Australian Government
Civil Aviation Safety Authority

# Application
# Aerial Work Operations

CASR Part 138

## This form is now available online

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Go to **myCASA**

OR

### Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to regservices@casa.gov.au

## Purpose of this form

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

If you intend to apply for approvals, or a special flight authorisation, under Part 91 for your aerial work operations, apply using the relevant form - see question D2 for a list of applicable forms.

## 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, complete the AOC application form.

You can also use this form to apply to become a carrier of dangerous goods cargo *(Civil Aviation Safety Regulations (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 required to complete this form. If you do not have an ARN, apply now.

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by changing your details on the CASA website.

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.

## For more information

Go to the CASA website or contact us.

# Part A - Applicant

## A1 What are the **applicant/entity** details?

The applicant/entity is the name the certificate is issued to.

Your contact details must be current. Update contact details via changing your details.

Legal entity/full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

## A2 What is the **postal** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

## A3 If the organisation is a company, is it registered in Australia?

**No** ☐ ➡ **Go to A4**

**Yes** ☐ ➡ **Go to A5**

## A4 Where was the organisation incorporated?

## A5 Are you a micro-operator?

Only tick **Yes** if you are a Part 138 aerial work operator eligible to use the provisions of the CASA micro-operator exemption (CASA EX72/24 section 9AA), and intend to use these provisions.

**No** ☐

**Yes** ☐

## A6 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 A7**

**Remove existing** ☐ List below:

**Add new** ☐ List below:

Provide confirmation of the registered business name belongs to the certificate holder.

## Contact person

**A7** 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)

Phone number

Email address

**A8** Provide the revision details of the Manuals/exposition/ Documents you are submitting with this notification that contains your significant and/ or non- significant changes

| Title of manual/document | Version/revision number | Version/revision date |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

**A9** What are you applying for? (select one)

If you are only making Non-significant changes to your 138AWK Organisation, you can apply on myCASA or use the Non-significant change form.

**Initial issue**

138AWK certificate ☐ ➡ **Go to Part B**

Part 138 other approvals ☐ ➡ **Go to Part D**

**Change**

Significant change to 138AWK ☐ ➡ **Go to Part B**

Part 138 other approvals ☐ ➡ **Go to Part D**

**Renewal with no change to:**

138AWK certificate ☐ ➡ **Go to Part B**

Part 138 other approvals ☐ ➡ **Go to Part D**

## Part B - 138 Aerial work 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. Please note if you are moving a alternate key persons or standby key persons into the main role you need to nominate them in the main role section the form and vice versa.

If a significant change application that does not include a change to your already existing key personnel, proceed to question C1, you are not required to list your already approved personnel.

**Note:** If any of the key personal you are nominating are also nominated for another part e.g. AOC, Flight training – you will also need to apply make application using that Parts application form as well.

Applicants are reminded that their application needs to include operations manual changes outlining the familiarisation training required by *CASR 138.080* or an explanation regarding why the applicant has determined that familiarisation training is not necessary for the key person(s) who are the subject of this application.

### B1 Provide the details of the **Chief Executive Officer**

Full name

ARN

Phone number

Email address

Attach qualifications and experience

**B1.1** Is this person currently holding or being nominated for a key role in this or any other entity?

**No** ☐

**Yes** ☐ Provide details below:

Role(s)

Entity/entities

## B1 continued

ARN

**Note:** If the nominated CEO is to hold the position of HOTC, you will need to also apply for the relevant 138.025 approval in section **D1 - Associated approvals approved under 138.025.**

Attach qualifications and experience

### B2 Provide the details of the **Head of Operations**

Full name

ARN

Phone number

Email address

Attach qualifications and experience

**B2.1** Is this person currently holding or being nominated for a key role in this or any other entity?

**No** ☐

**Yes** ☐ Provide details below:

Role(s)

Entity/entities

ARN

**Note:** If the nominated CEO is to hold the position of HOTC, you will need to also apply for the relevant 138.025 approval in section **D1 - Associated approvals approved under 138.025.**

Attach qualifications and experience

## B3 Will you be conducting one or more of the following aerial work operations:

- fireground personnel carriage operations;
- transport of marine pilots;
- using multi-engine transport category rotorcraft (MTOW>3175kg);
- using multi-engine aeroplanes (MTOW>5700kg); or
- using turbine-engine aeroplanes (other than turbine-engine propeller-driven aeroplanes)?

**No** ☐ ➡ **Go to B5**

**Yes** ☐ ➡ **Go to B4**

## B4 Provide the details of the **Safety Manager**

Full name

ARN

Phone number

Email address

Attach qualifications and experience

**B4.1** Is this person currently holding or being nominated for a key role in this or any other entity?

**No** ☐

**Yes** ☐ Provide details below:

Role(s)

Entity/entities

ARN

Attach qualifications and experience

## B5 Will you be conducting one or more of the following aerial work operations:

- transporting marine pilots;
- an operation using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the transport category;
- an operation using multi-engine aeroplanes with a MTOW of more than 5,700kg; an operation using a multi-engine rotorcraft with MTOW above 3 175 kg that is type certificated in the restricted category;
- fireground personnel carriage operations;
- NVIS operations;
- voluntary extension of a training & checking system
- (Note: If voluntary extension of a training & checking system applies to your operations, an application for a 138.025 approval at section D1.11 must also be submitted);
- Voluntary adoption of a training and checking system
- (Note: If voluntary adoption of a training & checking system applies to your operations, an application for a 138.025 approval at section D1.12 must also be submitted);
- an operation using offshore airborne radar approach procedures in accordance with section 8.6 of the Part 173 MOS;
- 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);
- an operation for the purposes of training and checking air crew members under Chapter 24 of the *Part 138 MOS;*

**No** ☐ ➡ **Go to B7**

**Yes** ☐ ➡ **Go to B6**

## B6 Provide the details of the **Head of Training and Checking**

Full name

ARN

Phone number

Email address

Attach qualifications and experience

**B6.1** Is this person currently holding or being nominated for a key role in this or any other entity?

**No** ☐

**Yes** ☐ Provide details below:

## B6 continued

Role(s)

Entity/entities

ARN

Note: if the nominated HOTC is to hold the position of CEO or HOO you will need to also apply for the relevant 138.025 approval in section **D1 - Associated approvals approved under 138.025.**

Attach qualifications and experience

## B7

Are you nominating any individual/s to act as alternate or standby key persons, authorised to carry out the responsibilities of key personnel in the event of their absence or inability to perform their duties?

**No** ☐ ➡ **Go to B9**

**Yes** ☐ ➡ **Go to B8**

## B8

Provide the details and position of your nominated alternate or standby key person:

Nominated position

Full name

ARN

Phone number

Email address

Attach qualifications and experience

Nominated position

Full name

## B8 continued

ARN

Phone number

Email address

Attach qualifications and experience

## B9

Are you removing or replacing any of your existing key personnel?

**No** ☐ ➡ **Go to C**

**Yes** ☐ Provide details of personnel to be removed/replaced

Position held

Full name

ARN

Date they exited the role (DD/MM/YYYY)

/ /

Position held

Full name

ARN

Date they exited the role (DD/MM/YYYY)

/ /

## Part C - 138 Aerial work activities

**C1** What type of aircraft are you applying to operate?

- ☐ No change
- ☐ Single engine class aeroplane
- ☐ Single engine class helicopter
- ☐ Multi engine class aeroplane
- ☐ Aircraft of the following type ratings (list below)

**C2** What are the aerial work operation/s you are applying to conduct?

- ☐ No change
- ☐ External load operations
- ☐ Dispensing operations
- ☐ Task specialist operations
- ☐ Fireground personnel carriage operation

**C3** Are you applying to conduct Class D external load operations?

**No** ☐ ➡ **Go to C4**

**Yes** ☐ List the type of operations:

Class D external load means a load that is a person, carried external to the rotorcraft, by a rotorcraft in an external load operation (which under this MOS is called a Class D external load operation).

Note: Examples of operations involving a Class D external load are the following: winching a person on board from land or water; winching a person already aboard onto land or into the water; positioning a person on or at a transmission wire using a fixed line attached to the rotorcraft's belly hook; carrying a person on a platform; conducting a person's hover exit from, or entry to, the rotorcraft. The belly hook, winch, hard point, or platform must be approved for the purpose of the lifting, placement or carrying of the person (see for example, subsection 15.06 (4)). Only an aerial work certificate holder may carry out a Class D external load operation — see generally subregulations 138.005 (3) and 138.030 (1).

**C4** Is the address of your **operational headquarters** where you propose to conduct your Aerial Work activities different to your mailing address?

**No** ☐ ➡ **Go to C5**

**Yes** ☐ Enter the new address:

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

**C5** 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.

☐ **Add**

☐ **Remove**

Unit/number

Street name

Suburb

State/territory

Postcode

Country

## C5 continued

☐ **Add**

☐ **Remove**

Unit/number

Street name

Suburb

State/territory

Postcode

Country

## C6

Are you making other significant changes to a training and checking manual that will require a 61.040 Training and checking approval?

**No** ☐

**Yes** ☐ Complete and submit Form 61.040

## C7

Are you making other significant changes to a training and checking manual that will require a 60.055 approval?

**No** ☐

**Yes** ☐ Complete and submit Form 60.055

## C8

Are you making other significant changes not covered in the above questions?

**No** ☐ ➡ Go to C9

**Yes** ☐

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

## C9 Are you making any **non-significant** changes included with this application?

**No** ☐ ➡ **Go to C11**

**Yes** ☐

**C9.1** Are you providing notification of **non-significant** change(s) relating to **RVSM** or **navigational matters?**

**No** ☐ ➡ **Go to C9.2**

**Yes** ☐ Ensure the changes are summarised in **C10**, including aircraft serial no. and registration

**C9.2** Are you providing notification of **non-significant** change(s) relating to **Prescribed Single Engine Aircraft?**

**No** ☐ ➡ **Go to C9.3**

**Yes** ☐ Ensure the changes are summarised in **C10**

**C9.3** Are you providing notification of **non-significant** change(s) relating to **Training and Checking** matters?

**No** ☐ ➡ **Go to C9.5**

**Yes** ☐ Attach applicable document detailing changes

**C9.4** Does your **non-significant** change notification for Training and Checking matters relate to **Training and Checking personnel**?

**No** ☐ ➡ **Go to C9.5**

**Yes** ☐ Ensure the changes are summarised in **C10**

**C9.5** Are you providing notification of **non-significant** change(s) relating to **Safety Management System matters?**

**No** ☐ ➡ **Go to C9.6**

**Yes** ☐ Ensure the changes are summarised in **C10**

**C9.6** Are you providing notification of undertaking task specialist operations under Section 14A of CASA EX72/24 – Part 138 and Part 91 of CASR – Supplementary Exemptions and Directions Instrument 2021 (lights-out surveillance for law enforcement operations)?

Relevant government authority confirmation letter required

**No** ☐ ➡ **Go to C11**

**Yes** ☐ Attach relevant government authority confirmation letter which confirms lights-out needed for surveillance on authority letterhead

Attach authority

## C10 What **non-significant** changes were made to the operations manual and on which pages? If you have a change register, submit instead of completing below:

Attach additional pages if required

## C11 Are you applying to **remove** any of your aircraft or aerial work activities from your Part 138 certificate?

**No** ☐ ➡ **Go to D**

**Yes** ☐

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

Attach additional pages if required

# Part D - Associated approvals

## Associated approvals approved under 138.025

**D1** Are you applying for the issue or revocation of an approval under Part 138?

Only select the approvals you wish to change, either Add, Vary or Remove. You only need to request a re-issue when the certificate is going to expire.

**No** ☐ ➡ **Go to D2**

**Yes** ☐ Specify the approvals in the table below that you are applying for or seeking revocation of:

| **Part 138 Approval type** | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.1** 138.050 (1)(f)(i) – Chief Executive Officer and Head of Training and Checking key personnel positions to be occupied by the same person<br>Full Name of nominated person<br>ARN<br>No. of days both positions to be held by same person |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.2** 138.050 (1)(f)(ii) – Head of Operations and Head of Training and Checking key personnel positions to be occupied by the same person<br>Full Name of nominated person<br>ARN<br>No. of days both positions to be held by same person |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.3** 138.050 (1)(g)(i) – Chief Executive Officer and Safety Manager key personnel positions to be occupied by the same person in unforeseen circumstances<br>Full Name of nominated person<br>ARN<br>No. of days both positions to be held by same person |

## D1 continued

| Part 138 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.4** 138.050 (1)(g)(ii) – Head of Operations and Safety Manager key personnel positions to be occupied by the same person in unforeseen circumstances<br>Full Name of nominated person<br>ARN<br>No. of days both positions to be held by same person |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.5** 138.090 (2)(a) – Qualifications and experience of Head of Operations<br>Full Name of nominated person<br>ARN<br>Reduced experience requirements (choose **one** of the following two options)<br>☐ 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.<br>☐ At least 6 months experience in the conduct or management of air operations |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.6** 138.100 (3)(a) – Qualifications and experience of Head of Training and Checking<br>Full Name of nominated person<br>ARN<br>Reduced experience requirements (choose **one** of the following two options)<br>☐ 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.<br>☐ At least 6 months experience in the conduct or management of air operations |

## D1 continued

| Part 138 Approval type | |
|---|---|
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.7** 138.200 (1)(b) – Maximum period for use of foreign registered aircraft in Australian territory<br>Foreign Aircraft Registration Mark<br>No. of consecutive days required for use (>90)<br>Foreign Aircraft Registration Mark<br>No. of consecutive days required for use (>90)<br>Foreign Aircraft Registration Mark<br>No. of consecutive days required for use (>90)<br>Attach additional pages if required<br>**Note:** Persons proposing to operate a foreign registered aircraft under a foreign issued restricted category certificate of airworthiness as part of their aerial work operations are reminded that operating such aircraft requires CASA to issue a special flight authorisation under regulation *91.970 of CASR*. |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.8** 138.400 (2) – External load operations at night<br>Attach supporting information on additional pages |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.9** Part 138 MOS Section 9.05 – When no suitable forced landing area is available<br>(Choose one or more of the following options)<br>☐ paragraph 9.04 (2) (i) - flight below minimum IFR, and NVFR, height<br>☐ sub-subparagraph 9.23 (7) (a) (iii) (A) - flight over a populous area or public gathering<br>☐ sub-subparagraph 11.03 (1) (d) (iv) (B) - carriage of 1 but no more than 2 aerial work passengers in night VFR<br>☐ 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<br>☐ 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<br>☐ 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 |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.10** Part 138 MOS Section 13.09 (5)(b) – Approval of an Aerial Work Zone Risk Assessment (AWZ-RA)<br>List areas required:<br>Attach additional pages and information if required |

## D1 continued

| Part 138 Approval type | |
|---|---|
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.11** Part 138 MOS subsection 4.03(3) Extension of the requirements of the Training and Checking System<br>Provide supporting information and a copy of the draft T&C manual |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.12** Part 138 MOS section 4.04(3) Adoption of the requirements of the Training and Checking System<br>Provide supporting information and a copy of the draft T&C manual |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.13** Part 138 MOS subsection 12.06(c) Use of HLS-NVIS basic<br>Provide supporting information specified in 12.06 of the MOS (risk assessment) |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.14** Part 138 MOS subsection 12.10(5)(d) NVIS operation with a Single NVIS Pilot<br>Provide supporting information specified in 12.10 of the of the MOS |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.15** Part 138 MOS subsection 12.11(3)(c) NVIS operation with reduced in-flight cloud requirements<br>Provide supporting information specified in 12.11 of the MOS (risk assessment) |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **D1.16** Part 138 MOS subsection 15.09(3) Class < C/E > External load operation<br>Which Class of external load operations do you require approval for?<br><br>Class C means a load that is not a person, carried by a rotorcraft in an external load operation (which under this MOS is called a Class C external load operation):<br>(a) that is external to the rotorcraft; and<br>(b) that is jettisonable; and<br>(c) part of which remains in contact with land or water during the lifting.<br><br>Class E means a load, carried by an aeroplane in an external load operation (which under this MOS is called a Class E external load operation) that is:<br>(a) external to the aeroplane; and<br>(b) jettisonable; and<br>(c) either:<br>(i) attached to the exterior of the aeroplane; or<br>(ii) picked up, towed, and released by, the aeroplane. |

## D1 continued

| Part 138 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.17** Part 138 MOS subsection 16.05(2)(c) Use of Aeroplane for NVIS firebombing<br>Aircraft Registration Mark<br>Serial Number<br>Aircraft Type<br>Aircraft Registration Mark<br>Serial Number<br>Aircraft Type<br>Aircraft Registration Mark<br>Serial Number<br>Aircraft Type<br>Provide supporting information specified in 16.05 of the MOS (risk assessment) |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **D1.18** Part 138 MOS subsection 16.07(1)(d) Use of Belly Tank at other locations<br>Locations<br>Locations<br>Locations<br>Provide supporting information specified in 16.07 of the MOS (risk assessment) |

## Associated approvals approved under Part 91

## Part 91 approvals

**D2** Are you applying for the issue or revocation of an approval under Part 91?

**No** ☐ ➡ **Go to E**

**Yes** ☐ Complete and submit the relevant application from below:

Taking off and landing in low visibility

RVSM airspace & Performance-based navigation

Minimum Equipment List

Other Part 91 approvals

**Note:** Persons proposing to operate a foreign registered aircraft under a foreign issued restricted category certificate of airworthiness as part of their aerial work operations are reminded that operating such aircraft requires CASA to issue a special flight authorisation under regulation 91.970 of CASR.

## Part E - Operation Manual Compliance

**E1** 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<br>Refer to 138.155 (1)(a) | ☐ | ☐ | |
| Address of Operational Headquarters and main operating bases<br>Refer to 138.155 (1)(b) | ☐ | ☐ | |
| Description and diagram of organisational structure and reporting lines<br>Refer to 138.155 (1)(c) | ☐ | ☐ | |
| If a corporation, a description of corporate structure<br>Refer to 138.155 (1)(d) | ☐ | ☐ | |
| Additional qualifications and experience required by the operator for each key personnel<br>Refer to 138.155 (1)(e)(i) | ☐ | ☐ | |
| Key personnel additional responsibilities<br>Refer to 138.155 (1)(e)(ii) | ☐ | ☐ | |

## E1 Continued

| Legislation requirements and references | Yes<br>requirement is applicable | No<br>requirement is not applicable | Reference (section/subsection) of Exposition that satisfies the legislative requirement |
|---|---|---|---|
| Name of person appointed to each of the key personnel positions<br>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<br>Refer to 138.155 (1)(e)(iv) | ☐ | ☐ | |
| Description of how operator will manage responsibilities of key personnel positions during assigned resource absence<br>Refer to 138.155 (1)(e)(v) | ☐ | ☐ | |
| Outline of the aerial work operations conducted by the operator under the operator's aerial work certificate<br>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<br>Refer to 138.155 (1)(h) | ☐ | ☐ | |
| The kind of aircraft for each registered aircraft operated under the aerial work certificate<br>Refer to 138.155 (1)(i) | ☐ | ☐ | |
| The kind of aircraft and the nationality for each foreign registered aircraft operated under the aerial work certificate<br>Refer to 138.155 (1)(j)<br>**Note:** Persons proposing to operate a foreign registered aircraft under a foreign issued restricted category certificate of airworthiness as part of their aerial work operations are reminded that operating such aircraft requires CASA to issue a special flight authorisation under regulation 91.970 of CASR. | ☐ | ☐ | |

## E1 Continued

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

# Part F - Additional authorisations

## Dangerous goods

**F1** What level are you applying for in relation to the carriage of dangerous goods in cargo?

**Acceptance and carriage of dangerous goods cargo (including COMAT)**

For the carriage of dangerous goods in cargo, you will need to submit a dangerous goods manual in accordance with regulation 92.040. Refer to Advisory Circular AC 92-2: Dangerous Goods Manuals for more information regarding the regulatory requirements for a dangerous goods manual.

The acceptance and carriage of dangerous goods in cargo requires DG training, operational procedures (i.e. a dangerous goods manual) and the addition of specific clause(s) onto the Part 138 Certificate to approve this function.

COMAT is "company materials" such as aircraft spares or items intended as replacements for those which have been removed from the operator's aircraft and must be transported as dangerous goods in cargo (requiring DG training, documented procedures etc.). There are some concessions in relation to specialised packaging for COMAT, refer to Section 11.5 of Advisory Circular AC 92.A-01 for further information.

**DG carried by passengers or crew**

All Part 138 certificate operators are authorised to accept those limited dangerous goods permitted for carriage by passengers or crew in accordance with the provisions of Table 8-1 of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (Doc 9284) (or industry equivalent document Table 2.3.A of the IATA Dangerous Goods Regulations (IATA DGR)) provided that the requirements of these provisions are detailed within your operations manual or exposition.

**General Exceptions**

Certain activities involving dangerous goods are excluded from DG legislation and the requirements of the ICAO Technical Instructions provided that procedures for these functions are detailed within your operations manual or exposition. These general exceptions include operations providing medical or veterinary aid during flights, search and rescue operations and, operations involving dropping of DG in connection 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.

## F1 continued

Tick any relevant clauses you wish to have on your Part 138 Certificate:

- ☐ Approval to accept and carry COMAT ("company materials" such as aircraft spares or items intended as replacements);

  and/or

- ☐ Approval to accept and carry dangerous goods cargo.
- ☐ I have attached a copy of our dangerous goods manual (or section within the operations manual and/or exposition that contains detailed procedures in accordance with AC 92-2).

📎 Attach copy if required

## 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.

**F2** Are you proposing to use the CASA Micro-business DAMP because you meet the eligibility requirements?

**No** ☐ Submit a copy of your DAMP manual.

**Yes** ☐

# Part G - Other matters and declaration

## Reference Library

**G1** Do you comply with the Reference Library requirements in CASR 138.195?

**No** ☐

**Yes** ☐

## Nominated personnel history

**G2** Is your application an initial issue or a significant change application with Key Personnel Changes?

**No** ☐ ➡ **Go to G8**

**Yes** ☐ ➡ **Go to G3**

**G3** 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 authorisation such as a licence, certificate, rating, or authority?

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** ☐

**G4** 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** ☐

**G5** 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** ☐

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

Attach additional pages if required

**G6** Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?

**No** ☐

**Yes** ☐

**G7** If you answered **yes** to **any** of questions G3 to G6, you must provide details below:

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

**G8** Do you agree to the publication of details of your Aerial Work certificate on the CASA website?

**No** ☐

**Yes** ☐

**G9** Has your operations manual been submitted via the Manual Authoring and Assessment Tool (MAAT)?

**No** ☐

**Yes** ☐

## Applicant checklist

### G10

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:

*This area has been intentionally left blank*

*This area has been intentionally left blank*

## Chief Executive Officer Declaration

## G11

**I declare:**

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 B 1, 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.
- All statements in this application are true and correct.

I acknowledge by providing my details below and submitting this application:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- I have used my best efforts to identify all Commonwealth, state and territory environmental protection legislation that governs the aviation-related activities I will be engaging in under the authorisation for which I am applying. I recognise and understand these obligations and will endeavor in good faith to comply with the applicable requirements specified in that legislation.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

**Privacy**

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988.*

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our privacy statement and privacy policy.

**Fees**

I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application..

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

## Declaration continued

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/ /

## Role authority

**G12** In what capacity are you making this declaration?

- ☐ Self
- ☐ Director
- ☐ Agent
- ☐ Executor
- ☐ Other, please specify:

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

Provide authority

## Submitting this form to CASA

By email – send this form with all supporting documents attached to regservices@casa.gov.au