



Day File: _____	Flying School Stamp:	CASA Stamp:
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IMPORTANT INFORMATION FOR APPLICANTS

- 1:** If you do not have an ARN, you must submit **Form 1162** (Aviation Reference Number (ARN) Application) including appropriate identification with **this** application.
- 2:** Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment. **Fields marked with an * are mandatory.**

Family Name:* _____ Given Names:* _____ Date of Birth:* _____	ARN: <table border="1" style="width: 100%; height: 20px; background-color: #ffffcc;"> <tr> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> <td style="width: 16.6%;"></td> </tr> </table>						

CONTACT DETAILS

Note: It is a regulatory requirement that you notify CASA of any changes to your personal contact information.

Correspondence including permissions issued as a result of this application will be sent by post to the current postal address according to CASA's records.

Have you updated your personal and contact details with CASA?

You should notify CASA of any changes using one of the following methods:

- Log onto the CASA Self Service Portal <https://portal.casa.gov.au/selfservice/>
- Submit Online Change of Details form <https://portal.casa.gov.au/casaforms/addrchange.htm>

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Section A: CFI / ATO Checklist *

1. CFI to complete prior to the flight test – refer to CAR 5.104(1)

**CASA
Use Only**

<input type="checkbox"/>	Applicant will be at least 18 at the time of the flight test – CAR 5.104(1)(a)	
<input type="checkbox"/>	Applicant has the minimum aeronautical experience for the CP(A)L – CAR 5.104(1)(f) and the hours are entered in this form	
<input type="checkbox"/>	Applicant has passed the CP(A)L theory examination – CAR 5.104(1)(c)	
<input type="checkbox"/>	Applicant satisfies the Day VFR syllabus for the CP(A)L – CAR 5.104(1)(e) and student records are completed, signed off and attached to application.	
<input type="checkbox"/>	Applicant has a current level 4 or above English Language Proficiency Assessment, or assessment report is attached	
<input type="checkbox"/>	Applicant holds or is qualified to hold a FROL – CAR 5.104(1)(b)	
<input type="checkbox"/>	CFI recommendation to undertake flight test has been completed on the form	

2. ATO to complete after the flight test

**CASA
Use Only**

<input type="checkbox"/>	Applicant holds at least a CASA class 2 medical certificate at the time of the flight test	
<input type="checkbox"/>	Completed and PASSED the Flight Test Report <i>[Note flight test reports for failed flight tests are attached or have already been submitted]</i>	
<input type="checkbox"/>	Applicant has the minimum aeronautical experience for CP(A)L	
<input type="checkbox"/>	Applicant has passed the CP(A)L examination	
<input type="checkbox"/>	If CP(A)L exam sat after 1st November 1998, the KDR is attached and signed by supervisor and ATO	
<input type="checkbox"/>	Applicant has been fully endorsed on aircraft used for flight test – attach Form 214 endorsement/design feature, if applicable	
<input type="checkbox"/>	Aircraft used suitable for CPL flight test (CAR 5.119)	

3. ATO Credentials (at the time the flight test is conducted)

**CASA
Use Only**

<input type="checkbox"/>	I hold a current CASA class 1 medical certificate	
<input type="checkbox"/>	I hold a current CPL or higher licence	
<input type="checkbox"/>	I hold a current Grade 1 flight instructor rating	
<input type="checkbox"/>	I hold a delegation under CAR 5.41(4)(a) to conduct the CP(A)L flight test	
<input type="checkbox"/>	I hold an appropriate endorsement for the aircraft type used in the flight test	

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Section B: Qualification Details

1. Personal Details (as per Birth Certificate)

Title	Surname	Given Names	Date of Birth / /
Place of Medical Examination	Date of Examination / /	Expiry Date of Medical / /	Doctor's Name

2 Security Check Requirements – refer to the Aviation Transport Security Regulations Act 2005

To be eligible for a CP(A)L, applicants must satisfy background checking requirements.

Please select the option below that applies to you:

- I am at least 18 years of age and hold a valid Aviation Security Identification Card (ASIC). Provide details below.

Note: If your current ASIC was issued before you turned 18, and you will be more than 18 years and 3 months when your application is processed, you will only be eligible for a licence if you have applied for a new ASIC before you reach 18 years and 3 months. Otherwise your ASIC will have been cancelled.

- I am at least 18 years of age and hold a valid Aviation Identification (AVID).
- Application attached

If you have an ASIC please enter the card details below. Attach a Certified True Copy, showing card details.

ASIC Number:		ASIC Expiry Date:	____ / ____ Month Year
ASIC Issuing Body:			

3. Aeronautical Experience (Hours)- Refer to CAR 5.127

To be eligible for a CP(A)L, applicants must have at least the following minimum aeronautical experience.

- 150 Hours** - Meets aeronautical experience requirements (CAR 5.111)
- 150 hours total flight time, which includes:
 - 70 hours PIC
 - 20 hours cross country PIC
 - 10 hours instrument flight time

- 200 Hours** – Meets aeronautical experience requirements (CAR 5.115):
- 200 hours total flight time, which includes:
 - 100 hours PIC
 - 100 hours aeroplanes:
 - 20 hours cross country PIC in aeroplanes
 - 10 hours instrument flight time in aeroplanes

- OR** If holds a PP(H)L (CAR 5.114):
- 200 hours total flight time, which includes:
 - 80 hours in aeroplanes, which includes:
 - 15 hours cross country PIC in aeroplanes
 - 10 hours instrument flight time in aeroplanes

- OR** If holds a CP(H)L or ATP(H)L (CAR 5.113):
- 200 hours total flight time, which includes:
 - 60 hours aeroplanes, which includes:
 - 10 hours cross country PIC in aeroplanes
 - 10 hours instrument flight time in aeroplanes

Enter your aeronautical experience that you had prior to the flight test

	Pilot in Command	Pilot in command Cross Country	Instrument flight time	General	Total flight time
Enter hours →					

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4. Aeronautical Knowledge Exam (only 1 option is required)

To be eligible for a CP(A)L, applicants must have passed at least the CP(A)L Aeronautical Knowledge Exam. Select the exam series you passed and enter the date			Exam Code
<input type="checkbox"/>	CP(A)L Single Exam	___ / ___ / ___	CPLA or ACEX
<input type="checkbox"/> All of the following (150 & 200hrs)	CP(A)L Aerodynamics (Aeroplane)	___ / ___ / ___	CADA
	CP(A)L Operation, Performance & F/Planning	___ / ___ / ___	CFPA
	CP(A)L Human Factors	___ / ___ / ___	CHUF
	CP(A)L Flight Rules & Air Law	___ / ___ / ___	CLWA
	CP(A)L Meteorology	___ / ___ / ___	CMET
	CP(A)L Navigation	___ / ___ / ___	CNAV
	CP(A)L Aircraft General Knowledge (Aeroplane)	___ / ___ / ___	CSYA
<input type="checkbox"/> Holds all of the following (if holder of CP(H)L (200hrs only)	CP(A)L Aerodynamics (Aeroplane)	___ / ___ / ___	CADA
	CP(A)L Operation, Performance & F/Planning	___ / ___ / ___	CFPA
	CP(A)L Flight Rules & Air Law	___ / ___ / ___	CLWA
	CP(A)L Aircraft General Knowledge (Aeroplane)	___ / ___ / ___	CSYA
	CP(A)L Human Factors (If not passed or if previously passed pre 01/07/09)	___ / ___ / ___	CHUF
<input type="checkbox"/> Holds all of the following (200hrs only)	CP(A)L Principles Of Flight	___ / ___ / ___	ACPF
	CP(A)L Aero Performance & Operations	___ / ___ / ___	ACPO
	CP(A)L Engine Systems & Instruments	___ / ___ / ___	ACES
	CP(A)L Navigation	___ / ___ / ___	ACNV
	CP(A)L Meteorology	___ / ___ / ___	ACMT
	CP(A)L Flight Rules & Procedures	___ / ___ / ___	ACFR, ACAL or CAAL
	CP(A)L Final Exam	___ / ___ / ___	ACFE

2.5 English Language Proficiency Requirements – refer to Civil Aviation Order 40.0

To be eligible for a CPL, applicants must have been assessed to at least Level 4 in ICAO English Language Proficiency.

Note: The student pilot licence language standard is **not applicable** to the standard for the CPL.

Please select the option below that applies to you:

- I have previously completed an English language assessment and the assessment report was submitted to CASA (flight crew licensing).
- I have completed an English language assessment and the assessment report is attached to this licence application.

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2.6 Details of any Regulatory Action, Traffic and Criminal Charges, Convictions or Imprisonment

Note 1: Action includes, but is not limited to, suspension and cancellation of any aviation authorisation

Note 2: Includes Australian and overseas actions, charges, convictions or imprisonment

Has any action been taken against you; or Is any action in the process of being taken against you; or Have you been refused the issue of any aviation related licence, certificate, rating or authority by any organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been refused the issue of a transport related licence or certificate? (eg, pilot's licence, pilot certificate, driver's licence, boating licence.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any criminal conviction or finding of guilt, which is less than ten years old, or any juvenile criminal conviction or finding of guilt, which is less than five years old? Note: You should also include all motor vehicle traffic-related convictions including those from overseas.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is suspension or cancellation action pending in relation to any aviation licence you hold?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you have answered yes to any of the above please provide details below. Include details about dates, actions, charges, convictions and imprisonment in Australia and Overseas. (attach a separate page if necessary).

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Section C: CFI Recommendation Complete prior to flight test

Note: Complete CFI section of checklist in Section A.

Training Organisation:							
I certify that the applicant has met the standard of the Day VFR Syllabus – Aeroplane (I attach a copy of the applicant's Achievement Record), holds the theory examination credit(s) shown in section B, and has reached the requirements CAR 5.111, 5.113, 5.114 or 5.115. I recommend him/her for a Commercial Pilot (Aeroplane) Licence flight test.							
Signature of CFI	Date / /	Printed Name	ARN <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> <td style="width: 25px;"></td> </tr> </table>				
CFI Instrument Number							

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Section D: Flight Test Report

The aim of this test is to provide an opportunity for the candidate to demonstrate his or her ability to safely and confidently handle the aircraft to the standard specified in the Day VFR Syllabus - Aeroplane and the Australian National Competency Standards for Commercial Pilots.

The flight test may be conducted in two parts:

- Part 1 – General Flying of about 1 hour;
- Part 2 – A simulated charter flight of 2.5 hours.

Part 2 must include;

- flight planning; complete within 1 hour of advice of the route;
- at least one leg requiring basic visual navigation;
- landing at a remote aerodrome other than that of departure;
- Operation in a Class C airspace (may be simulated);
- Location of a place remote from significant ground features;
- A short, low level leg at 500' AGL; and
- A minor diversion such would be necessitated by weather.

All items of this flight test are to be examined, except that item 1 is optional of PP(A)L holders.

A candidate who does not hold a PP(A)L must demonstrate satisfactory knowledge of any ground item in the PP(A)L Flight Test Report. (attach PP(A)L form).

Satisfactory knowledge of all items on the candidates CPLA written examination Knowledge Deficiency Report (KDR) must be demonstrated. (Attach copy of KDR).

An unsatisfactory final performance of any test item or procedure will result in an overall Fail assessment for the flight test.

The standard to be achieved for each flight test item is specified in the assessment guide of the Day VFR Syllabus – Aeroplane. To achieve the standard, candidates must demonstrate;

- Use of the correct technique and procedures;
- Operation within specified tolerances and aircraft limitations;
- No sustained errors;
- Sound airmanship.

The test may be terminated at any point where a fail assessment is made. Irrespective of whether or not the flight test is continued, the candidate may, at the discretion of the testing officer, be credited with a pass in those test items successfully completed.

- The general and operational flying sequences refer to units and elements of the Day VFR Syllabus. Units are shown in bold type. Numbering refers to that used in the syllabus.
- Where a unit is given the test must include all elements of the unit as specified in the syllabus unless otherwise indicated.
- Each element must include all demonstrations specified in the assessment guide to the standard specified — eg element A5 specifies the many items which are required to demonstrate Execute Advanced Manoeuvres and Procedures.

Commercial Pilot (Aeroplane) Licence Australian Civil Trained

ARN:

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✓ Satisfactory X Unsatisfactory N Not Tested

Ground

1	Compiled with any PP(A)L flight test item (Ground)*	
2	Satisfactory knowledge of all KDR items	
3	Knew classifications of operations	
4	Knew requirements for an AOC	
5	Knew type of information contained in ops manuals	
6	Knew requirements relating to drugs/alcohol	
7	Knew safety precautions during refuelling	
8	Knew VFR day charter instrument requirements	
9	Knew privileges & limitations of CP(A)L	
10	Knew single pilot VFR flight & duty limits	
11	Knew CP(A)L maintenance authorisations	
12	Used loading system correctly	
13	Used performance charts correctly	
14	Demonstrated sound knowledge of aeroplane systems	
15	Compiled accurate & complete flight plan	
16	Obtained, used & understood operational information*	

Airmanship

1	Situation awareness maintained	
2	Aeroplane operated within engine & air frame limitations	
3	Lookout & traffic separation maintained	
4	VMC maintained	
5	Operational decisions made promptly and correctly	
6	Safe outcome of flight not in doubt	

* Operational requirements and information include: fuel planning, NOTAMs, radios, nav aids, forecasts, emergency equipment, flight over water, position fixing and limitations on the use of GPS.

General Flying

A1	Control aeroplane on ground	
A2	Take off aeroplane	
A2.2	Take off aeroplane in a crosswind**	
A3	Control aeroplane in normal flight	
A4	Land aeroplane	
A4.2	Land aeroplane in a crosswind**	
A5	Execute Advanced Manoeuvres and Procedures	
A5.5	Execute short take off & landing	
A6	Manage Abnormal situations	
A7	Control aeroplane using full instrument panel	
A8	Control aeroplane using limited Instrument panel	
A13	Recover from Spin (Optional)	

Operational Flying

C1	English Communication in the English Environment	
C2	Manage Pre and Post Flight Actions	
C3	Operate Radio (as required during the flight)	
C4	Manage fuel	
C5	Manage passengers and Cargo	
C6	Manage Flight	
C7	Threat and Error Management	
C8	Navigate Aircraft	

** If meteorological conditions preclude the examination of crosswind take off and landing, the testing officer may certify elements A2.2 and A4.2 as satisfactory if the student's record shows that the student has successfully completed a dual and solo flight in conditions of at least 10 knots crosswind component.

PASS / FAIL <input type="checkbox"/> <input type="checkbox"/>	Ground Time	Flight Time	Aircraft Type	VH -
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Section E: Declaration of the Testing Officer

Note: Complete ATO section of checklist in Section A.

Flight Test Number	Date / /	Route Flown
Comments		

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I certify that I conducted a Commercial Pilot (Aeroplane) Licence flight test in accordance with CAR 5.119(1) and CAR 5.119(2) and as described on the previous page. I have determined the applicant demonstrated a standard, which met the requirements specified in the Day VFR Syllabus - Aeroplane for the Commercial Pilot (Aeroplane) Licence.									
Signature of Testing Officer	Date / /	Printed Name	ARN <table border="1"> <tr> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> <td style="width: 25px; height: 25px;"></td> </tr> </table>						
ATO Delegation Number									

Section F: Applicant Checklist

<input type="checkbox"/>	I am at least 18 years old
<input type="checkbox"/>	I held at least a CASA Class 2 Medical Certificate at the time of the flight test
<input type="checkbox"/>	I hold a current ASIC/AVID card (Certified True Copy attached) or I am under 18, OR
<input type="checkbox"/>	ASIC/AVID application attached
<input type="checkbox"/>	Completed Flight Test Report is attached
<input type="checkbox"/>	I have at least the minimum experience required for a CP(A)L – details are entered in the form
<input type="checkbox"/>	I have passed one of the three options for the CP(A)L examination – details are entered in the form
<input type="checkbox"/>	If CP(A)L exam sat after 1st November 1998, KDR attached and signed by supervisor and ATO, OR
<input type="checkbox"/>	Previously submitted on ____ / ____ / ____
<input type="checkbox"/>	My Student Records of Achievement are attached and signed by me and my instructor(s)
<input type="checkbox"/>	I have a current ICAO English Language Proficiency Assessment, or assessment report is attached
<input type="checkbox"/>	I am endorsed on the aircraft that was used in the flight test, or endorsement form (Form 214) and training records are attached
<input type="checkbox"/>	I hold a Flight Radiotelephone Operator's Licence, OR
<input type="checkbox"/>	Application (Form 638) is attached
<input type="checkbox"/>	Payment Authorisation completed (cheque or money order attached if applicable)
<input type="checkbox"/>	All sections of the form are filled in and I have signed the application declaration

Section G: Applicant Declaration

I hereby certify that all statements in this application are true and correct in every particular and that I have read and understood all Civil Aviation Safety Regulation requirements relevant to this application. I consent to CASA using and disclosing my personal information in accordance with CASA's privacy policy including exchanging the information with Commonwealth, State and Territory government agencies (see www.casa.gov.au/privacy). I have attached all required documentation specified in the applicant checklist and acknowledge that to knowingly make a false statement is an offence against the *Criminal code Act 1995*.

I have read and understood my obligations under regulations 6.55 and 6.59 of the Aviation Transport Security Regulations 2005, with reference to my security status and any relevant criminal convictions.

Signature: _____	Date: ____ / ____ / ____
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Payment Authorisation

Applicant Details *

Surname:		Given Names:	
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Licence Fees *

Fee Code	Description	Total
<input type="checkbox"/> 5.21	Issue of Commercial Pilot Licence and FROL (Australian Trained)	\$ 80
Total Cost:		\$ _____

Details of Person Making Payment (if not the Applicant)

The receipt will be sent to the applicant's current postal address unless CASA is advised otherwise.

Individual's or Organisation's Full Name:		
Postal Address:		
State:	Postcode:	Country:
Contact Phone:	ARN: (if applicable)	

Payment Options *

- I have enclosed a Cheque or Australian Money Order **(please make cheques payable to CASA)**
- I am paying by credit card

I hereby authorise the Civil Aviation Safety Authority to debit the following amount from my:		Mastercard <input type="checkbox"/>	Visa <input type="checkbox"/>												
Card Number:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>													Expiry Date:	____/____
Card Holder Name (please print):		Total: \$ _____												
Signature:		Date: ____/____/____												

Attach this Payment Authorisation Form (and Cheque / Money Order / Purchase Order) to the Application Form.

- **Mail to:** CASA Licensing and Registration Centre

CASA
GPO Box 2005
CANBERRA ACT 2601

Paid Stamp

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- **Fax to:** 1300 737 187