	SAAA POLICIES & PROCEDURES	
	Procedure Name	MGT 1.1.04-000 SAAA Exposition (Management Overview).docm
	Revision No	0
	Revision Date	5 - 02 - 2018
	Procedure Owner	MCG

1. Purpose

To define the basis of an SAAA Exposition document that provides a management overview of the SAAA

2. Scope


This policy & procedure covers the content and maintenance of the SAAA Exposition document

3. Prerequisites

1. The SAAA Exposition Document is intended to represent a summary description of the SAAA, what it does, how it operates and how it achieves compliance as may be relevant from time to time with the Australian Aviation Regulator (CASA)
2. For the purposes of clarity and maintenance efficiency, the SAAA Exposition should where possible avoid repetition of the content of the SAAA policies & procedures
3. The SAAA Exposition should succinctly describe, but necessarily be limited to:
 - a. What the SAAA does and who it represents
 - b. The general structure of the SAAA and how it operates
 - c. The SAAA's system of corporate governance
 - d. Significant third party bodies, regulatory or otherwise, related to SAAA activities
 - e. The relationship between SAAA's system of corporate governance and its compliance obligations with CASA
4. The SAAA exposition should be updated IAW policy & procedure MGT 1.1.02 Change Management as and when required but in any event reviewed at a frequency of no less than each 2 years to ensure currency, relevance and accuracy
5. SAAA polices & procedures take precedence over the SAAA Exposition

4. Responsibilities

- a. Development and maintenance of the SAAA Exposition document – SAAA Mgr. Corporate Governance (MCG)

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5. Procedure

1. Promptly replace or maintain the SAAA Exposition document in response to changing circumstances, regulations and conditions IAW policy & procedure MGT 1.1.02 Change Management – MCG
2. Submit any replacement or modified SAAA Exposition document to National Council for approval IAW this policy & procedure – MCG

References

- a. MGT 1.1.02 Change Management

Definitions

Acronym or Terminology	Concise definition or meaning
CASA	Civil Aviation Safety Authority
MCG	Prevailing SAAA Mgr. Corporate Governance (the prevailing President of the SAAA is generally expected to hold this position)