



Download this form before you begin

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Purpose of this form

Use this form to apply for a Part 138 Aerial Work Certificate and associated approvals under Parts 91 and 138.

Associated approvals under Part 91 issued to an **operator** can be applied for on this form. If applying for Part 91 associated approvals that are issued to the **pilot in command**, please complete a Part 91 Approvals – Pilot in Command Application form.

Who is this form for?

This application form is for individuals or organisations who wish to apply for an initial issue Part 138 certificate.

This application form may be submitted to apply for significant changes, notification of non-significant changes, renewal or removal of aircraft or activities on a Part 138 Aerial Work Certificate.

If you are applying for an AOC at the same time as a Part 138 Aerial Work Certificate, including significant changes to be made to both certificates and associated separate approvals under Parts 91 and/or 138, please complete the AOC Application Form.

You can also use this form to apply to become a carrier of dangerous goods cargo (CASR Part 92). For full details on the carriage of dangerous goods refer to the [CASA website](#).

Information needed to complete this form

Current or proposed aerial work operators should review CASR Parts 91, 138 and AC 92.A-01 before completing this form.

Aerial work operators must provide a Drug and Alcohol Management Plan (DAMP). If your organisation employs 10 or less Safety Sensitive Aviation Activity (SSAA) employees, you can access the Micro DAMP. For full details on DAMP's refer to the [CASA website](#).

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application (unless you are only notifying a non-significant change) and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application occurs.

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact, ABN and ACN details linked to your ARN profile.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the Civil Aviation (Fees) Regulations 1995 and may constitute a criminal offence.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988 (Cth). CASA can only collect, use and disclose that information in accordance with that Act.

CASA will use the information collected in this form for purposes associated with performing its functions under civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Statement](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

Applicant

1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

ABN/ACN (if applicable)

Contact number

Email address

2 If the organisation is a company, is it registered in Australia?

No ➔ [Go to 3](#)

Yes ➔ [Go to 4](#)

3 Where was the organisation incorporated?

4 Do you want to add or remove a **registered business name** to/from the certificate?

You can request a registered business name to be included on your certificate. The name must meet the following criteria, otherwise the certificate will be issued with only the name provided in question 1:

- Its registration must be current at the time of issue of the certificate; and
- It must be registered only under the name of the proposed certificate holder (as proprietor at the time of issue of the certificate).

No ➔ [Go to 6](#)


Add new ➔ [Go to 5](#)

Remove existing ➔ [Go to 5](#)

5 What is the **registered business name** to be added or removed?

Business name

Registration number

 **Attach additional pages if required**

6 Does your application include an initial issue or change application **only** for other approvals under Parts 91 and/or 138?

Part 138 other approvals ➔ [Go to 32](#)

Part 91 other approvals ➔ [Go to 33](#)

7 What are you applying for? (select one)

Initial Issue ➔ [Go to 8](#)

Significant change ➔ [Go to 8](#)

Non-significant change ➔ [Go to 24](#)

Renewal ➔ [Go to 48](#)

Contact person

8 What are the **contact person** details?

Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (e.g. Agent, Secretary)

Contact number

Email address

9 Is the address of your **operational headquarters** where you propose to conduct your Aerial Work activities different to your mailing address?

No → [Go to 10](#)

Yes Please enter the new address below:

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

Key personnel

You must ensure for each key personnel position nominated you attach evidence of the qualifications and experience for each nominated person.

If **initial issue**, please complete key personnel sections applicable to your operation.

If a **significant change** to your key personnel only complete the sections of the position(s) that are changing. If a **significant change application that does not include a change** to your already existing key personnel please proceed to question 18, you are not required to list your already approved personnel.


Person authorised to carry out the responsibilities of permanent key personnel - if you wish to nominate additional key personnel for your organisation who are authorised to carry out responsibilities of key personnel in their absence please attach additional pages specifying the position for the standby personnel, the full name, ARN, contact number and email address of the person nominated and evidence of qualifications and experience for each person nominated.

10 Please provide the details of the **Chief Executive Officer**
Full name

ARN

Contact number

Email address


 **Attach qualifications and experience**

11 Please provide the details of the **Head of Operations**
Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

12 Are you conducting aerial work operations transporting marine pilots or using multi-engine transport category rotorcraft (MTOW >3175kg), multi-engine aeroplanes (MTOW >5700kg) or turbine-engine aeroplanes (other than turbine-engine propeller driven aeroplanes)?

No → [Go to 13](#)

Yes → [Go to 14](#)

- 13** Are you conducting aerial work operations as:
- a) an operation using offshore airborne radar approach procedures in accordance with section 8.6 of the Part 173 MOS;
 - b) an operation using the descent and operational procedures set out in Division 3, 4 or 5 of Chapter 9 of the Part 138 MOS (unless for the purpose of protecting agricultural crops from frost);
 - c) an operation for the purposes of training and checking air crew members under Chapter 24 of the Part 138 MOS.

No → [Go to 16](#)
Yes → [Go to 15](#)


14 Please provide the details of the **Safety Manager**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

15 Please provide the details of the **Head of Training and Checking**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

- 16** Are you nominating a person/s authorised to carry out the responsibilities of any of the key personnel if the holder of the position is absent or cannot carry out the responsibilities of their position?

No → [Go to 18](#)
Yes → [Go to 17](#)

17 Please provide the details and position of your nominated key person

Nominated position

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

Aerial work activities

18 What type of aircraft are you applying to operate?

Single engine class aeroplane

Single engine class helicopter

Multi engine class aeroplane

Type rated aircraft as listed:

19 What are the aerial work functions you are applying to conduct?

External load operations

Dispensing operations

Task specialist operations

20 Are you applying to conduct Class D external load operations?

No → [Go to 21](#)

Yes Please list the type of operations:

21 Are you intending to add or remove any **main operating bases** where you propose to conduct or are currently conducting your Aerial Work activities?

Initial issue applicants must provide details for all applicable locations as required.

No → **Go to 22**

Yes Adding new operational base/s. Please enter the new address below.

Yes Removing operational base/s. Please enter the address below.

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

 **Attach additional pages if adding or removing multiple operating bases.**

22 Are you making other significant changes not covered in questions 4-21?

No → **Go to 24**

Yes → **Go to 23**

23 Please provide a summary of the changes made and the associated sections/pages of your operations manual where the updates have been entered:

 **Attach additional pages if required**

24 Are you making any **non-significant** changes included with this application?

No → **Go to 26**

Yes → **Go to 25**

25 What **non-significant** changes were made to the operations manual and on which pages? If you have a change register, please submit instead of completing below:


 **Attach additional pages if required**

26 Are you applying to **remove** any of your aircraft or aerial work activities from your Part 138 certificate?

No ➔ [Go to 28](#)

Yes ➔ [Go to 27](#)

27 What **aircraft or activities** are you removing from your Part 138 certificate?

 **Attach additional pages if required**

28 Are you applying for low visibility take-off and landing approvals?

No ➔ [Go to 29](#)

Yes Please enter the low visibility operations you require below:

	Aircraft type	Aircraft model	Category (SA CAT I, SA CAT II, CAT II, CAT III)	RVR (m)	Specify DH/AH (ft)	No DH (select if applicable)
Approach & landing						

	Aircraft Type	Aircraft model	RVR (m)
Take off			

28 Continued

Operational Credits	Aircraft Type	Aircraft model	HUD	EVS	CVS	Credits

29 Are you applying for RVSM approval for any aircraft undertaking Aerial Work operations?

No → [Go to 30](#)

Yes

30 Are you applying for EDTO approval for any aircraft undertaking Aerial Work operations?

No → [Go to 31](#)

Yes Please complete the required information in the table below:

Aircraft class/type	Aircraft model (if specifying aircraft type)	Threshold time (minutes)	Maximum diversion time (minutes)

31 Are you applying for navigation approvals for any aircraft undertaking Aerial Work operations?

No → [Go to 32](#)

Yes Please complete the required information in the table below:

Aircraft class/type	Aircraft model (if specifying Aircraft type)	RNP/AR APCH	RNP/AR DEP

Part 138 Approvals

If applying for **changes to add approvals**, only select those approvals you wish to add to your approval instrument or those you wish to remove.

32 Are you applying for the issue or revocation of an approval under Part 138?

No ➔ [Go to 33](#)




Yes Please specify the approvals in the table below that you are applying for or seeking revocation of:

Part 138 Approval type		
Add	Remove	<p>138.050 (1)(f)(i) – Chief Executive Officer and Head of Training and Checking key personnel positions to be occupied by the same person</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>No. of days both positions to be held by same person</p>
Add	Remove	<p>138.050 (1)(f)(ii) – Head of Operations and Head of Training and Checking key personnel positions to be occupied by the same person</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>No. of days both positions to be held by same person</p>
Add	Remove	<p>138.050 (1)(g)(i) – Chief Executive Officer and Safety Manager key personnel positions to be occupied by the same person in unforeseen circumstances</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>No. of days both positions to be held by same person</p>

32 Continued

Part 138 Approval type		
Add	Remove	<p>138.050 (1)(g)(ii) – Head of Operations and Safety Manager key personnel positions to be occupied by the same person in unforeseen circumstances</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>No. of days both positions to be held by same person</p>
Add	Remove	<p>138.090 (2)(a) – Qualifications and experience of Head of Operations</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>Reduced experience requirements (choose one of the following two options)</p> <p>At least 300 hours flight time on an aircraft of the category used to conduct the greatest proportion of the operator's aerial work operations.</p> <p>At least 6 months experience in the conduct or management of air operations</p>
Add	Remove	<p>138.100 (3)(a) – Qualifications and experience of Head of Training and Checking</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>Reduced experience requirements (choose one of the following two options)</p> <p>At least 300 hours flight time on an aircraft of the category used to conduct the greatest proportion of the operator's aerial work operations.</p> <p>At least 6 months experience in the conduct or management of air operations</p>

32 Continued

Part 138 Approval type		
Add	Remove	<p>138.200 (1)(b) – Maximum period for use of foreign registered aircraft in Australian territory</p> <p>Foreign Aircraft Registration Mark</p> <p>No. of consecutive days required for use (>90)</p> <p>Foreign Aircraft Registration Mark</p> <p>No. of consecutive days required for use (>90)</p> <p>Foreign Aircraft Registration Mark</p> <p>No. of consecutive days required for use (>90)</p> <p> Attach additional pages if required</p>
Add	Remove	<p>138.400 (2) – External load operations at night</p> <p> Attach supporting information on additional pages</p>
Add	Remove	<p>Part 138 MOS Section 9.05(a) – When no suitable forced landing area is available (Choose one or more of the following options)</p> <p>paragraph 9.04 (2) (i) - flight below minimum IFR, and NVFR, height</p> <p>sub-subparagraph 9.23 (7) (a) (iii) (A) - flight over a populous area or public gathering</p> <p>sub-subparagraph 11.03 (1) (d) (iv) (B) - carriage of 1 but no more than 2 aerial work passengers in night VFR</p> <p>subparagraph 15.06 (2) (c) (i) (but only the requirements in paragraphs 9.05 (b), (c), (d) and (e) apply) – winching for other than an ESO, by day under the VFR</p> <p>subparagraph 15.06 (2) (d) (i) (but only the requirements in paragraphs 9.05 (b), (c), (d) and (e) apply) – winching, by day under the VFR for an ESO</p> <p>sub-subparagraph 15.06 (3) (e) (i) (A) (but only the requirements in paragraphs 9.05 (b), (c), (d) and (e) - class D external load operations using a belly hook</p>
Add	Remove	<p>Part 138 MOS Section 13.09 (5)(b) – Approval of an Aerial Work Zone Risk Assessment (AWZ-RA)</p> <p>List areas required:</p> <p> Attach additional pages and information if required</p>



Part 91 Approvals

33 Are you applying for the issue or revocation of an approval under Part 91?

If applying for **changes to add approvals**, don't select activities already approved on your Part 91 approval instrument.

No ➔ **Go to 34**

Yes Please specify the approvals in the table below that you are applying for or seeking revocation of.

Part 91 Approval type		
Add	Remove	91.180 (1)(b) - Air displays in Australian Territory - Operator
Add	Remove	91.200 (1)(b) – Persons not to be carried in certain parts of aircraft  Attach supporting information on additional pages
Add	Remove	91.315 (1)(b)(i) – Taking off and landing in low visibility Note : Please also ensure question 28 is completed if adding an approval for taking off and landing in low visibility
Add	Remove	91.320 (1)(b)(i) – Specified aircraft performance categories Aircraft type, model and registration Outline of performance category required Aerodromes (please list) Aircraft type, model and registration Outline of performance category required Aerodromes (please list)  Attach additional pages if required

33 Continued

Part 91 Approval type		
Add	Remove	91.510 (2)(c) – Fuelling aircraft – persons on aircraft, boarding or disembarking
Add	Remove	91.600 (2)(d)(ii) – Carriage of cargo – general
Add	Remove	91.655 (2)(a)(i) – RVSM airspace Note : Please also ensure question 29 is completed if adding an approval for operations in RVSM airspace
Add	Remove	91.660 (1)(b)(i) – Performance-based navigation RNP AR APCH RNP AR DP Note : Please also ensure question 31 is completed if adding an approval for operations in RNP AR APCH or RNP AR DP
Add	Remove	91.745 (2)(b)(ii) – Multi-engine aeroplane – simulating engine failure - general (aeroplane type certificated for >9 passengers but <19 passengers)
Add	Remove	91.745 (2)(c)(iii) – Multi-engine aeroplane – simulating engine failure - general (aeroplane type certificated for >19 passengers)

Operations Manual Compliance Matrix

34 Is this an application for the **initial issue** of a Part 138 certificate?

The compliance matrix should only be completed if you are applying for an initial issue Part 138 certificate.

No ➔ **Go to 36**

Yes ➔ **Go to 35**

35 Provide the compliance reference for documentation for issue of an Aerial Work certificate.

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Operations Manual that satisfies the legislative requirement
Operator's name, trading name(s), contact details and ABN Refer to 138.155 (1)(a)			
Address of Operational Headquarters and main operating bases Refer to 138.155 (1)(b)			

35 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Operations Manual that satisfies the legislative requirement
Description and diagram of organisational structure and reporting lines Refer to 138.155 (1)(c)			
If a corporation, a description of corporate structure Refer to 138.155 (1)(d)			
Additional qualifications and experience required by the operator for each key personnel Refer to 138.155 (1)(e)(i)			
Key personnel additional responsibilities Refer to 138.155 (1)(e)(ii)			
Name of person appointed to each of the key personnel positions Refer to 138.155 (1)(e)(iii)			
Name of each person authorised to carry out responsibilities of key personnel positions when the position holder is absent or cannot carry out the responsibilities Refer to 138.155 (1)(e)(iv)			
Description of how operator will manage responsibilities of key personnel positions during assigned resource absence Refer to 138.155 (1)(e)(v)			
Additional CEO accountabilities, if any, in addition to regulation 138.035 Refer to 138.155 (1)(f)			
Outline of the aerial work operations conducted by the operator under the operator's aerial work certificate Refer to 138.155 (1)(g)			
Details of each plan, process, procedure, program and system implemented by the operator to safely conduct and manage aerial work operations in compliance with civil aviation legislation Refer to 138.155 (1)(h)			

35 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Operations Manual that satisfies the legislative requirement
<p>The kind of aircraft for each registered aircraft operated under the aerial work certificate</p> <p>Refer to 138.155 (1)(i)</p>			
<p>The kind of aircraft and the nationality for each foreign registered aircraft operated under the aerial work certificate</p> <p>Refer to 138.155 (1)(j)</p>			
<p>Description of arrangements for managing continuing airworthiness of the aircraft used under the aerial work certificate</p> <p>Refer to 138.155 (1)(k)</p>			
<p>A description of the safety policy for operators not required to have a safety management system under regulation 138.140</p> <p>Refer to 138.155 (1)(l)</p>			
<p>A description of the process for making changes including identifying changes that are significant changes</p> <p>Refer to 138.155 (1)(m)(i)</p>			
<p>A description of the process for making changes including identifying changes that are non-significant changes</p> <p>Refer to 138.155 (1)(m)(ii)</p>			
<p>A description of the process for telling CASA and the operator's personnel of the changes</p> <p>Refer to 138.155 (1)(m)(iii)</p>			
<p>Description of anything else required to be approved by CASA under these Regulations for aerial work operations conducted under the Aerial Work certificate.</p> <p>Refer to 138.155 (1)(n)</p>			
<p>Any other matter required to be included in the operations manual under these Regulations.</p> <p>Refer to 138.155 (1)(o)</p>			

Dangerous Goods

Certain dangerous goods are excluded from the requirements of the regulations when used for dropping in connection with Aerial work functions (eg. agricultural, horticultural, forestry, ice jam control, landslide clearance, pollution control or pest management activities), please refer to Section 11 of Advisory Circular AC 92.A-01 for additional compliance requirements.

Dangerous goods carried by passengers or crew, or the carriage of general non-DG cargo or mail, must be documented within your Operations Manual and does not require additional approval to be carried by air.

- 36** Are you applying for approval to consign and/or carry dangerous goods cargo (including spares and/or company material (COMAT))?
- No** We are not carrying dangerous goods cargo, our Operations Manual covers one or more of the functions mentioned above.
- Yes** Please submit a copy of your Dangerous Goods Manual

Drug and Alcohol Management Plan (DAMP)

An organisation that has an employee or contractor (including the employee of, or subcontractor for, the contractor) who performs or is available to perform Safety Sensitive Aviation Activities (SSAA) **is required to have a DAMP.**

However, if your organisation will not have more than ten (10) regular SSAA employees, you may instead use a CASA Micro-business DAMP.

Further information on DAMPs can be found on the [AOD home page](#). The [DAMP Micro Business information page](#) provides more information on who is eligible to use the CASA Micro-business DAMP.

- 37** Are you proposing to use the CASA Micro-business DAMP because you meet the eligibility requirements?
- No** Please submit a copy of your DAMP manual.
- Yes**

Reference Library

- 38** Do you comply with the Reference Library requirements in CASR 138.195?
- No**
- Yes**

Nominated personnel history

- 39** Is your application an initial issue or a significant change application with Key Personnel Changes?
- No** → **Go to 45**
- Yes** → **Go to 40**

- 40** Has any action been taken against you or any of your nominated personnel; or is any action in the process of being taken against you or any of your nominated personnel; or have you or any of your nominated personnel been refused the issue of any aviation related licence, certificate, rating, or authority by an organisation?

You are required to disclose any matters, both in Australia and overseas, relating to the fitness of your nominated personnel to hold an authorisation. This includes matters bearing on the suitability of a nominated person to hold a nominated position.

- No**
- Yes**

- 41** Have you or any of your nominated personnel ever been refused the issue of a transport related licence or certificate (e.g. pilot licence, pilot certificate, drivers licence, boating licence)?

- No**
- Yes**

- 42** Do you or any of your nominated personnel 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?

Include all motor vehicle traffic-related convictions including those from overseas.

- No**
- Yes**

- 43** Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?
- No**
- Yes**

44 If you answered **yes** to **any** of questions 40 to 43, you must provide details below:

Include dates, actions, charges, convictions and imprisonment in Australia and overseas.

Refer to CASR 11.055 and Aviation Transport Security Regulations 2005, regulations 6.55 and 6.59

 **Attach additional pages if required**

45 Do you agree to the publication of details of your Aerial Work certificate on the CASA website?

No

Yes

46 Has your operations manual been submitted via the Manual Authoring and Assessment Tool (MAAT)?

No

Yes

Applicant checklist

47 Select all that apply:

If an initial issue or change to key personnel application, the required evidence of qualifications and experience for the nominated person relevant to the position are attached

If an initial issue application, I have completed the compliance matrix

I have a Personnel Fatigue Management System in place

I have a Drug and Alcohol Management Plan (DAMP)

If carrying dangerous goods cargo in connection with Aerial Work functions, procedures are attached and included in the relevant section of the Operations Manual in accordance with AC 92.A-01

Additionally, if carrying dangerous goods cargo, my completed Dangerous Goods Manual or relevant section of my Operations Manual is attached

My completed Operations Manual is attached or has been submitted via MAAT

If operating aircraft that have a lease or financial agreement, I have attached a copy for each aircraft

If the type of operations I conduct require an SMS, I have attached a copy of my SMS manual

If the type of operations I conduct require a Training and Checking System, I have attached a copy of my T&C manual

If other please specify

Chief Executive Officer Declaration

48 I declare that:

Complete below the written undertaking from the Chief Executive Officer (CEO) or proposed CEO that, if CASA issues the certificate, the applicant is capable of and will operate in accordance with its operations manual and civil aviation legislation.

Refer to 138.035(2)(f)

- As the person identified in question 10, in my capacity as the appointed/proposed applicant's Chief Executive Officer, the applicant will be capable of operating in accordance with its operations manual and civil aviation legislation and will so operate.
- I am authorised to make this application and hold the role indicated below.

CEO Declaration continued

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the application checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Agent under a Power of Attorney

If signing as agent for the CEO, a copy of a Power of Attorney must be provided.

 **Attach Power of Attorney**

Returning your form



By email – attach this form and all supporting documents. Send them to regservices@casa.gov.au