

# COMPANY NEWSLETTER

[WWW.CAAA.COM.AU](http://WWW.CAAA.COM.AU)



December edition



## WELCOME TO CAAA

The Civil Aviation Academy has over 20 years of experience in the aviation sphere. Our consultants are available to answer all your aviation regulation and manual update queries.

### Our specialty courses include:

- Dangerous Goods Awareness and Acceptance of Non-Dangerous Goods (initial issue and refresher) Courses
- Safe Transport of Infectious Substances By Air (Shippers Training) (initial issue and refresher) Courses
- Crew Resource Management (CRM), also known as Aviation Decision Making (ADM) Courses

## Top News

Drone Safety and Registration

Aviation January School

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New IATA Regulations

Clarity in Communication



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# Understanding Lithium Battery Safety in Aviation



Lithium-ion batteries power a wide range of everyday devices, from smartphones and laptops to electric bikes and power tools. As common cargo in air transport, these batteries come with safety risks due to their chemical makeup. Mishandling, exposure to extreme temperatures, or improper packaging can cause overheating and even "thermal runaway"—a chain reaction that can lead to fires or explosions. IATA's 2025 Dangerous Goods Regulations updates address these risks with new packaging guidelines, labelling requirements, and the inclusion of a Dangerous Goods Declaration (DGD) on airway bills for lithium battery shipments. These updates cover lithium-metal and lithium-ion batteries, as well as the newer sodium-ion type. Operators and shippers must ensure personnel understand the updated rules to protect crew and cargo alike from the hazards of improper battery handling.

## Drone Safety and Registration: Important Updates from CASA

As the popularity of drones continues to soar, it's essential for drone operators to stay compliant with regulations set forth by CASA. If you're flying a drone for business or as part of your job, registration is mandatory—and this requirement applies to all drone weights. The registration process is quick and easy, taking just a few minutes through the myCASA platform. Ensuring you're registered helps maintain safety standards and compliance within the aviation community.

In addition to registration, CASA is committed to promoting drone safety across Australia. If you or your community group is actively involved in promoting drone safety, you may be eligible for CASA sponsorship. This could be financial support, access to free safety materials, or even a CASA staff member available to speak at your events. Such initiatives help foster a culture of safety and responsibility among drone users.

For more information on drone registration and CASAs safety sponsorship opportunities, please visit the CASA website. Staying informed and engaged ensures that everyone can enjoy the benefits of drone technology safely and responsibly.



# Sky Careers Institute Set to Launch Early 2025!

We are now ready for the launch of Sky Careers Institute early 2025, thanks to our second successful tender awarded by the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts. This initiative is part of the Women in the Aviation Industry Initiative Strategic Action Plan 2024-26 and is set to bring aviation training and leadership development to new heights.

The Sky Careers Institute, co-founded by Sue-anne Munckton and Mark Hodgson, is designed to support all aviation professionals with a unique learning and career-building platform, accessible across Australia. Key programs launching include:

- 1. Sky Careers Connect:** For those new to the aviation field, this program provides foundational skills, mentorship, and networking support to ensure a strong start to a successful career. Through industry-specific training, participants will gain the resources needed to thrive in their chosen fields.
- 2. Sky Careers Leadership:** Tailored for experienced professionals ready to advance, this program offers specialised training in areas like executive mentorship, high-performance team building, resilience, and personal branding. With insight from top industry leaders, participants will develop the confidence and skills to excel in leadership roles.
- 3. Sky Careers Ambassadors and Expert Faculty:** Through a powerful network of over 50 aviation ambassadors and faculty members, participants will have access to guidance from top experts and opportunities to build long-term connections within the industry.

CAAA is proud to drive this initiative, creating a movement to inspire positive change and ensure the aviation industry continues to grow as a diverse and inclusive field. We look forward to welcoming you to this exciting new chapter in aviation!



## January Aviation School Holiday Workshops, WA

After a fantastic response to our October workshops, Sky Careers is excited to announce more aviation workshops coming in January 2025 in WA. These workshops offer hands-on experiences tailored to young aviation enthusiasts and will be grouped by age: 7 - 8, 9 - 11, and 11 - 17. Participants will explore a variety of aspects within the aviation field, including exclusive tours and connecting with industry professionals.

Bookings are now open, but spots are limited, so book now. This is a great opportunity for children to explore their interest in aviation and gain insight into an exciting industry. Scan the QR code below to book your spot or visit [Sky Careers - Aviation School Holiday Workshops](#)



**BOOK NOW**



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**03/06**



# New IATA Regulations

The latest IATA Dangerous Goods Regulations (DGR) are now available, with crucial updates that all operators, shippers, and freight handlers should review. If you handle dangerous goods, staying up-to-date with these regulations is mandatory, and having a personal copy of the 2025 DGR is essential for full compliance. At CAAA, we're here to support your compliance by making the DGR available for direct order.

## Key Changes in the 2025 DGR Edition

This year's updates address significant areas in packaging, labelling, and documentation to enhance the safe transport of dangerous goods. Some of the key changes to note include:

**Sodium-Ion Battery Regulations:** As sodium-ion battery use grows, the DGR now includes new UN numbers, shipping names, and packaging requirements specific to these batteries, ensuring clear and safe handling practices.

**Expanded Classifications:** Definitions have been clarified and expanded for dangerous goods such as explosives, flammable solids, and fire suppressant devices. These updates aim to minimise misclassifications, improving overall safety and handling.

**Battery Marking Update:** The "lithium battery mark" has been updated to cover sodium-ion batteries and is now simply called the "BATTERY mark," streamlining identification and compliance requirements across multiple battery types.

**Airway Bill Requirements:** Starting January 1, 2025, airway bills must include "associated DGD" (Dangerous Goods Declaration) for shipments that require it. This addition will strengthen traceability and compliance, making it easier to track goods and meet regulatory standards.

**Enhanced Digital Edition:** For those who prefer digital resources, the DGR now includes improved navigation and search features, making it simpler to access and interpret the latest guidelines on various devices.

## Why Your Own Copy is Essential

With these evolving regulations, relying on outdated copies or second-hand interpretations can create compliance risks. A personal, up-to-date copy of the DGR helps you:

**Follow Current Packaging Guidelines:** Ensuring goods are packed according to the latest safety standards.

**Navigate Shipping Instructions Effectively:** Step-by-step shipping guidelines help you avoid delays and costly mistakes.

**Classify Dangerous Goods Accurately:** Clear classifications reduce errors and prevent shipment rejections.

Order your 2025 DGR through CAAA to ensure you have the latest guidance on hand. *Contact us at [andy@caaa.com.au](mailto:andy@caaa.com.au) or order online at [Products – Civil Aviation Academy](#) to secure your copy and keep your operations compliant and safe.*



# Pacific and Australasian CRM Developers' and Facilitators' Forum 2024

The recent Pacific and Australasian CRM Developers' and Facilitators' Forum 2024 (PACDEFF) was a significant event for professionals dedicated to Crew Resource Management (CRM) within the aviation sector. Held at the end of October in Melbourne, this forum served as an essential platform for developers, facilitators, and thought leaders from across Australasia and the Pacific to gather and exchange insights on best practices and innovations in CRM. The discussions focused on addressing emerging challenges within the industry, emphasizing the importance of effective team coordination, understanding human factors, and enhancing situational awareness. These elements are crucial for the development of robust CRM training programs that aim to improve safety and efficiency in aviation operations. Speakers included Prof Sidney Dekker, Pip Spence (CEO and DAS, CASA) and Nicole Ashcroft (Uber Safety).

Attendees had the opportunity to engage in meaningful dialogue about innovative strategies for implementing CRM principles, sharing advancements in training methodologies and technologies. The forum not only highlighted current issues but also provided a collaborative environment for professionals to brainstorm and develop solutions to enhance safety practices in aviation.

Overall, PACDEFF 2024 successfully reinforced the importance of CRM in aviation, fostering a community committed to continuous improvement and safety excellence.

## CASA-approved Dangerous Goods and Crew Resource Management training

As the busy summer season approaches, now is the perfect time to get ahead with your CASA-approved Dangerous Goods and Crew Resource Management training. Completing your training well before the peak season allows you to prepare without the stress of last-minute scheduling and ensures you're fully equipped for whatever challenges summer may bring to aviation. By training now, you'll have ample time to absorb the material, practice your skills, and be confident in your ability to handle the increased demands of the season. Don't wait until the rush begins—get trained NOW!

Order Dangerous Goods course here: [Dangerous Goods Awareness – Civil Aviation Academy \(caaa.com.au\)](https://caaa.com.au).

Order Crew Resource Management training here: [Crew Resource Management – Civil Aviation Academy \(caaa.com.au\)](https://caaa.com.au).



# Clarity in Communication: The Benefits of Plain English and First-Person Perspective in Operations Manuals

Using plain English and the first person in operations manuals has several advantages, particularly in the context of clarity, comprehension, and effective communication within an organization. Here are some reasons for adopting these practices:

## Clarity and Understanding:

**Plain Language:** Using plain English makes the content more accessible to a wider audience, including individuals who may not have a specialized background or extensive technical knowledge.

**Reduced Ambiguity:** Plain language helps eliminate unnecessary jargon, reducing the risk of misinterpretation and ensuring that instructions are clear and easily understood.

## Ease of Compliance:

**User-Friendly Manuals:** Manuals written in plain English are more user-friendly, making it easier for employees to understand and comply with operational procedures and guidelines.

**Reduced Errors:** Clear instructions contribute to a reduction in errors, as employees are less likely to misinterpret or overlook critical information.

## Improved Communication:

**First Person Perspective:** Using the first person (e.g., "I," "we") in operations manuals creates a direct and personal connection between the document and the reader. It fosters a sense of responsibility and ownership.

**Engagement:** A conversational tone can engage the reader more effectively, maintaining their attention and encouraging them to actively process the information.

## Enhanced Training and Onboarding:

**Simplified Training:** Plain language facilitates training processes, making it easier for new hires or team members to quickly grasp operational procedures.

**Faster Onboarding:** Employees can onboard more efficiently when instructions are presented in a straightforward and easily digestible manner.

## Legal and Regulatory Compliance:

**Clarity in Compliance:** Plain language is often favored in legal and regulatory contexts as it reduces the risk of misinterpretation and ensures that compliance requirements are clearly communicated.

## Cultural and Linguistic Diversity:

**Accessibility:** Plain English is particularly beneficial in diverse workplaces where employees may have varying levels of proficiency in the language. It helps bridge language gaps and ensures information is accessible to all.

## Continuous Improvement:

**Feedback Mechanism:** A conversational tone and the first-person perspective can encourage employees to provide feedback more actively, contributing to a culture of continuous improvement.

In conclusion, using plain English and adopting a first-person perspective in operations manuals enhances communication, promotes understanding, and supports overall organizational efficiency.

If you need assistance with operations manuals or procedural manuals - turning them into plain English, contact us [smunckton@caaa.com.au](mailto:smunckton@caaa.com.au)

