



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're 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 an Air Transport Air Operator's Certificate (AOC).

Associated approvals under Parts 119, 121, 133 and 135 can be applied for on this form, including addition and/or removal of approvals required under the regulation Parts.

Associated approvals under Part 91 issued to an **operator** can be applied for on this form. If applying for Part 91 associated approvals issued to the **pilot in command**, please complete a [Part 91 Approvals – General Application](#) form.

If notifying of non-significant changes to your AOC **only**, please complete a [Non-significant changes notification](#) form.

Who is this form for?

This application form is for individuals or organisations who wish to apply for an initial issue AOC, renewal of an AOC or significant changes to an AOC.

This application form may also be used for notification of non-significant changes **if being submitted concurrently with other changes** listed on this form. Notification of non-significant changes include removal of aircraft or activities from an AOC.

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

You should review CASR Parts 91, 119, 121, 133 and 135 before completing this form.

Initial applications 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 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 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*. 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's Privacy Statement](#).

For more information

Go to the [CASA website](#) or [contact us](#).

Part A - Applicant

A1 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)

Phone number

Email address

A2 If the applicant is an organisation, is the organisation registered as a company in Australia?

No ➔ [Go to A3](#)

Yes ➔ [Go to A4](#)

A3 Where was the organisation incorporated?

A4 Are you proposing to operate foreign registered aircraft?

No

Yes

Note: if you answered yes, before CASA can issue an AOC, it must enter into a s.28A agreement with the NAA of the State of Registry

A5 Do you want to add or remove a **registered business name** to/from your AOC?

You can request a registered business name to be included on your AOC. The name must meet the following criteria, otherwise the certificate will be issued with only the name provided in question A1:

A5 Continued

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

No ➔ [Go to A7](#)


Add New ➔ [Go to A6](#)

Remove existing ➔ [Go to A6](#)

A6 What is the **registered business name** to be added or removed?

Business name

Registration number

 **Attach additional pages if required**

A7 If a corporation, what are the names of **all** corporate officers in your organisation?

Refer to section 9 of the [Corporations Act 2001](#) for meaning of corporate officer

Contact Person

A8 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 (Agent, Secretary)

Phone number

Email address

A9 Are you **only** applying for changes to your legal entity name and/or registered business name/s?

No ➔ [Go to A11](#)

Yes ➔ [Go to A10](#)

A10 If applying for a Legal entity name change or addition/removal of registered business name/s on your AOC, do you require your AOC reissued to reflect the new details?

It is not mandatory for your AOC to be reissued if you are amending details of your legal entity name or registered business name/s. If you require your AOC to be reissued with the new details, you will receive an estimate of fees for reissue of your AOC.

No ➔ [Go to D3](#)

Yes ➔ [Go to D3](#)

A11 What Parts of this form do I need to complete?

Refer to the list below to determine which Parts of this application form are to be completed. Completion of Parts A and H of this form is **mandatory** for all applications. Additional Parts of this form are to be submitted with your application if applying for the type of operations, approvals or authorisations specified.

Initial issue

Operating Bases and Key Personnel

➔ [Go to Part B](#)

Aircraft additions and operating areas

➔ [Go to Part C](#)

Approvals (Parts 91, 119, 121, 133, 135)

➔ [Go to Part E](#)

Additional Authorisations (Part 92)

➔ [Go to Part G](#)

Exposition Compliance Matrix

➔ [Go to Part F](#)

Other matters and Declaration

➔ [Go to Part H](#)

Significant Change

Operating Bases and Key Personnel

➔ [Go to Part B](#)

Aircraft additions and operating areas

➔ [Go to Part C](#)

Significant Changes

➔ [Go to Part D](#)

Approvals (Parts 91, 119, 121, 133, 135)

➔ [Go to Part E](#)

Additional Authorisations (Part 92)

➔ [Go to Part G](#)

Other matters and Declaration

➔ [Go to Part H](#)

Renewal with changes

Removal of aircraft/activities/key person/s

➔ [Go to Part D](#)

Removal of approvals (Parts 91, 119, 121, 133, 135)

➔ [Go to Part E](#)

Other matters and Declaration

➔ [Go to Part H](#)

Renewal with no changes

Other matters and Declaration

➔ [Go to Part H](#)

Part B - Operating Bases

B1 Is the address of your **operational headquarters** where you propose to conduct air transport activities different to your mailing address?

No ➔ **Go to B2**

Yes Enter the new address below

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

B2 Are you adding or removing any **main operating bases** where you propose to conduct or are currently conducting your air transport activities?

Initial issue applicants must provide details of all applicable locations

No ➔ **Go to B3**

Yes **Adding** new main operating base/s. Please enter the new address below

Yes **Removing** main operating base/s. Please enter the address below

Unit/number

Street name

Suburb

State/territory

B2 Continued

Postcode

Country (if not Australia)

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

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 **change** to your key personnel only, complete the sections for the position(s) that are changing.

If your application **does not include a change** to your already existing key personnel, 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 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.

If **removing** key personnel from your operations, please complete questions D3-D6 in Part D of this application.

B3 Are you nominating new key personnel for your Air Transport operations?

No Questions B4-B9 are not required to be completed

Yes Enter the details of your key personnel nominees below

B4 Provide the details of the **Chief Executive Officer**


Full name

ARN

B4 Continued

Phone number

Email address

 **Attach qualifications and experience**


B5 Provide the details of the **Head of Flying Operations**

Full name

ARN

Phone number

Email address

 **Attach qualifications and experience**


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

Full name

ARN

Phone number

Email address

 **Attach qualifications and experience**


B7 Provide the details of the **Safety Manager**

Full name

ARN

Phone number

Email address

 **Attach qualifications and experience**

B8 Are you replacing any of your existing key personnel with the new key personnel nominated on this application?

No

Yes ➔ **Go to B9**

B9 Enter the details of the key personnel being replaced

Full name


ARN

 **Attach additional pages if required**

Part C - Aircraft additions

C1 List the aircraft you are intending to operate on your AOC

If applying for a **significant change**, only list aircraft you want **added** to the AOC.

 **Attach additional pages if required**

C1.1 List **type rated aircraft only** to be operated on your AOC as described in the [Prescription of aircraft and ratings list](#)

Type	Model	Registration Mark	Passenger service	Cargo service	Other: Medical transport

C1.2 Select the class rated aircraft to be operated on your AOC

If applying for a **significant change** for addition of a different class of aircraft, only select the aircraft class you want **added** to the AOC

Class rated aircraft	Passenger service	Cargo service	Other: Medical transport
Single engine class aeroplanes			
Single engine class rotorcraft			
Multi-engine class aeroplanes			

C1.3 List the class rated aircraft you are adding to your AOC (noted in C1.2)

If applying for a **significant change** for addition of aircraft in a class already listed on your AOC, only list the aircraft you are **adding** to the class.

 **Attach additional pages if required**

Type	Model	Registration Mark	Passenger service	Cargo service	Other: Medical transport

C1.4 List the area/s or route/s where you will operate your aircraft (noted in C1.1 and 1.2)

C1.5 Who is responsible for continuing airworthiness for aircraft noted in C1.1 and C1.2?

Organisation name

ARN

 **Attach additional pages if required**

Part D - Significant changes and removal of aircraft/activities/key person/s

D1 Are you making any other significant changes not covered in Parts A-C of this application form?

No ➔ [Go to D3](#)

Yes ➔ [Go to D2](#)

D2 Provide a summary of the changes made and the associated sections/pages of your exposition where the updates have been entered.

 **Attach additional pages if required**

D3 Are you making any **non-significant** changes with this application?

Complete and submit the separate notification form for Non-significant changes if you are **only** notifying of non-significant changes to your AOC.

No ➔ [Go to D5](#)

Yes ➔ [Go to D4](#)

D4 What **non-significant** changes were made to the exposition and on which pages? If you have a change register, please submit instead of completing below.

 **Attach additional pages if required**

D5 Are you applying to **remove** any of your aircraft, activities or key person/s from your AOC?

No ➔ [Go to D7](#)

Yes ➔ [Go to D6](#)

D6 What **aircraft, activities or key person/s** are you removing from your AOC?

 **Attach additional pages if required**

D7 Provide the revision details of the exposition you are submitting with this notification that contains your significant and/or non-significant changes.

Version/Revision number

Version/Revision date (DD/MM/YYYY)

/ /

Part E - Approvals

Part 91 Approvals

E1 Are you applying for the issue or revocation of an approval under Part 91?

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.

No ➔ [Go to E2](#)

Yes 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 Note: Complete the Air Displays application form and submit with this AOC application if adding approval to conduct Air Displays.
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: Complete and submit separate Part 91 application form if applying for initial issue or changes to Low Visibility operations.
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

E1 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: Complete and submit separate Part 91 application form if applying for initial issue or changes to RVSM operations for aircraft
Add	Remove	Approval for 91.660 (1)(b)(i) – Performance-based navigation RNP AR APCH RNP AR DP Note: Complete and submit separate Part 91 application form if applying for initial issue or changes to PBN operations.
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)
Add	Remove	Part 91 MOS Section 11.08(2) – Requirements for flight in the NAT-HLA Note: Complete and submit separate Application form for approval of operations in North Atlantic High-Level Airspace (NAT HLA) if adding NAT HLA operations.

Part 119 Approvals

E2 Are you applying for the issue or revocation of an approval under Part 119?

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.

No ➔ [Go to E3](#)



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

Part 119 Approval type		
Add	Remove	<div>119.080 (1)(f)(ii) – Time period for Chief Executive Officer and Safety Manager positions to be occupied by the same person in unforeseen circumstances</div> <div>Full Name of nominated person</div> <div>ARN</div> <div>Specify No of days required (>7 days)</div>
Add	Remove	<div>119.080 (1)(g)(i) – Time period for Head of Flying Operations and Safety Manager positions to be occupied by the same person in unforeseen circumstances</div> <div>Full Name of nominated person</div> <div>ARN</div> <div>Specify No of days required (>7 days)</div>
Add	Remove	<div>119.080 (1)(g)(ii) – Head of Flying Operations and Safety Manager positions to be occupied by the same person</div> <div>Full Name of nominated person</div> <div>ARN</div> <div>Specify No of days required</div>

E2 Continued

Part 119 Approval type		
Add	Remove	<p>119.080 (1)(h)(ii) – Operator of an aeroplane or rotorcraft that is not the registered operator of the aircraft used in AOC operations</p> <p>List registration marks of aircraft to be approved</p>
Add	Remove	<p>119.125 (2)(a) – Chief Executive Officer - experience</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>List experience required</p>
Add	Remove	<p>119.135 (3)(a) – Head of Flying Operations – qualifications and experience</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>List experience required</p>
Add	Remove	<p>119.145 (3)(a) – Head of Training and Checking - qualifications and experience</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>List experience required</p>

E2 Continued

Part 119 Approval type		
Add	Remove	<p>119.260 (2)(b) – Maximum period for use of foreign registered aircraft in Australian territory</p> <p>Foreign Aircraft Registration Mark</p> <p>Number of days required for use (>90)</p> <p>Foreign Aircraft Registration Mark</p> <p>Number of days required for use (>90)</p> <p>Foreign Aircraft Registration Mark</p> <p>Number of days required for use (>90)</p> <p> Attach additional pages if required</p>
Add	Remove	<p>EX 68/24 Part 2 (5)(2) – Use of Electronic Flight Bags (EFBs)</p> <p>Note: Details of use, management of and how you obtain CASA approval of any changes to the use of your EFB are to be included in your Exposition information, procedures and instructions</p> <p> Attach Exposition pages with this application</p>

Part 121 Approvals

E3 Are you applying for the issue or revocation of an approval under Part 121?



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.

No ➔ [Go to E4](#)




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

Part 121 Approval type		
Add	Remove	<p>121.035 (1)(b) – Flights further than the threshold distance</p> <p>Note: Complete and submit separate Application Form 977 for Extended Diversion Time Operations (EDTO) if adding an approval for flights further than the threshold distance</p>
Add	Remove	<p>121.205 (4)(d) – Aerodrome requirements</p> <p>Aircraft type, model and registration mark</p> <p>Aerodrome and runway</p> <p>Specified aerodrome/runway requirements to be met</p> <p>Aircraft type, model and registration mark</p> <p>Aerodrome and runway</p> <p>Specified aerodrome/runway requirements to be met</p> <p>📎 Attach additional pages if required</p>
Add	Remove	<p>121.360 (2)(b) – Polar operations</p> <p>Aircraft type, model and registration mark</p> <p>Aircraft type, model and registration mark</p> <p>Aircraft type, model and registration mark</p> <p>📎 Attach additional pages if required</p>

E3 Continued

Part 121 Approval type		
Add	Remove	<p>121.385 (3) – Conducting a take-off or landing in an aeroplane for a 3D instrument approach operation with an approach path angle of 4.5 degrees or more</p> <p>Aircraft type, model and registration mark</p> <p>Aerodrome</p> <p>Approach type</p> <p>Aircraft type, model and registration mark</p> <p>Aerodrome</p> <p>Approach type</p> <p> Attach additional pages if required</p>
Add	Remove	<p>121.390 (2)(b)(ii) – Performance data to be used for calculations relating to an aeroplane's performance for a flight</p> <p>Aircraft registration mark</p> <p>Outline of performance data required</p> <p>Aircraft registration mark</p> <p>Outline of performance data required</p> <p> Attach additional pages if required</p>




E3 Continued

Part 121 Approval type		
Add	Remove	<p>121.440 (2)(b) – Procedures for loading an aeroplane</p> <p>Briefly describe loading methods to be used:</p> <p> Attach additional pages and information if required</p>
Add	Remove	<p>121.475 (4) – Flight crew – Training or checking involving safety or emergency equipment</p> <p>Full name of nominated person and ARN</p> <p>Aircraft types</p> <p> Attach additional pages if required</p>
Add	Remove	<p>121.480 (3)(b) – Flight crew member experience requirements</p> <p>Flight crew member full name and ARN</p> <p>Aircraft type</p> <p>Details of hours and sectors required</p> <p>Flight crew member full name and ARN</p> <p>Aircraft type</p> <p>Details of hours and sectors required</p> <p> Attach additional pages if required</p>





E3 Continued

Part 121 Approval type		
Add	Remove	<p>121.530 (1) – Credit for checks, qualifications, training and experience – 2 aeroplane types</p> <p>List aircraft types required:</p> <div style="display: flex; justify-content: space-between;"> Aircraft type 1 Aircraft type 2 </div> <div style="display: flex; justify-content: space-between;"> Aircraft type 1 Aircraft type 2 </div> <div style="background-color: #e6f2ff; padding: 5px; display: inline-block;"> Attach additional pages if required </div>
Add	Remove	<p>121.575 (2)(a) – Holding a valid Part 121 proficiency check for a kind of aeroplane when a check completed for a previous operator is valid</p> <p>Previous operator name</p> <p>Aircraft types</p> <p>Previous operator name</p> <p>Aircraft types</p> <div style="background-color: #e6f2ff; padding: 5px; display: inline-block;"> Attach additional pages if required </div>
Add	Remove	<p>121.580 (3)(a)(ii) – Part 121 proficiency check – Pilots</p> <p>Full name of nominated person and ARN</p> <p>Operator name</p> <p>Aircraft types</p> <div style="background-color: #e6f2ff; padding: 5px; display: inline-block;"> Attach additional pages if required </div>

E3 Continued

Part 121 Approval type		
Add	Remove	<p>121.580 (6)(a)(ii) – Part 121 proficiency check – Flight engineers</p> <p>Full name of nominated person and ARN</p> <p>Operator name</p> <p>Aircraft types</p> <p> Attach additional pages if required</p>
Add	Remove	<p>121.635 (2)(c) – Number of cabin crew – aeroplanes without twin aisles</p> <p>Aircraft type and model</p> <p>Number of cabin crew required</p> <p>Aircraft type and model</p> <p>Number of cabin crew required</p> <p> Attach additional pages if required</p>
Add	Remove	<p>121.640 (3) – Cabin crew - Training or checking involving safety or emergency equipment</p> <p>Full name of nominated person and ARN</p> <p>Aircraft types</p> <p> Attach additional pages if required</p>

E3 Continued

Part 121 Approval type		
Add	Remove	<p>121.640 (4)(b) – Cabin crew – Qualifications, experience and training - matters covered in the operator's training and checking system relating to requirements for cabin crew members</p> <p>Briefly describe matters covered in the operator's training and checking system:</p> <p> Attach additional pages and information if required</p>
Add	Remove	<p>121.695 (2)(b) – Cabin crew – Maximum number of aeroplane types</p> <p>Full name of nominated person and ARN</p> <p>Aircraft types</p> <p> Attach additional pages if required</p>
Add	Remove	<p>121.755 (3) – Emergency evacuation procedures - different requirements to those prescribed in the Part 121 Manual of Standards</p> <p>Briefly describe requirements to be met:</p> <p> Attach additional pages and information if required</p>
Add	Remove	<p>Part 121 MOS Section 4.21(1) – Operational variation approvals – alternate aerodrome requirements</p> <p>Briefly describe the operational variation/s required:</p> <p> Attach additional pages and information if required</p>



Part 133 Approvals

E4 Are you applying for the issue or revocation of an approval under Part 133?

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

No ➔ [Go to E5](#)

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

Part 133 Approval type		
Add	Remove	<div>133.325 (2)(b) – Flight in performance class 2 with exposure</div> <div>Aircraft type and model</div> <div>Registration mark</div> <div>Aircraft type and model</div> <div>Registration mark</div> <div> Attach additional pages if required</div>
Add	Remove	<div>133.335 (4)(c) – Flight in performance class 1 or 2, or performance class 2 with exposure for certain rotorcraft</div> <div>Aircraft type and model</div> <div>Aerodrome and runway or location</div> <div>Specified aerodrome/runway or location requirements to be met</div> <div>Aircraft type and model</div> <div>Aerodrome and runway or location</div> <div>Specified aerodrome/runway or location requirements to be met</div> <div> Attach additional pages if required</div>




Part 135 Approvals

E5 Are you applying for the issue or revocation of an approval under Part 135?



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

No

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

Part 135 Approval type		
Add	Remove	<div>Part 135 MOS Section 2.01(5) – Flight distance requirements</div> <div>Aircraft type and model</div> <div>Flight distance limitation</div> <div> Attach additional pages if required</div>
Add	Remove	<div>Part 135 MOS Section 5.01(5) – Alternate aerodrome requirements – Operations to remote islands</div> <div>Aircraft type and model</div> <div>Remote island</div> <div> Attach additional pages if required</div>
Add	Remove	<div>Part 135 MOS Section 10.05 – Approval of take-off factor for a propeller-driven aeroplane</div> <div>Aircraft type and model</div> <div>Take-off factor</div> <div>Aerodrome</div> <div> Attach additional pages if required</div>

E5 Continued

Part 135 Approval type		
Add	Remove	<div>Part 135 MOS Section 10.12 – Approval of landing factor for a propeller-driven aeroplane</div> <div>Aircraft type and model</div> <div>Landing factor</div> <div>Aerodrome</div> <div> Attach additional pages if required</div>
Add	Remove	<div>Part 135 MOS Section 10.15(3) – Approval of short landing operation by day</div> <div>Aircraft type and model</div> <div>Aerodrome</div> <div> Attach additional pages if required</div>

Part F - Exposition Compliance Matrix

F1 Is this an **initial issue** application?

The compliance matrix should only be completed if you are applying for an initial issue Air Operator's Certificate.

No ➡ **Go to G1**

Yes ➡ **Go to F2**

F2 Provide the compliance reference for documentation for issue of an air transport AOC.

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Exposition that satisfies the legislative requirement
Operator's name, address, contact details and ABN Refer to 119.205 (1)(a)			
Address of Operational Headquarters, main operating bases and operational facilities Refer to 119.205 (1)(b)			
Description and diagram of organisational structure and reporting lines Refer to 119.205 (1)(c)			
If a corporation, a description of corporate structure Refer to 119.205 (1)(d)			
Additional qualifications and experience required by the operator for each key personnel Refer to 119.205 (1)(e)(i)			
Key personnel additional responsibilities Refer to 119.205 (1)(e)(ii)			
Name of person appointed to each of the key personnel positions Refer to 119.205 (1)(e)(iii)			
Name of each person authorised to carry out responsibilities of key personnel when the position holder is absent or cannot carry out the responsibilities Refer to 119.205 (1)(e)(iv)			

F2 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Exposition that satisfies the legislative requirement
Description of how operator will manage responsibilities of key personnel during assigned resource absence Refer to 119.205 (1)(e)(v)			
Additional CEO accountabilities, if any, in addition to regulations 119.130 Refer to 119.205 (1)(f)			
Outline of the Australian air transport operations conducted by the operator under the operator's Australian air transport AOC, including the areas of operation and routes Refer to 119.205 (1)(g)			
Details of each plan, process, procedure, program and system implemented by the operator to safely conduct and manage Australian air transport operations in compliance with civil aviation legislation Refer to 119.205 (1)(h)			
The type, model and registration mark for each registered aeroplane or rotorcraft operated under the AOC Refer to 119.205 (1)(i)			
The type, model, nationality and registration mark for each foreign registered aircraft operated under the AOC Refer to 119.205 (1)(j)			
Description of arrangements for managing continuing airworthiness of the aeroplanes or rotorcraft used under the AOC Refer to 119.205 (1)(k)			
A description of any leasing or other arrangements for the supply of aeroplanes or rotorcraft as the arrangements relate to the operational control or continuing airworthiness of the aeroplanes or rotorcraft, or to any other safety matter Refer to 119.205 (1)(l)			

F2 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Exposition that satisfies the legislative requirement
A description of the process for making changes including identifying changes that are significant changes Refer to 119.205 (1)(m)(i)			
A description of the process for making changes including identifying changes that are non-significant changes Refer to 119.205 (1)(m)(ii)			
A description of the process for telling CASA and the operator's personnel of the changes Refer to 119.205 (1)(m)(iii)			
Description of anything else required to be approved by CASA under these Regulations for operations conducted under the AOC. Refer to 119.205 (1)(n)			
Any other matter required to be included in the exposition under these Regulations. Refer to 119.205 (1)(o)			

Part G - Additional Authorisations

Dangerous Goods

G1 Are you applying for specific operating approval to carry dangerous goods **as cargo** as part of your operations (including dangerous goods of the operator (e.g. aircraft spares))?

If answering no to question G1, you will still be able to carry the dangerous goods that are permitted for carriage by passengers or crew in accordance with Table 8-1 of the ICAO Technical Instructions for the Safe Transport of Dangerous Goods by Air (or industry equivalent Table 2.3.A of the IATA Dangerous Goods Regulations).

Information regarding the dangerous goods that are permitted to be carried on board the aircraft by passengers or crew, including as part of their baggage, must be included in your exposition for assessment by CASA. Refer to Advisory Circular AC 92-2: Dangerous Goods Manuals.

No ➔ **Go to G2**

Yes Submit a copy of your completed Dangerous Goods Manual (or extract from your exposition) for assessment by CASA. For more information regarding the contents of a Dangerous Goods manual, refer to Advisory Circular AC 92-2: Dangerous Goods Manuals.

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 DAMP Home page. The DAMP Micro Business information page provides more information on who is eligible to use the CASA Micro-business DAMP.

G2 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 H - Other matters & Declaration

Reference Library

H1 Do you comply with the Reference Library requirements in CASR 119.040 (as applicable to your operations)?

No

Yes

Corporation and bankruptcy actions

If **initial issue** or a **significant change** that involves the change of key personnel, complete the following questions, if not proceed to question H7.

H2 Has the applicant or any of the applicant's key personnel been **declared bankrupt** in Australia or a foreign country in the last 10 years?

Refer to 119.070 (3)(b)

No

Yes

H3 Has the applicant or any of the applicant's key personnel been a director or held a key personnel position within an Australian or foreign corporation in the last 10 years where the corporation was charged with or convicted of any **criminal offence**?

Refer to 119.070 (3)(g)

No

Yes

H4 Has the applicant or any of the applicant's key personnel been a director or held a key personnel position within an Australian or foreign corporation in the last 10 years where the corporation was declared **bankrupt, insolvent** or placed in **receivership**?

Refer to 119.070 (3)(g)

No

Yes

H5 Has the applicant or any of the applicant's key personnel been a director or held a key personnel position within an Australian or foreign corporation in the last 10 years where the corporation was subject to **investigation** or **comment** by any share dealings or financial affairs regulatory body?

Refer to 119.070 (3)(g)


No

Yes

H6 If you answered **yes** to **any** of questions H2 to H5, you must provide details below:

Include names, dates, charges laid, present status, and the penalty imposed.

Refer to CASR 11.055 and [Aviation Transport Security Regulations 2005, Regulations 6.55 and 6.59](#)

 **Attach additional pages if required**

Nominated personnel history

H7 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

H8 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

H9 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

H10 Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?

No

Yes

H11 If you answered **yes** to **any** of questions H7 to H10, 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**

H12 Do you agree to the publication of details of your AOC on the CASA website? (If you are a company, CASA may publish the details even if you mark 'No').

No

Yes

H13 Has your Exposition been submitted via the Manual Authoring and Assessment Tool (MAAT)?

No

Yes

Applicant checklist

H14 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 **as cargo**, my completed Dangerous Goods Manual or relevant section of my exposition is attached

My completed exposition 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

Other – additional supporting documentation submitted. If other, please specify documentation provided:

Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, accept the terms and conditions for processing your application and agree to the publication of your AOC details on the CASA website.

This application must be signed by:

- the individual applicant, or
- the Managing Director, company Director(s) or Chief Executive Officer if a company, or
- an agent appointed by a Power of Attorney

H15 I declare that:

- In my capacity as either the individual applicant or the appointed/proposed applicant's Chief Executive Officer (if signing on behalf of a Company), the applicant will be capable of operating in accordance with its exposition and civil aviation legislation and will so operate.
- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct and 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's 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 have attached all required documentation specified in the applicant checklist.
- 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 acknowledge that to knowingly make a false or misleading statement in this application is an offence against the *Criminal Code Act 1995*.

Declaration continued

- I confirm that (the applicant) understands:
 - its obligations under paragraphs 28(1)(a) and (b) of the *Civil Aviation Act*;
 - the need to ensure sufficient financial resources are and will remain available to enable the applicant to satisfy those requirements if an AOC is granted;
 - that it is a continuing condition to which the AOC, if granted, will be subject [see section 28BAA of the *Civil Aviation Act*], that CASA remains satisfied of the AOC holder's ability to satisfy the requirements set out in paragraphs 28(1)(a) and (b); and
 - CASA may request or require information and evidence to show that financial resources available to the AOC holder are sufficient to enable the holder to satisfy the requirements specified in paragraphs 28(1)(a) and (b) of the *Civil Aviation Act*.

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 or individual applicant, 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