the methods of submission – whether electronic and/or hard copy. Paragraph 8.3 & 8.5 of Section 8 of CAP 34											Appears Capable	Effective		
Applicant Notes:							BCAA Notes:									
11.13		The FRMS specifies the timelines for submission – consideration should be given to the consequences or possible consequences of the event in relation to submission and investigation timelines. It is possible that some events will require immediate investigation and possible action Paragraph 8.3 & 8.5 of Section 8 of CAP 34											Appears Capable	Effective		
Applicant Notes:							BCAA Notes:									
Proactive processes																
11.14		The FRMS proactive fatigue hazard identification processes are capable of identifying fatigue-related hazards within current flight operations managed under the FRMS. Paragraph 8.4.4 of Section 8 of CAP 34											Appears Capable	Effective		



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AOC No:		Contact name:			DD/MM/YYYY		DD/MM/YYYY						
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Applicant Notes:						BCAA Notes:							
11.15	Proactive fatigue hazard identification processes should include the following methods: - an effective process for self-reporting of fatigue risks; - a process for the conduct and analysis of fatigue crew surveys; - a process for gathering and analysis of flight crew performance data; - an ongoing review of available safety databases and scientific studies; - analysis of planned versus actual times worked. Supplemental Information - Paragraph 8.4.4 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
Predictive processes													
11.16	The predictive processes are capable of identifying fatigue-related hazards by examination of FCM scheduling and taking into account factors known to affect sleep, and fatigue and the effects of these factors on FCM performance. Paragraph 8.4.2 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.17	Predictive fatigue hazard identification processes should consider the following sources of information (where applicable to the AOC holder): - the AOC holder's own or other accessible industry operational experience, particularly data collected on similar types of operations; - evidence based scheduling practices; - bio-mathematical models. Supplemental information - Paragraph 8.4.2 in Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
Safety assurance processes													
11.18	Safety assurance procedures for monitoring and validating the effectiveness of the fatigue-related risk controls are specified in the FRMS. Paragraph 5.1 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.19	The FRMS specifies a process that ensures the FRMS is identified as a component of any analysis of the impact of change, for changes in the operational or organisational environment where there is foreseeable that there might be an impact on fatigue risk. Paragraph 8.5.3 of Section 8 of CAP 34											Appears Capable	Effective



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Applicant Notes:					BCAA Notes:										



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11.20	The FRMS specifies a process to assess any impact on the effective performance of the FRMS brought about by the changes mentioned in paragraph 5.3 (a) or 5.3 (b) and for such change - what amendment, change or modification may be needed to the FRMS to ensure its continued effective performance Paragraph 8.5.4 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:		BCAA Notes:										
11.21	The FRMS specifies procedures for ensuring continuous improvement, through safety assurance procedures/processes, to eliminate or modify fatigue-related risk controls that have unintended negative consequences or are no longer required because of changes in the AOC holder's operational or organisational environment Paragraph 8.5.5 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:		BCAA Notes:										
11.22	The FRMS specifies procedures for ensuring continuous improvement, through safety assurance procedures/processes, to regularly evaluate facilities, equipment, documentation and procedures to determine their implications for fatigue-related risk management and control. Paragraph 5.5 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:		BCAA Notes:										
11.23	The FRMS specifies procedures for ensuring continuous improvement, through safety assurance procedures/processes, for the monitoring and identification of emerging fatigue-related risks to allow timely introduction of new procedures and procedures to prevent or mitigate such risks Paragraph 8.5.5 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:		BCAA Notes:										
Safety Performance Indicators (SPIs)												
11.24	Safety performance targets and associated safety performance indicators to measure the full range of FRMS activities are specified in the FRMS Paragraph 8.5 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:		BCAA Notes:										
11.25	The FRMS specifies set levels or limits such as targets and alert levels for SPIs specific to operations to be conducted under the FRMS. Supplemental information - Paragraph 8.5.3 of Section 8 of CAP 34										Appears Capable	Effective
Applicant Notes:		BCAA Notes:										



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11.26	The operator has provided evidence of: - SPIs which are used to monitor the performance of the FRMS and the associated processes - SPIs that monitor the effectiveness of fatigue risk controls - SPIs which are used to monitor and identify emerging fatigue related risks in a timely manner Supplemental information - Paragraph 8.5.3 and 8.5.5 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.27	There is a process to ensure the basis for the selection and use of SPIs is valid and recorded.											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.28	There is a process to ensure the basis for the selection of targets and alert levels is valid and recorded.											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.29	The FRMS specifies SPIs for all activities that are in the scope of the FRMS.											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.30	The FRMS specifies procedures, including methods to monitor and validate the effectiveness of fatigue related risk controls. Paragraph 8.4 of Section 8 of CAP 34											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.31	The FRMS has a process for keeping track of the origin of data and any limitations on the quality and use of that data. The process ensures this information is taken into account in subsequent use of the data and the results of analysis based on the data.											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
11.32	The FRMS specifies a process for the analysis of trends from gathered FRMS data. Paragraph 8.3 of Section 8 of CAP 34											Appears Capable	Effective



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Applicant Notes:						BCAA Notes:					
11.33	The FRMS objectives abide by SMART principles and are supported with specific SPIs and associated safety targets and alert levels									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
12.0 Investigative Processes											
12.1	The FRMS specifies an investigative process to ensure all fatigue events or incidents and any other reports in which fatigue may be identified are reviewed based on predetermined thresholds to identify if an investigation should take place and if so, the level of the investigation. Supplemental information - Paragraph 8.5.2 and Paragraph 8.4.7 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
12.2	The FRMS document specifies a process to ensure persons that conduct any fatigue investigation are formally trained and competent in investigation techniques, fatigue science and FRMS Supplemental information - Paragraph 8.6 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
12.3	The FRMS contains a procedure to stipulate a time frame for the completion of the investigation and provision of a report to the FSAG.									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
12.4	The FRMS contains a procedure for formal review of any investigation report so that all action items and decisions are recorded									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					
12.5	The FRMS specifies how staff awareness of their responsibilities for assisting in an investigation will occur in relation to the provision of information sought by an investigator such as records or documents. Supplemental information - Paragraph 8.5 of Section 8 of CAP 34									Appears Capable	Effective
Applicant Notes:						BCAA Notes:					



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AOC No:		Contact name:				DD/MM/YYYY		DD/MM/YYYY					
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12.6	The FRMS reinforces that open and fair culture principles are to be applied in evaluating any findings or recommendations from the investigator.											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							
12.7	The FRMS ensures a fatigue investigation attempts to understand the contributing factors that led to the fatigue and whether the reported fatigue is indicative or an ongoing or systematic issue that may need to be addressed through some form of mitigation.											Appears Capable	Effective
Applicant Notes:						BCAA Notes:							



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AOC holder:	Applicant use only		BCAA use only - Status is a recommendation only - Assessment is subject to Peer Review										
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AOC No:				Present or Present and Suitable		Operational Status	Status	Present or Present and Suitable	Status			Appears Capable or Is Effective	Trial
13.0 Final checklist					YES/NO						AGREE		
13.1	Full implementation approval request sent to BCAA (Note: Minimum of 3 months advice required prior to the end date of trial period).				[]						[]		
13.2	All evidence required gathered and prepared for BCAA verification				[]						[]		
13.3	All outstanding matters requested by BCAA have been addressed				[]						[]		
Submission Version No					Submission Date			Trial Approval Job No					
I, as the applicant or representative of the applicant, make the following declaration: <input type="checkbox"/> I understand that the information provided by CASA in this form is provided to help establish a Fatigue Risk Management System which meets the requirements of CAO 48.1, but the same information is not a determination of CASA's satisfaction that our organisation has met the standard for the issue of a full FRMS implementation approval <input type="checkbox"/> If I am signing this application as an agent or representative of the organisation, I declare that I have obtained the necessary authority to sign on behalf of the applicant/s. <input type="checkbox"/> I understand that the information provided in this Form is true and correct. Note: The applicant will be issued an Instrument of Approval if they have satisfactorily met the requirements of Supart-Q (FTL) of ANTR OPS 1 for the issue of a full FRMS implementation approval.													
Name:				Signature:				Position:					
[]				[]				[]					
Please include in your submission email a signed scanned copy of this page.													



FATIGUE RISK MANAGEMENT SYSTEM

Communication History

AOC holder:
ARN: **0**
FRMS Trial Job No:
Full Approval Job No:

This sheet is to be used by both BCAA and the Applicant to record the history of communication.

The BCAA Assessor will provide details of the changes required to the Applicant's FRMS, notes and other comments relevant to the FRMS application.

In this section, the Applicant will also record the action taken on the BCAA comments.

Hover your mouse on the headings for more information.

To add more entry rows, simply drag the right bottom corner of the table OR click on any row, right mouse click and select Insert Table Rows above or below.

Date	Item Ref	BCAA Assessor	BCAA Comments	Applicant Action	Date	Applicant's comments
				Select		