



**Australian Government**  
**Civil Aviation Safety Authority**

**Civil Aviation Order 20.9 (as amended)**

made under subregulation 235 (7) of the *Civil Aviation Regulations 1988*.

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**Contents**

**Section 20.9 (Air service operations — precautions in refuelling, engine and ground radar operations)**

	Page
2..... Application .....	1
3..... Fuel and oils.....	2
4..... Fuelling of aircraft .....	2
5..... Starting and ground operations of engines.....	7
6..... Ground operation of aircraft radar equipment .....	8
Appendix I .....	10
Notes to Civil Aviation Order 20.9.....	13

**Section 20.9**

**Air service operations — precautions in refuelling, engine and ground radar operations**

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**2 Application**

- 2.1 Subject to paragraph 2.2, this section applies to:
- (a) all Australian aircraft operating on aerodromes in Australian territory; and
  - (b) as far as practicable — all Australian aircraft operating outside Australian territory.
- 2.2 This section does not apply to an aircraft that is being refuelled in accordance with:
- (a) section 20.10, except as set out in subparagraph 1A.1 (a) of section 20.10; and
  - (b) section 20.10.1, except as set out in subparagraph 2.2 (a) of section 20.10.1.

### 3 Fuel and oils

- 3.1 The pilot in command of an aircraft shall ensure that the aircraft is not flown unless the aviation fuel, aircraft engine lubricating oil, aircraft engine power augmentation fluid and aircraft hydraulic system fluid used in connection with the servicing or operation of the aircraft complies with the specification and grade required or approved for the purpose by CASA.

*Note 1* In respect of aircraft engine power augmentation fluid and aircraft hydraulic system fluid the specification and grade specified for a particular purpose in a manual or manuals promulgated by the aircraft or aircraft engine manufacturer may be considered as having been approved by CASA.

*Note 2* The pilot in command may assume that:

- (a) aviation fuel; and
- (b) aircraft engine lubricating oil; and
- (c) aircraft engine power augmentation fluid; and
- (d) aircraft hydraulic system fluid in the aircraft, other than that which he has caused to be delivered into the aircraft, complies with the required specification and grade.

- 3.3 All ground fuel stock shall be carefully checked for the presence of undissolved water before the fuelling operation is commenced.

*Note 1* This precaution is particularly important when handling fuel from drum stocks.

*Note 2* Attention is drawn to the necessity of using a positive method, such as suitable water-detecting paste or paper, in testing for the presence of free water since sensory perceptions of colour and smell, if used alone, can be quite misleading.

*Note 3* In the case of turbine fuels, attention is also drawn to the necessity of watching for signs of cloudiness or other indication of the presence of suspended water droplets which will not necessarily be detected by the means mentioned in Note 2.

- 3.4 All fuel shall be strained or filtered for the removal of free or suspended water and other contaminating matter before entering the aircraft tanks.

*Note* Attention is drawn to the special standards of filtration which may be specified by the manufacturers of certain types of engines. e.g. turbine engines and direct-injection piston engines.

### 4 Fuelling of aircraft

#### 4.1 Location of aircraft

- 4.1.1 During fuelling operations, the aircraft and ground fuelling equipment shall be so located that no fuel tank filling points or vent outlets lie:
- (a) within 5 metres (17 ft) of any sealed building; and
  - (b) within 6 metres (20 ft) of other stationary aircraft; and
  - (c) within 15 metres (50 ft) of any exposed public area; and
  - (d) within 15 metres (50 ft) of any unsealed building in the case of aircraft with a maximum take-off weight in excess of 5 700 kg (12 566 lb) and
  - (e) within 9 metres (30 ft) of any unsealed building in the case of aircraft with a maximum take-off weight not exceeding 5 700 kg (12 566 lb).

- 4.1.1.1 Notwithstanding the contents of paragraph 4.1.1 limited fuelling operations for maintenance purposes may be carried out in certain hangars under the following conditions:
- (a) refuelling or defuelling of gasoline or wide-cut gasoline type turbine fuel is not permitted;
  - (b) overwing fuelling is not permitted;
  - (c) these operations shall not be permitted in hangars occupied by 2 or more tenants;
  - (d) the operator shall obtain approval from CASA for the detailed procedures under which these operations may be performed. These procedures shall be described in the maintenance manual and shall include the circumstances under which refuelling or defuelling in hangars or maintenance area is permitted, and the maximum volume of fuel involved.

4.1.1.2 For the purpose of this Order, a sealed building is one which all the external part within 15 metres (50 ft) of an aircraft's fuel tank filling points or vent outlets or ground fuelling equipment is of non-flammable materials and has no openings or all openings are closed.

4.1.2 Where the fuelling equipment is not mobile, the aircraft shall be so placed that it can be rapidly moved to a place of safety, and a means of ensuring that this can be done shall be readily available.

*Note* The following operations are not deemed to constitute fuelling operations:

- (a) the drainage of a small quantity of fuel from a fuel system drain point;
- (b) the transfer of fuel from tank to tank within an aircraft making use exclusively of lines and equipment permanently installed in the aircraft.

## 4.2 Fuelling with passengers on board

4.2.1 The operator of an aircraft must ensure that avgas is not loaded onto an aircraft while passengers are on board, or entering or leaving, the aircraft.

4.2.2 The operator of an aircraft that has an underwing fuelling system must ensure that fuel is not loaded onto the aircraft using this system while passengers are on board, or entering or leaving, the aircraft unless the fuel is aviation grade turbine fuel that contains anti-static additive or is loaded in the USA and meets the ASTM D 1655 standard and the following conditions are satisfied:

- (a) before the fuel is loaded, all persons who may be on board, or entering or leaving, the aircraft while the fuel is loaded are told that:
  - (i) fuel is to be loaded; and
  - (ii) their seat-belts must not be fastened while the fuel is loaded; and
  - (iii) they must not smoke, use any electrical equipment (other than medical equipment used for treating a patient, the operation of which will not affect the safety of any person on board the aircraft) or do anything else that might cause fuel vapours to ignite during the loading;
- (b) all persons on board, or entering or leaving, the aircraft obey the instructions given under sub-subparagraphs (a) (ii) and (iii);

- (c) a cabin crew or flight crew member is appointed to perform the following tasks while the fuel is loaded:
  - (i) ensure the safety of the passengers;
  - (ii) maintain discipline inside the aircraft;
  - (iii) supervise any necessary evacuation of the aircraft;
- (d) while the fuel is loaded:
  - (i) the aircraft's "fasten seat belt" signs are turned off; and
  - (ii) the aircraft's "no smoking" signs are turned on; and
  - (iii) the aircraft's emergency lights (if any) are armed;
- (e) while the fuel is loaded, there is at least 1 cabin crew or flight crew member on duty in the aircraft:
  - (i) for every 72 passengers on board the aircraft; or
  - (ii) for every passenger zone in the aircraft in which there are passengers; whichever is more;
- (f) while the fuel is loaded, there is at least 1 cabin crew or flight crew member on duty by at least 1 exit door of each of the aircraft's passenger zones in which there are passengers;
- (g) all cabin crew or flight crew members who are on duty in the aircraft while the fuel is loaded:
  - (i) are prepared for an immediate evacuation; and
  - (ii) supervise the passengers during the loading; and
  - (iii) ensure that the aisles and exits are unobstructed during the loading;
- (h) the areas outside the aircraft that would be used if the aircraft were evacuated are kept clear while the fuel is loaded;
- (k) if the aircraft's engine is running — a member of the aircraft's flight crew is on duty on its flight deck;
- (l) the operator's operations manual sets out:
  - (i) the responsibilities of members of the operating crew who are on duty in the aircraft while fuel is loaded; and
  - (ii) procedures for complying with the requirements of this paragraph.

*Note* An underwing fuelling system is any system that forms part of the aircraft and that allows delivery of fuel to the aircraft without exposing the fuel to the atmosphere during delivery.

4.2.3 Subject to paragraph 4.2.4, the operator of an aircraft without an underwing fuelling system must ensure that fuel is not loaded on to the aircraft while passengers are on board, or entering or leaving, the aircraft.

4.2.4 The operator of an aircraft that cannot be underwing fuelled may allow fuel to be loaded onto the aircraft while a passenger is on board if:

- (a) the passenger's medical condition is such that he or she cannot leave the aircraft without assistance; and
- (b) the aircraft's cabin door is open; and
- (c) the equipment used for loading or unloading passengers (if any) is in position at the door; and
- (d) the requirements and conditions set out in paragraph 4.2.2 are satisfied.

- 4.2.5 If:
- (a) fuel is being loaded onto an aircraft in accordance with paragraph 4.2.2 or 4.2.4; and
  - (b) either:
    - (i) fuel vapour is found inside the aircraft; or
    - (ii) for any other reason it is not safe to continue loading the fuel;
- the aircraft's operator must ensure that the loading of the fuel stops immediately.

#### 4.3 Aircraft safety precautions during fuelling operations

- 4.3.1 All engines in the aircraft, including any auxiliary power units, must be shut down, except where CASA is satisfied that the operation of such an engine or auxiliary power unit will not present a hazard and where a statement to that effect, together with any special conditions for operation, is included in the operator's operations manual if such a manual is required.

*Note* For this paragraph, CASA is satisfied if the aircraft flight manual permits operation of such an engine or auxiliary power unit.

- 4.3.2 When an external electrical supply is used, the connections between that supply and the aircraft electrical system shall be made and securely locked before the fuelling operation is connected and shall not be disconnected until the operation has been completed, except that connectors, which provide control to ensure effective engagement before external power can be supplied to the aircraft, need not be locked.

- 4.3.3 A person shall not, and the pilot in command and the operator shall take reasonable steps to ensure that a person does not, during fuelling operations:
- (a) operate or perform maintenance work on the aircraft's radar equipment except that where the fuel is kerosene, operation or maintenance may be carried out provided the radar transmitter is de-activated; or
  - (b) except where the fuel involved is kerosene, carry out maintenance on any electrical, electronic or radio systems within the aircraft or operate such equipment other than the aircraft's interior lighting or electrical apparatus necessary for the fuelling process.

- 4.3.4 For fuelling an aircraft, the following requirements apply:

- (a) before a fuel tank cap is removed, the aircraft and all fuelling equipment must be bonded;
- (b) if bonding is lost, fuel transfer must be stopped immediately and not resumed until the bond is restored.

*Note* Care must be taken before reconnecting the bonding wire to allow for dissipation of static electricity that may have built up.

- 4.3.4A For paragraph 4.3.4:

***bonded*** means the aircraft and the fuelling equipment have the same electrical potential.

***fuelling*** includes refuelling and defuelling.

***fuelling equipment*** includes mobile fuel tankers, in-ground refuel ports, fuel bowsers, hand pumps, drums, funnels and other loose items of equipment if these are used in the fuelling operation.

- 4.3.5 All footwear worn by aircraft servicing personnel and persons operating fuelling equipment shall be of a non-sparking type and such persons shall not carry any matches, cigarette lighters or other objects which could represent an ignition hazard.
- 4.3.6 Except where automatic shut-off devices limit the capacity of an aircraft fuel tank, the operator and the pilot in command shall ensure that sufficient airspace remains in each fuel tank to allow for anticipated fuel expansion.
- 4.3.7 When a fuelling operation on an aircraft has been completed, the pilot in command and the operator of the aircraft shall ensure that all fuel and oil tank caps are securely refitted.
- 4.3.8 Aircraft oil tanks shall not be drained or filled when the aircraft is inside a hangar or other building unless the oiling equipment used complies with the provisions of Appendix I to this Order.
- 4.4 Safety precautions external to an aircraft during fuelling operations
- 4.4.1 The area in which fuelling operations are carried out shall be clearly placarded as a 'No Smoking' area and the limits of this area shall be a sealed building or at least 15 metres (50 ft) from the aircraft or ground fuelling equipment.
- 4.4.2 Where mobile fuelling equipment is used, the equipment shall be so placed that it can be rapidly moved in the event of fire.
- 4.4.3 A person shall not, and the pilot in command and the operator shall take reasonable steps to ensure that a person does not, during fuelling operations:
- (a) smoke or use a naked flame within 15 metres (50 ft) of the aircraft and ground fuelling equipment; or
  - (b) except in the case of aircraft, operate an internal combustion engine or any electrical switch, battery, generator, motor or other electrical apparatus within 15 metres (50 ft) of the aircraft's fuel tank filling points or vent outlets, and ground fuelling equipment unless the engine, switch, generator, motor or apparatus complies with the provisions of Appendix I to this Order and has been inspected.
- 4.4.4 At least 2 fire extinguishers of approved type and capacity must be positioned:
- (a) within 15 metres, but not less than 6 metres, from the aircraft and the fuelling equipment; or
  - (b) carried on the fuelling equipment.
- 4.4.5 If the fire extinguishers are carried on the fuelling equipment, they must:
- (a) be fitted with quick release brackets; and
  - (b) be readily available from either side of the equipment; and
  - (c) be located as far as practicable from the vehicle fuel tanks and fuelling points.
- 4.4.6 For paragraph 4.4.4 and 4.4.5, the fire extinguishers may be:
- (a) 60B dry powder fire extinguishers; or
  - (b) an 80B dry powder fire extinguisher and a 20B foam extinguisher; or
  - (c) other fire extinguishers approved by CASA.

*Note* The use of 2 carbon dioxide extinguishers, each with a minimum capacity of 4.5 kg (10 lb), is acceptable for this purpose. Extinguishers of other types and capacities may be approved on application to CASA.

4.5 Action in the event of a fire hazard

4.5.1 A fuelling operation shall be suspended and the Airport Fire Service notified when any fuel of a quantity likely to create a fire hazard is spilled on or within 15 metres (50 feet) of the aircraft or ground fuelling equipment, including the bilge of a fuelling barge, and the operation shall not recommence until the fire hazard is removed.

4.5.2 A fuelling operation shall be stopped as soon as it becomes apparent that an infringement exists of any of the relevant requirements of this Order.

4.5.3 When any fuel of a quantity likely to create a fire hazard is spilled on or within 15 metres (50 ft) of the aircraft or ground fuelling equipment, the pilot in command or, in his absence, the operator shall ensure that:

- (a) passengers remaining on board or in the process of embarking or disembarking are removed to a point at least 15 metres (50 ft) from the spilled fuel; and
- (b) mobile power units, vehicles and power operated loading devices operating within 15 metres (50 ft) of the spilled fuel are shut down; and
- (c) maintenance work of any nature on or within the aircraft is suspended and not recommenced until the spilled fuel has been removed.

4.7 In this subsection:

**cabin crew member** means a person who:

- (a) is a member of the operating crew, but not the flight crew, of an aircraft; and
- (b) may be assigned to emergency duties in the aircraft under subsection 12 of section 20.11 of the Civil Aviation Orders.

**passenger zone** in relation to an aircraft, means an area within the aircraft which has:

- (a) seats for 72 or less passengers; and
- (b) an exit.

## 5 Starting and ground operations of engines

5.1 The pilot in command or in his absence any other person responsible for starting or ground operation of an aircraft shall ensure that:

5.1.1 In the case of land aircraft, passenger loading equipment to permit rapid evacuation of passengers and crew is kept immediately available during the starting of engines.

5.1.2 In the case of seaplanes, water transport of a capacity sufficient to enable rapid evacuation of passengers and crew is immediately available during the starting of engines.

5.1.3 Where any fuel or other flammable material is spilled within 15 metres (50 ft) of an aircraft, the aircraft engines shall not be started or operated until the fire hazard has been removed.

5.1.4 An aircraft engine shall not be started or operated:

- (a) within 5 metres (17 ft) of any sealed building; or
- (b) within 8 metres (25 ft) of other aircraft; or

- (c) within 15 metres (50 ft) of any exposed public area; or
- (d) within 15 metres (50 ft) of any unsealed building in the case of an aircraft with a maximum take-off weight exceeding 5 700 kg (12 566 lb); or
- (e) within 8 metres (25 ft) of any unsealed building in the case of an aircraft with a maximum take-off weight not exceeding 5 700 kg (12 566 lb);

and turbine engines, in addition, shall not be operated within the appropriate distance specified below of any other aircraft, fuelling equipment or exposed public areas which lie to the rear of and within a 15 degree arc either side of the exhaust outlet axis of that engine:

Engine type	Power condition	Minimum distance metres
Turbo-prop	At or below normal slow taxiing power	15 (50 ft)
	At power used to initiate movement of a stationary aircraft	23 (75 ft)
Turbo-jet	At or below normal slow taxiing thrust	30 (100 ft)
	At thrust used to initiate movement of a stationary aircraft	46 (150 ft)

*Note* Fuelling equipment does not include equipment and outlet points of an installation located below ground level when the equipment is stowed and covering hatches are in place.

- 5.2 The operator of an aircraft shall ensure that all persons who may be required to start the engine of the aircraft are familiar with the method of operation of any installed engine nacelle fire extinguishing equipment.
- 5.3 The pilot in command and the operator shall ensure that passengers do not embark or disembark or that freight is not loaded or unloaded from the aircraft whilst an engine of the aircraft is operating unless the passengers and/or the loading personnel have been given instruction and guidance to protect them from injury as a consequence of engine operation.

## 6 Ground operation of aircraft radar equipment

- 6.1 The requirement of this subsection shall apply to all radar equipment with a nominal peak power output rating in excess of 25 kW.
- 6.2 During all ground operation, including testing and maintenance of aircraft radar equipment, the operator and person in charge of such equipment shall ensure that:
  - 6.2.1 The equipment is not energised in its normal mode (antenna rotating) unless the sector area scanned by the radar beam is clear of the following objects to a distance of 37 metres (120 ft) from the antenna:
    - (a) aircraft being refuelled or defuelled;
    - (b) fuel tankers, fuel tanks or fuel storage areas;
    - (c) persons or cargo;
    - (d) any other aircraft or aircraft hangar.



## *Civil Aviation Order 20.9*

*Note* For each radar installation the sector area should be defined in terms of readily distinguishable dimensions preferably related to some feature of the aircraft and should appear in the Aircraft Maintenance Manual.

- 6.2.2 The equipment is not energised with the antenna stationary and the beam directed towards any of the objects specified in paragraph 6.2.1 unless the distance separating them from the antenna is in excess of 60 metres (200 ft).
- 6.2.3 The distance specified in paragraphs 6.2.1 and 6.2.2 may be reduced by 75 per cent when an approved beam attenuating device is used between the antenna and any object specified in paragraph 6.2.1.
- 6.2.4 The equipment is not energised in any radiating mode of operation when the aircraft in which the equipment is fitted is in a hangar or other enclosure unless a suitable microwave energy absorbing shield is fitted over the antenna.
- 6.2.5 The equipment is not to be operated in any aircraft which is being refuelled or defuelled.

*Note* During all testing of aircraft radar equipment the beam should, whenever possible, be directed with maximum upward tilt toward a clear area.

## Appendix I

### **Fire safety requirements to be met by mechanical and electrical equipment within 15 metres (50 ft) of an aircraft's fuel tank filling points and vent outlets during fuelling operations**

#### **1 Application**

- 1.1 The requirements of this Appendix are applicable to all mechanical and electrical equipment used within 15 metres (50 ft) of an aircraft's fuel tank filling points and vent outlets during fuelling operations.
- 1.2 Compliance with these requirements is the responsibility of the operator of the equipment.

#### **2 Vehicles and plant**

*Note* Because a higher standard of safety can be more readily achieved on diesel engines than petrol engines, it is recommended that diesel engines be used on all vehicles, pumping plants, etc., used within 15 metres (50 ft) of an aircraft's fuel tank filling points and outlet vents during fuelling operations.

- 2.1 All equipment shall be of good automotive design, and shall receive proper maintenance to ensure that it is kept in good state of repair. All reasonable means shall be taken to limit the hazard from fire. Particular attention shall be given to possible sources of ignition such as:
  - (a) incandescent carbon or naked flame which could be emitted from the engine or associated equipment; and
  - (b) arcing between metallic parts of electrical circuits and components caused by:
    - (i) operation of switch contacts; and
    - (ii) faulty cable terminations; and
    - (iii) breakdown of electrical insulation; and
    - (iv) moving contacts or rotary electrical equipment; and
    - (v) accidental short circuiting or open circuiting; and
  - (c) exposure of hot parts to combustible matter; and
  - (d) overheating of working parts to the ignition temperature of any combustible matter in the vicinity of the engines.
- 2.2 Parts of the equipment requiring attention are:
  - (a) fuel system; and
  - (b) exhaust system; and
  - (c) electrical system.

##### **2.2.1 Fuel system**

The carburettor air intake shall be fitted with a flame arrestor, such as a backfire non-return valve, or an efficient baffled and screened air cleaner.

The fuel tank shall be securely mounted, and the tank and its filler shall be positioned so that fuel cannot be inadvertently spilled on the engine, its exhaust, electrical and ignition system.

Fuel tank filling openings shall be fitted with well fitting caps.

Liquefied petroleum gas systems shall comply with Australian Standard 1425 and Australian Standard CB20, but excess flow valves and non-return valves shall be fitted irrespective of size of tank.

### **2.2.2 Exhaust System**

The exhaust system shall be provided with means to prevent hazardous emission of incandescent carbon or naked flame. Baffled standard vehicle mufflers, of good automotive design, and in good condition are acceptable.

### **2.2.3 Electrical System**

Standard vehicle wiring shall be maintained in good condition. All additional equipment such as obstruction lights, shall have wires and cables well supported, with insulating grommets fitted wherever they pass through metal panels. Equipment shall be suitably insulated and mechanically protected to prevent breakdown during use.

Batteries shall be suitably covered to prevent accidental shorting of cells and shall be provided with adequate means of natural ventilation.

## **3 Fuelling vehicles and plant**

Aircraft fuelling vehicles and plant shall comply with the following:

- (a) be fitted with an isolation switch between the battery and electrical services;
- (b) the engine exhaust outlet to be remote from the fuelling equipment;
- (c) all electrical wiring to the rear of the vehicle cab shall be mechanically protected;
- (d) exposed electrical terminals shall be protected by insulating boots or covers;
- (e) generators, motors, switches and relays shall be of a type which will prevent emission of hazardous sparks.

## **4 Electrical equipment**

### **4.1 Equipment above ground level**

All fixed and portable electrical equipment (other than vehicular) shall be of the same requirements as the SAA requirements as for equipment operated in Class 1, Division 2 locations, as specified in the SAA Wiring Rules, Part 1, except that arc-producing devices such as switches, contactors, etc., which are not operated during fuelling or defuelling operations need not to conform to the requirements for this class of equipment. The controls of all arc-producing devices which do not meet the requirements for Class 1, Division 2 locations shall be clearly labelled so that there is no doubt that they are not to be operated during fuelling operations.

### **4.2 Equipment below ground level**

Electrical equipment located below the general ground level of the apron (such as apron power outlets, pump control switches, etc.) shall comply with the SAA requirements for equipment operated in Class 1, Division 1 locations.

#### 4.3 Cables

- (a) All cables carrying electrical current at potentials up to 250 volts with respect to earth shall be required to have 250 volt grade insulation and shall be protected by a plastic sheath resistant to attack by fuel and oil.
- (b) All cables situated in areas traversed by vehicles, hand-carts and the like shall be suitably protected against mechanical damage. In no case shall this protection be of a lower standard than that provided by hardwood troughing with the dimensions by 2W and 3D where W and D are respectively width and depth of the cable space where W is not less than D.
- (c) Where the use of trailing cables is permitted as a temporary measure, The appropriate placement of wooden or other suitable portable barriers may be used as an alternative to wooden troughing described in paragraph 4.3 (b) to guard against damage by vehicles and to ensure the safety of pedestrians.

#### 4.4 Protective devices

All fuses and overload protective devices shall be hermetically sealed and protected by a general purpose enclosure.

#### 4.5 Batteries

All batteries shall be suitably covered to prevent accidental shorting of cells and shall be provided with adequate means of natural ventilation.

#### 4.6 Protection from breakdown in service

- (a) All electrical equipment shall be suitably insulated and mechanically protected to prevent breakdown whilst in use.
- (b) All connections shall be secured with spring or lock washers to prevent accidental loosening of connections whilst in use.

## Notes to Civil Aviation Order 20.9

### Note 1

The Civil Aviation Order (in force under the *Civil Aviation Regulations 1988*) as shown in this compilation comprises Civil Aviation Order 20.9 amended as indicated in the Tables below.

#### Table of Orders

Year and number	Date of notification in <i>Gazette</i> / registration on FRLI	Date of commencement	Application, saving or transitional provisions
CAO 2004 No. R10	8 December 2004 (see F2005B00787)	8 December 2004 (see s. 2)	
CAO 20.9 2005 No. 1	FRLI 6 January 2006 (see F2006L00094)	7 January 2006 (see s. 2)	
CAO 20.9 2010 No. 1	FRLI 2 March 2010 (see F2010L00542)	3 March 2010 (see s. 2)	
CAO 20.9 2011 No. 1	FRLI 15 July 2011 (see F2011L01503)	16 July 2011 (see s. 2)	
CAO 20.9 2011 No. 2	FRLI 9 November 2011 (see F2011L02289)	10 November 2011 (see s. 2)	

#### Table of Amendments

ad. = added or inserted   am. = amended   rep.= repealed   rs. = repealed and substituted

Provision affected	How affected
s. 20.9	rs. 2004 No. R10
subs. 3	am. CAO 20.9 2011 No. 2
subs. 4	am. CAO 20.09 2005 No. 1; CAO 20.9 2010 No. 1; CAO 20.9 2011 No. 1