Australian Government
Civil Aviation Safety Authority

# Application
# Air Operator's Certificate/ Associated Approvals

CASR Part 119

## This form is now available online

Use myCASA for reliable and secure form submissions and payments.

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 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 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** details?

If your address, contact or other details have changed, you must update them using changing your details.

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

Legal entity/full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

What is the **principal place of business** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

### 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 Are you a micro-operator?

**No** ☐

**Yes** ☐

Only tick **Yes** if you are a Part 119 air transport operator eligible to use the provisions of the CASA micro-operator exemption (CASA EX68/24 section 7AC), and intend to use these provisions.

### 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:

## A6 continued

**Add new** ☐ List below:

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

## 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

ARN

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** ☐

**Yes** ☐

*This area has been intentionally left blank*

## A11 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 |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

## A12 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**
- Operation Specification Approvals ☐ ➡ **Go to Part D**
- Associated Approvals (Parts 91, 119, 121, 133, 135) ☐ ➡ **Go to Part F**
- Exposition Compliance Matrix ☐ ➡ **Go to Part G**
- Drug and Alcohol Management Plan (DAMP) ☐ ➡ **Go to Part H**
- Other matters and Declaration ☐ ➡ **Go to Part I**

**Significant Change**

- Operating Bases and Key Personnel ☐ ➡ **Go to Part B**
- Aircraft additions and operating areas ☐ ➡ **Go to Part C**
- Operation Specification Approvals ☐ ➡ **Go to Part D**
- Other Significant and Non-Significant Changes ☐ ➡ **Go to Part E**
- Approvals (Parts 91, 119, 121, 133, 135) ☐ ➡ **Go to Part E**
- Drug and Alcohol Management Plan (DAMP) ☐ ➡ **Go to Part H**
- Other matters and Declaration ☐ ➡ **Go to Part I**

**Renewal with changes**

- Removal of aircraft/activities ☐ ➡ **Go to Part E**
- Removal of approvals (Parts 91, 119, 121, 133, 135) ☐ ➡ **Go to Part F**
- Other matters and Declaration ☐ ➡ **Go to Part I**

**Renewal with no changes**

- Other matters and Declaration ☐ ➡ **Go to Part I**

## Part B - Operating Bases

**B1** Is the address of your **main operating base** where you propose to conduct air transport activities different to your principal place of business recorded at A1?

**No** ☐ ➡ **Go to B2**

**Yes** ☐ Enter the address below

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

**B2** Are you adding or removing any **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** ☐ Enter details below

☐ Add

☐ Remove

Unit/number

Street name

Suburb

State/territory

Postcode

## B2 continued

Country (if not Australia)

☐ Add

☐ Remove

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

☐ Add

☐ Remove

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 **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

➡ **Go to B10**

**Yes** ☐ Enter the details of your key personnel nominees below

### B4

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

Full name

ARN

Phone number

Email address

Attach qualifications and experience

## B4 continued

**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

### B5

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

Full name

ARN

Phone number

Email address

Attach qualifications and experience

**B5.1** 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

### B6

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

Full name

ARN

Phone number

## B6 continued

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:

Role(s)

Entity/entities

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

Full name

ARN

Phone number

Email address

Attach qualifications and experience

**B7.1** 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

## B8 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 B10**

**Yes** ☐ ➡ **Go to B9**

## B9 Provide the details and position of your nominated alternate or standby key person:

Nominated position

Full name

ARN

Phone number

Email address

Provide qualifications and experience - Attach additional pages if required

Nominated position

Full name

ARN

Phone number

Email address

Provide qualifications and experience - Attach additional pages if required

## B10 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)

/ /

*This area has been intentionally left blank*

## 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

| Make | Model | Series or Master series | Type | 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 ☐ | ☐ | ☐ | ☐ |

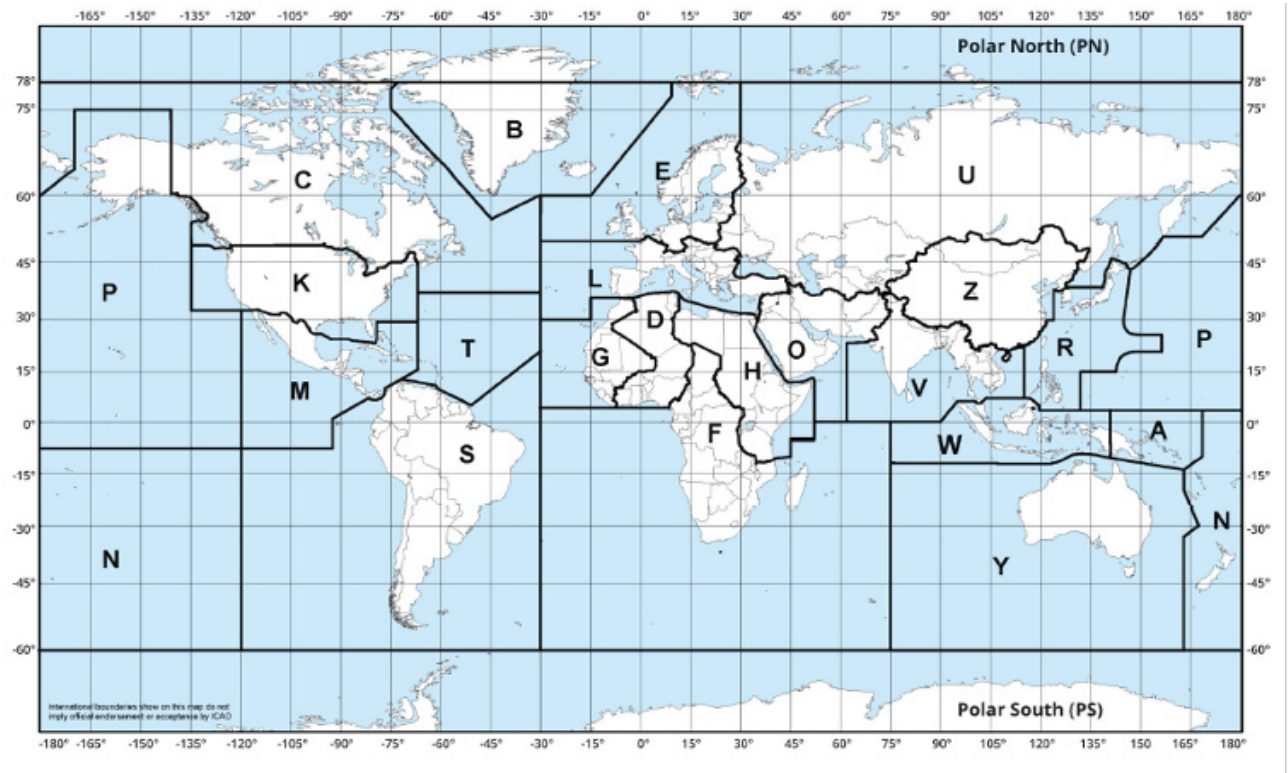
**C1.3** List the class rated aircraft you are adding to your AOC (noted in C1.2)

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 |
|---|---|---|---|---|---|
| | | | ☐ | ☐ | ☐ |
| | | | ☐ | ☐ | ☐ |
| | | | ☐ | ☐ | ☐ |
| | | | ☐ | ☐ | ☐ |
| | | | ☐ | ☐ | ☐ |

## C2 Select the area/s where you will operate your aircraft:




**Continue to next page**

## C2 continued

| Model of aircraft | Location | | | |
|---|---|---|---|---|
| | ☐ A | ☐ B | ☐ C | ☐ D |
| | ☐ E | ☐ F | ☐ G | ☐ H |
| | ☐ K | ☐ L | ☐ M | ☐ N |
| | ☐ O | ☐ P | ☐ R | ☐ S |
| | ☐ T | ☐ U | ☐ V | ☐ W |
| | ☐ Y | ☐ Z | ☐ Polar North (PN) | ☐ Polar South (PS) |

| Model of aircraft | Location | | | |
|---|---|---|---|---|
| | ☐ A | ☐ B | ☐ C | ☐ D |
| | ☐ E | ☐ F | ☐ G | ☐ H |
| | ☐ K | ☐ L | ☐ M | ☐ N |
| | ☐ O | ☐ P | ☐ R | ☐ S |
| | ☐ T | ☐ U | ☐ V | ☐ W |
| | ☐ Y | ☐ Z | ☐ Polar North (PN) | ☐ Polar South (PS) |

| Model of aircraft | Location | | | |
|---|---|---|---|---|
| | ☐ A | ☐ B | ☐ C | ☐ D |
| | ☐ E | ☐ F | ☐ G | ☐ H |
| | ☐ K | ☐ L | ☐ M | ☐ N |
| | ☐ O | ☐ P | ☐ R | ☐ S |
| | ☐ T | ☐ U | ☐ V | ☐ W |
| | ☐ Y | ☐ Z | ☐ Polar North (PN) | ☐ Polar South (PS) |

## C3 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 – Operation Specification Approvals

**D1** 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 Q1, 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.

**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 119 AOC 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.

**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.

**No** ☐

**Yes** ☐ Tick any relevant clauses you wish to have on your certificate

## D1 continued

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

📎 Attach 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).

**D2** Are you applying for the issue of an approval under 91.315 (1) (b)(i) – Taking off and landing in low visibility and/or 91.660 (1) (b)(i) – Performance-based navigation?

- ☐ **No**
- ☐ **Yes** - You are required to submit form Low Visibility and PBN operations

**D3** Are you applying for the issue of an approval under 91.655 (2) (a)(i) – RVSM airspace?

- ☐ **No**
- ☐ **Yes** - You are required to submit form Navigation Authorisation - RVSM

**D4** Are you applying for the issue of an approval under 121.035 (1) (b) – Flights further than the threshold distance?

- ☐ **No**
- ☐ **Yes** - You are required to submit form 977 for Extended Diversion Time Operations (EDTO)

**D5** Are you applying for the approval under EX 68/24 Part 2 (5)(2) – Use of Electronic Flight Bags (EFBs)?

- ☐ **No**
- ☐ **Yes**

**D6** Are you applying for Appendix 7 Fatigue risk management system?

- ☐ **No**
- ☐ **Yes** - You are required to submit form Fatigue Risk Management System

## Part E - Other Significant and Non-Significant Changes

**E1** Are you making any other significant changes not covered in Parts A-C of this application form?

**No** ☐ ➡ **Go to E3**

**Yes** ☐ ➡ **Go to E2**

---

**E2** 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

---

**E3** 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

---

**E4** 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

---

**E5** Are you making any **non-significant** changes included with this application?

**No** ☐ ➡ **Go to E6**

**Yes** ☐

---

**E5.1** Are you providing notification of **non-significant** change(s) relating to **RVSM** or **navigational matters?**

**No** ☐ ➡ **Go to E5.2**

**Yes** ☐ Ensure the changes are summarised in **E6**, including aircraft serial no. and registration

---

**E5.2** Are you providing notification of **non-significant** change(s) relating to **Prescribed Single Engine Aircraft?**

**No** ☐ ➡ **Go to E5.3**

**Yes** ☐ Ensure the changes are summarised in **E6**

---

**E5.3** Are you providing notification of **non-significant** change(s) relating to **Training and Checking** matters?

**No** ☐ ➡ **Go to E5.5**

**Yes** ☐ Attach applicable document detailing changes

---

**E5.4** Does your **non-significant** change notification for Training and Checking matters relate to **Training and Checking personnel**?

**No** ☐ ➡ **Go to E5.5**

**Yes** ☐ Ensure the changes are summarised in **E6**

---

**E5.5** Are you providing notification of **non-significant** change(s) relating to **Safety Management System matters?**

**No** ☐ ➡ **Go to E6**

**Yes** ☐ Ensure the changes are summarised in **E6**

---

**E6** 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

**E7** Are you applying to **remove** any of your aircraft, activities or key person/s from your AOC?

**No** ☐ ➡ **Go to E7**

**Yes** ☐ Specify below

Attach additional pages if required

*This area has been intentionally left blank*

*This area has been intentionally left blank*

# Part F - Associated approvals

## Part 119 Approvals

**F1** Are you applying for the issue or removal of an approval under Part 119?

**No** ☐ ➡ **Go to F2**

**Yes** ☐ 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.

| **Part 119 Approval type** | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F1.1** 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<br>Full Name of nominated person<br>ARN<br>Specify No of days required (>7 days) |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F1.2** 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<br>Full Name of nominated person<br>ARN<br>Specify No of days required (>7 days) |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F1.3** 119.080 (1)(g)(ii) – Head of Flying Operations and Safety Manager positions to be occupied by the same person<br>Full Name of nominated person<br>ARN<br>Specify No of days required |

## F1 Continued

| Part 119 Approval type | |
|---|---|
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F1.4** 119.080 (1)(h)(ii) – Operator of an aeroplane or rotorcraft that is not the registered operator of the aircraft used in AOC operations<br>List registration marks of aircraft to be approved |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F1.5** 119.125 (2)(a) – Chief Executive Officer - experience<br>Full Name of nominated person<br>ARN<br>List experience required |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F1.6** 119.135 (3)(a) – Head of Flying Operations – qualifications and experience<br>Full Name of nominated person<br>ARN<br>List experience required |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F1.7** 119.145 (3)(a) – Head of Training and Checking - qualifications and experience<br>Full Name of nominated person<br>ARN<br>List experience required |

## F1 Continued

| Part 119 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F1.8** 119.260 (2)(b) – Maximum period for use of foreign registered aircraft in Australian territory<br>Foreign Aircraft Registration Mark<br>Number of days required for use (>90)<br>Foreign Aircraft Registration Mark<br>Number of days required for use (>90)<br>Foreign Aircraft Registration Mark<br>Number of days required for use (>90)<br>Attach additional pages if required |

*This area has been intentionally left blank*

## Part 121 Approvals

**F2** Are you applying for the issue or remove of an approval under Part 121?

**No** ☐ ➡ **Go to F3**

**Yes** ☐ 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.

| **Part 121 Approval type** | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.1** 121.205 (4)(d) – Aerodrome requirements<br>Aircraft type, model and registration mark<br>Aerodrome and runway<br>Specified aerodrome/runway requirements to be met<br>Aircraft type, model and registration mark<br>Aerodrome and runway<br>Specified aerodrome/runway requirements to be met<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.2** 121.360 (2)(b) – Polar operations<br>Aircraft type, model and registration mark<br>Aircraft type, model and registration mark<br>Aircraft type, model and registration mark<br>Attach additional pages if required |

## F2 Continued

| Part 121 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.3** 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<br>Aircraft type, model and registration mark<br>Aerodrome<br>Approach type<br>Aircraft type, model and registration mark<br>Aerodrome<br>Approach type<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.4** 121.390 (2)(b)(ii) – Performance data to be used for calculations relating to an aeroplane's performance for a flight<br>Aircraft registration mark<br>Outline of performance data required<br>Aircraft registration mark<br>Outline of performance data required<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.5** 121.440 (2)(b) – Procedures for loading an aeroplane<br>Briefly describe loading methods to be used:<br>Attach additional pages and information if required |

## F2 Continued

| Part 121 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.6** 121.480 (3)(b) – Flight crew member experience requirements<br>Flight crew member full name and ARN<br>Aircraft type<br>Details of hours and sectors required<br>Flight crew member full name and ARN<br>Aircraft type<br>Details of hours and sectors required<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.7** 121.530 (1) – Credit for checks, qualifications, training and experience – 2 aeroplane types<br>List aircraft types required:<br>Aircraft type 1 / Aircraft type 2<br>Aircraft type 1 / Aircraft type 2<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.8** 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<br>Previous operator name<br>Aircraft types<br>Previous operator name<br>Aircraft types<br>Attach additional pages if required |

## F2 Continued

| Part 121 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.9** 121.580 (3)(a)(ii) – Part 121 proficiency check – Pilots<br>Full name of nominated person and ARN<br>Operator name<br>Aircraft types<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.10** 121.580 (6)(a)(ii) – Part 121 proficiency check – Flight engineers<br>Full name of nominated person and ARN<br>Operator name<br>Aircraft types<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F2.11** 121.635 (2)(c) – Number of cabin crew – aeroplanes without twin aisles<br>Aircraft type and model<br>Number of cabin crew required<br>Aircraft type and model<br>Number of cabin crew required<br>Attach additional pages if required |

## F2 Continued

| Part 121 Approval type | |
|---|---|
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F2.12** 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<br>Briefly describe matters covered in the operator's training and checking system:<br>Attach additional pages and information if required |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F2.13** 121.695 (2)(b) – Cabin crew – Maximum number of aeroplane types<br>Full name of nominated person and ARN<br>Aircraft types<br>Attach additional pages if required |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F2.14** 121.755 (3) – Emergency evacuation procedures - different requirements to those prescribed in the Part 121 Manual of Standards<br>Briefly describe requirements to be met:<br>Attach additional pages and information if required |
| ☐ Add<br>☐ Vary<br>☐ Remove<br>☐ Re-issue | **F2.15** Part 121 MOS Section 4.21(1) – Operational variation approvals – alternate aerodrome requirements<br>Briefly describe the operational variation/s required:<br>Attach additional pages and information if required |

## F2.16

Are you applying for an approval under 121.475 (4) - Flight crew - Training or checking involving safety or emergency equipment and/or 121.640 (3) - Cabin crew - Training or checking involving safety or emergency equipment

**No** ☐ ➡ **Go to F3**

**Yes** ☐

| Full name of Nominated Person | ARN | Aircraft Types | 121.475 (4) – Flight crew | 121.640 (3) – Cabin crew |
|---|---|---|---|---|
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |
| | | | ☐ | ☐ |

# Part 133 Approvals

## F3

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

**No** ☐ ➡ **Go to F4**

**Yes** ☐ 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.

| Part 133 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F3.1** 133.325 (2)(b) – Flight in performance class 2 with exposure<br>Aircraft type and model<br>Registration mark<br>Aircraft type and model<br>Registration mark<br>Attach additional pages if required |

| Part 133 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F3.2** 133.335 (4)(c) – Flight in performance class 1 or 2, or performance class 2 with exposure for certain rotorcraft<br>Aircraft type and model<br>Aerodrome and runway or location<br>Specified aerodrome/runway or location requirements to be met<br>Aircraft type and model<br>Aerodrome and runway or location<br>Specified aerodrome/runway or location requirements to be met<br>Attach additional pages if required |

## Part 135 Approvals

**F4** Are you applying for the issue or remove of an approval under Part 135?

**No** ☐ ➡ **Go to F5**

**Yes** ☐ 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

| Part 135 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F4.1** Part 135 MOS Section 2.01(5) – Flight distance requirements<br>Aircraft type and model<br>Flight distance limitation<br>Attach additional pages if required |

| Part 135 Approval type | |
|---|---|
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F4.2** Part 135 MOS Section 5.01(5) – Alternate aerodrome requirements – Operations to remote islands<br>Aircraft type and model<br>Remote island<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F4.3** Part 135 MOS Section 10.05 – Approval of take-off factor for a propeller-driven aeroplane<br>Aircraft type and model<br>Take-off factor<br>Aerodrome<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F4.4** Part 135 MOS Section 10.12 – Approval of landing factor for a propeller-driven aeroplane<br>Aircraft type and model<br>Landing factor<br>Aerodrome<br>Attach additional pages if required |
| ☐ **Add**<br>☐ **Vary**<br>☐ **Remove**<br>☐ **Re-issue** | **F4.5** Part 135 MOS Section 10.15(3) – Approval of short landing operation by day<br>Aircraft type and model<br>Aerodrome<br>Attach additional pages if required |

## F5 Are you applying for the issue or remove of an approval under Part 91?

**No** ☐ ➡ **Go to G1**

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

- Navigation Authorisation - RVSM
- Low Visibility and PBN operations
- Approval for operations in North Atlantic High-Level Airspace (NAT HLA)
- Minimum Equipment List
- Air Display
- Part 91 Approvals - General

# Part G - Exposition Compliance Matrix

## G1 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 H**

☐ **Yes** ➡ **Go to G2**

## G2 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<br>Refer to 119.205 (1)(a) | ☐ | ☐ | |
| Address of Operational Headquarters, main operating bases and operational facilities<br>Refer to 119.205 (1)(b) | ☐ | ☐ | |
| Description and diagram of organisational structure and reporting lines<br>Refer to 119.205 (1)(c) | ☐ | ☐ | |
| If a corporation, a description of corporate structure<br>Refer to 119.205 (1)(d) | ☐ | ☐ | |
| Additional qualifications and experience required by the operator for each key personnel<br>Refer to 119.205 (1)(e)(i) | ☐ | ☐ | |
| Key personnel additional responsibilities<br>Refer to 119.205 (1)(e)(ii) | ☐ | ☐ | |

| Legislation requirements and references | Yes requirement is applicable | No 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 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<br>Refer to 119.205 (1)(e)(iv) | ☐ | ☐ | |
| Description of how operator will manage responsibilities of key personnel during assigned resource absence<br>Refer to 119.205 (1)(e)(v) | ☐ | ☐ | |
| Additional CEO accountabilities, if any, in addition to regulations 119.130<br>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<br>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<br>Refer to 119.205 (1)(h) | ☐ | ☐ | |
| The type, model and registration mark for each registered aeroplane or rotorcraft operated under the AOC<br>Refer to 119.205 (1)(i) | ☐ | ☐ | |
| The type, model, nationality and registration mark for each foreign registered aircraft operated under the AOC<br>Refer to 119.205 (1)(j) | ☐ | ☐ | |
| Description of arrangements for managing continuing airworthiness of the aeroplanes or rotorcraft used under the AOC<br>Refer to 119.205 (1)(k) | ☐ | ☐ | |

| 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 |
|---|---|---|---|
| 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<br>Refer to 119.205 (1)(l) | ☐ | ☐ | |
| A description of the process for making changes including identifying changes that are significant changes<br>Refer to 119.205 (1)(m)(i) | ☐ | ☐ | |
| A description of the process for making changes including identifying changes that are non-significant changes<br>Refer to 119.205 (1)(m)(ii) | ☐ | ☐ | |
| A description of the process for telling CASA and the operator's personnel of the changes<br>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.<br>Refer to 119.205 (1)(n) | ☐ | ☐ | |
| Any other matter required to be included in the exposition under these Regulations.<br>Refer to 119.205 (1)(o) | ☐ | ☐ | |

## Part H - 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.

**H1** 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 I - Other matters & Declaration

## Reference Library

**I1** 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.

**I2** 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** ☐

**I3** 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** ☐

**I4** 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** ☐

**I5** 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** ☐

**I6** 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

**I7** 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** ☐

**I8** 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** ☐

**I9** 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** ☐

**I10** Is suspension or cancellation action pending in relation to any aviation licence you or any of your nominated personnel hold?

**No** ☐

**Yes** ☐

**I11** If you answered **yes** to **any** of questions I7 to I10, 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

**I12** 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** ☐

**I13** Has your Exposition been submitted via the Manual Authoring and Assessment Tool (MAAT)

**No** ☐

**Yes** ☐

## Applicant checklist

**I14** 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:

*This area has been intentionally left blank*

## 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

### I15 I declare:

- 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.

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 endeavour 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.

## Declaration continued

**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.

- 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

### I16 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