



Air Operator's Certificate/ Aerial Work Certificate/ Associated Approvals

CASR Parts 119 and Part 138 (where applicable)



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 Certificate (AOC) or an AOC and a Part 138 Aerial Work Certificate **if applying for both types of operations**.

Associated approvals under Parts 119, 121, 133, 135 and 138 not listed on an AOC and Part 138 certificate 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 – Pilot in Command Application form.

Who is this form for?

This application form is for individuals or organisations who wish to apply for an initial issue AOC, either solely or jointly with a Part 138 aerial work certificate when making an application for both certificates at the same time.

This application form may be submitted to apply for significant changes, notification of non-significant changes, renewal or removal of aircraft or activities on an AOC or for applying for changes to both the AOC and Part 138 certificate at the same time.

If you are applying for a Part 138 Aerial Work Certificate **only** including significant changes relating to the Part 138 certificate or associated separate approvals under Parts 91 and/or 138, please complete a Part 138 Application Form.

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

Information needed to complete this form

You should review CASR Parts 91, 119, 121, 133, 135 and 138 before completing this form.

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

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

Aviation Reference Number (ARN)

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

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

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

Contact details

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

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

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

Privacy

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

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

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

For more information

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

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)

Contact number

Email address

A2 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 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 A1:

A5 Continued

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

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

A8 Is this application only for approvals (other than an AOC or OC) issued under Parts 91, 119, 121, 133, 135 or 138?

No → [Go to A9](#)

Yes → [Go to E1](#)

A9 What are you applying for (select one)?

Note: you don't need an approval for a non-significant change – use this form to notify CASA of the change

Initial issue → [Go to A10](#)

Significant change → [Go to A10](#)

Non-significant change → [Go to D3](#)

Renewal → [Go to I15](#)

Contact Person

A10 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)

Contact number

Email address

Part B - Main Operating Bases

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

No → **Go to B2**

Yes → Please 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 or aerial work activities?

Initial issue applicants must provide details of all applicable locations

B2 Continued

No → **Go to C1**

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

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

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

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

Part C - Air Transport Operations Key Personnel

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

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

If a **significant change** to your key personnel only complete the sections of the position(s) that are changing.

If a **significant change application that does not include a change** to your already existing key personnel please proceed to Part C5 of this application, 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.


C1 Please provide the details of the **Chief Executive Officer**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**


C2 Please provide the details of the **Head of Flying Operations**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**


C3 Please provide the details of the **Head of Training and Checking**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**


C4 Please provide the details of the **Safety Manager**

Full name

ARN

Contact number


Email address

 **Attach qualifications and experience**

Air Transport Aircraft

C5 List the aircraft type and model you are intending to operate in air transport operations.

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

 **Attach additional pages if required**

C5.1 List type rated aircraft only as described in the type rating list (if applicable) for use in air transport operations

Type	Model	Passenger service	Cargo service	Other: Medical transport

C5.2 Select class rated aircraft (if applicable) for use in air transport operations

Class rated aircraft	
Single engine class aeroplanes	
Single engine class rotorcraft	
Multi-engine class aeroplanes	

C5.3 Please list the area/s where you will operate your aircraft (noted in Section C5.1 and 5.2) in air transport operations

C5 Continued

C5.4 Are you applying to carry Dangerous Goods as part of your air transport operations?

No ➔ [Go to C5.5](#)

Yes Please specify the aircraft class/type, model (if applicable) and the dangerous goods to be carried below:

Aircraft Class/Type	Aircraft Model (if specifying aircraft type)	Dangerous Goods cargo to be carried

C5.5 Are you applying for low visibility take-off and landing approvals?

No ➔ [Go to C5.6](#)

Yes Please enter the low visibility operations you require below:

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

	Aircraft Type	Aircraft model	RVR (m)
Take off			

	Aircraft Type	Aircraft model	HUD	EVS	CVS	Credits
Operational Credits						

C5 Continued

C5.6 Are you applying for RVSM approval for any aircraft undertaking air transport operations?

No ➔ [Go to C5.7](#)

Yes

C5.7 Are you applying for EDTO approval for any aircraft undertaking air transport operations?

No ➔ [Go to C5.8](#)

Yes Please complete the required information in the table below:

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

C5.8 Are you applying for navigation approvals for any aircraft undertaking air transport operations?

No ➔ [Go to C5.9](#)

Yes Please complete the required information in the table below:

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

C5.9 Are you seeking a notation on your certificate that you can conduct NAT HLA operations?

No

Yes Please attach an additional page with information outlining your proposed NAT HLA operations

 **Attach additional pages if required**

C5.10 Who is responsible for continuing airworthiness for aircraft noted in C5.1 and C5.2?

Organisation name

ARN

C5.11 Are you applying for approval to use Electronic Flight Bags?

No

Yes

Part D - Significant and Non-significant changes

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 Please provide a summary of the changes made and the associated sections/pages of your Exposition/Operations manual where the updates have been entered.

 **Attach additional pages if required**

D3 Are you making any **non-significant** changes?

No ➔ [Go to D5](#)

Yes ➔ [Go to D4](#)

D4 What **non-significant** changes were made to the Exposition/Operations Manual 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 or activities from your AOC?

No ➔ [Go to E1](#)

Yes ➔ [Go to D6](#)

D6 What **aircraft** or **activities** are you removing from your AOC?

 **Attach additional pages if required**

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**, don't select activities already approved on your Part 91 approval instrument.

No ➔ [Go to E2](#)

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

Part 91 Approval type		
Add	Remove	91.180 (1)(b) - Air displays in Australian Territory - Operator
Add	Remove	91.200 (1)(b) – Persons not to be carried in certain parts of aircraft 📎 Attach supporting information on additional pages
Add	Remove	91.315 (1)(b)(i) – Taking off and landing in low visibility Note : Please also ensure question C5.5 is completed if adding an approval for taking off and landing in low visibility
Add	Remove	91.320 (1)(b)(i) – Specified aircraft performance categories Aircraft type, model and registration Outline of performance category required Aerodromes (please list) Aircraft type, model and registration Outline of performance category required Aerodromes (please list) 📎 Attach additional pages if required
Add	Remove	91.510 (2)(c) – Fuelling aircraft – persons on aircraft, boarding or disembarking

E1 Continued

Part 91 Approval type		
Add	Remove	91.600 (2)(d)(ii) – Carriage of cargo – general
Add	Remove	91.655 (2)(a)(i) – RVSM airspace Note : Please also ensure question C5.6 is completed if adding an approval for operations in RVSM airspace
Add	Remove	Approval for 91.660 (1)(b)(i) – Performance-based navigation RNP AR APCH RNP AR DP Note : Please also ensure question C5.8 is completed if adding an approval for operations in RNP AR APCH or RNP AR DP
Add	Remove	91.745 (2)(b)(ii) – Multi-engine aeroplane – simulating engine failure - general (aeroplane type certificated for >9 passengers but <19 passengers)
Add	Remove	91.745 (2)(c)(iii) – Multi-engine aeroplane – simulating engine failure - general (aeroplane type certificated for >19 passengers)

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

Part 119 Approval type		
Add	Remove	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 Full Name of nominated person ARN Specify No of days required (>7 days)

E2 Continued

Part 119 Approval type		
Add	Remove	<p>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</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>Specify No of days required (>7 days)</p>
Add	Remove	<p>119.080 (1)(g)(ii) – Head of Flying Operations and Safety Manager positions to be occupied by the same person</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>Specify No of days required</p>
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>

E2 Continued

Part 119 Approval type		
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>
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 style="text-align: center;">  Attach additional pages if required </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 Please 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: Please also ensure question C5.7 is completed 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 style="text-align: center;"> 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 style="text-align: center;"> 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 style="text-align: center;"> 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 style="text-align: center;"> 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 style="text-align: center;"> 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> <p>Aircraft type 1 Aircraft type 2</p> <p>Aircraft type 1 Aircraft type 2</p> <p style="text-align: center;"> Attach additional pages if required</p>
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> <p style="text-align: center;"> Attach additional pages if required</p>
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> <p style="text-align: center;"> Attach additional pages if required</p>

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 style="text-align: center;"> 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 style="text-align: center;"> Attach additional pages if required</p>
Add	Remove	<p>121.640 (3) – Cabin crew - Qualifications, experience and - Training or checking involving safety or emergency equipment</p> <p>Full name of nominated person and ARN</p> <p>Aircraft types</p> <p style="text-align: center;"> 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 Please specify the approvals in the table below that you are applying for or seeking revocation of.

Part 133 Approval type		
Add	Remove	<p>133.325 (2)(b) – Flight in performance class 2 with exposure</p> <p>Aircraft type and model</p> <p>Registration mark</p> <p>Aircraft type and model</p> <p>Registration mark</p> <div style="text-align: center; background-color: #e0f2f7; padding: 5px;">  Attach additional pages if required </div>
Add	Remove	<p>133.335 (4)(c) – Flight in performance class 1 or 2, or performance class 2 with exposure for certain rotorcraft</p> <p>Aircraft type and model</p> <p>Aerodrome and runway or location</p> <p>Specified aerodrome/runway or location requirements to be met</p> <p>Aircraft type and model</p> <p>Aerodrome and runway or location</p> <p>Specified aerodrome/runway or location requirements to be met</p> <div style="text-align: center; background-color: #e0f2f7; padding: 5px;">  Attach additional pages if required </div>

Part 135 Approvals

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



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

No → [Go to F1](#)

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

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

E5 Continued

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

Part F - Aerial Work Operations

If applying for an **initial issue or changes to an already issued Part 138 Aerial Work Certificate in addition to an AOC**, please complete Part F below.

If you are not applying for a Part 138 Aerial Work Certificate, please proceed to question G1.

Key Personnel

F1 Are any of your proposed key personnel for Part 138 Aerial Work operations different to your nominated personnel for air transport operations (the CEO cannot be a different person)?

No → [Go to F5](#)

Yes → [Go to F2](#)

F2 Please provide the details of the **Head of Operations**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

F3 Please provide the details of the **Head of Training and Checking**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**


F4 Please provide the details of the **Safety Manager**

Full name

ARN

Contact number

Email address

 **Attach qualifications and experience**

Aerial Work Activities

F5 What type of aircraft are you applying to operate?

Single engine class aeroplane

Single engine class helicopter

Multi engine class aeroplane

Type rated aircraft as listed:

F6 What are the aerial work functions you are applying to conduct?

External load operations

Dispensing operations

Task specialist operations

F7 Are you applying to conduct Class D external load operations?

No

Yes Please list the type of operations:

Dangerous Goods

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

F8 Are you applying for approval to consign and/or carry dangerous goods cargo (including spares and/or operator material (COMAT))?

No We are not carrying dangerous goods.

Yes Please submit a copy of your Dangerous Goods Manual.

Part 138 Approvals

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

F9 Are you applying for the issue or revocation of an approval under Part 138?

No ➔ [Go to G1](#)



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

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


F9 Continued

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

F9 Continued

Part 138 Approval type		
Add	Remove	<p>138.100 (3)(a) – Qualifications and experience of Head of Training and Checking</p> <p>Full Name of nominated person</p> <p>ARN</p> <p>Reduced experience requirements (choose one of the following two options)</p> <p>At least 300 hours flight time on an aircraft of the category used to conduct the greatest proportion of the operator's aerial work operations.</p> <p>At least 6 months experience in the conduct or management of air operations</p>
Add	Remove	<p>138.200 (1)(b) – Maximum period for use of foreign registered aircraft in Australian territory</p> <p>Foreign Aircraft Registration Mark</p> <p>No. of consecutive days required for use (>90)</p> <p>Foreign Aircraft Registration Mark</p> <p>No. of consecutive days required for use (>90)</p> <p>Foreign Aircraft Registration Mark</p> <p>No. of consecutive days required for use (>90)</p> <p> Attach additional pages if required</p>
Add	Remove	<p>138.400 (2) – External load operations at night</p> <p> Attach supporting information on additional pages</p>

F9 Continued

Part 138 Approval type		
Add	Remove	<p>Part 138 MOS Section 9.05(a) – When no suitable forced landing area is available (Choose one or more of the following options)</p> <p style="padding-left: 40px;">paragraph 9.04 (2) (i) - flight below minimum IFR, and NVFR, height</p> <p style="padding-left: 40px;">sub-subparagraph 9.23 (7) (a) (iii) (A) - flight over a populous area or public gathering</p> <p style="padding-left: 40px;">sub-subparagraph 11.03 (1) (d) (iv) (B) - carriage of 1 but no more than 2 aerial work passengers in night VFR</p> <p style="padding-left: 40px;">subparagraph 15.06 (2) (c) (i) (but only the requirements in paragraphs 9.05 (b), (c), (d) and (e) apply) – winching for other than an ESO, by day under the VFR</p> <p style="padding-left: 40px;">subparagraph 15.06 (2) (d) (i) (but only the requirements in paragraphs 9.05 (b), (c), (d) and (e) apply) – winching, by day under the VFR for an ESO</p> <p style="padding-left: 40px;">sub-subparagraph 15.06 (3) (e) (i) (A) (but only the requirements in paragraphs 9.05 (b), (c), (d) and (e)) - class D external load operations using a belly hook</p>
Add	Remove	<p>Part 138 MOS Section 13.09 (5)(b) – Approval of an Aerial Work Zone Risk Assessment (AWZ-RA)</p> <p>List areas required:</p> <div style="text-align: center; margin-top: 20px;">  Attach additional pages and information as required </div>

Part G - Exposition/Operations Manual 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 and Part 138 certificate.

No ➔ **Go to H1**

Yes ➔ **Go to G2**

G2 Provide the compliance reference for documentation for issue of an air transport AOC and (if applicable) aerial work certificate.

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Operations Manual or exposition that satisfies the legislative requirement
Operator's name, address, contact details and ABN Refer to 119.205 (1)(a), 138.155 (1)(a)			
Address of Operational Headquarters, main operating bases and operational facilities Refer to 119.205 (1)(b), 138.155 (1)(b)			
Description and diagram of organisational structure and reporting lines Refer to 119.205 (1)(c), 138.155 (1)(c)			
If a corporation, a description of corporate structure Refer to 119.205 (1)(d), 138.155 (1)(d)			
Additional qualifications and experience required by the operator for each key personnel Refer to 119.205 (1)(e)(i), 138.155 (1)(e)(i)			
Key personnel additional responsibilities Refer to 119.205 (1)(e)(ii), 138.155 (1)(e)(ii)			
Name of person appointed to each of the key personnel positions Refer to 119.205 (1)(e)(iii), 138.155 (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), 138.155 (1)(e)(iv)			
Description of how operator will manage responsibilities of key personnel during assigned resource absence Refer to 119.205 (1)(e)(v), 138.155 (1)(e)(v)			

G2 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Operations Manual or exposition that satisfies the legislative requirement
<p>Additional CEO accountabilities, if any, in addition to regulations 119.130 and/or 138.035</p> <p>Refer to 119.205 (1)(f), 138.155 (1)(f)</p>			
<p>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</p> <p>Refer to 119.205 (1)(g)</p>			
<p>Outline of the aerial work operations (if applicable) conducted by the operator under the operator's aerial work certificate</p> <p>Refer to 138.155 (1)(g)</p>			
<p>Details of each plan, process, procedure, program and system implemented by the operator to safely conduct and manage Australian air transport operations and/or aerial work operations in compliance with civil aviation legislation</p> <p>Refer to 119.205 (1)(h), 138.155 (1)(h)</p>			
<p>The kind of aircraft for each registered aircraft operated under the aerial work certificate</p> <p>Refer to 138.155 (1)(i)</p>			
<p>The type, model and registration mark for each registered aeroplane or rotorcraft operated under the AOC</p> <p>Refer to 119.205 (1)(i)</p>			
<p>The type, model, nationality and registration mark for each foreign registered aircraft operated under the AOC</p> <p>Refer to 119.205 (1)(j)</p>			
<p>The kind of aircraft and the nationality for each foreign registered aircraft operated under the aerial work certificate</p> <p>Refer to 138.155 (1)(j)</p>			

G2 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Operations Manual or exposition that satisfies the legislative requirement
Description of arrangements for managing continuing airworthiness of the aeroplanes or rotorcraft used under the AOC and aerial work certificate Refer to 119.205 (1)(k), 138.155 (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)			
A description of the safety policy for operators not required to have a safety management system under regulation 138.140 Refer to 138.155 (1)(l)			
A description of the process for making changes including identifying changes that are significant changes Refer to 119.205 (1)(m)(i), 138.155 (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), 138.155 (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), 138.155 (1)(m)(iii)			
Description of anything else required to be approved by CASA under these Regulations for operations conducted under the AOC and Aerial Work certificate. Refer to 119.205 (1)(n), 138.155 (1)(n)			
Any other matter required to be included in the exposition or operations manual under these Regulations. Refer to 119.205 (1)(o), 138.155 (1)(o)			

Part H – Additional Information and Authorisations

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.

H1 Are you proposing to use the CASA Micro-business DAMP because you meet the eligibility requirements?

- No** Please submit a copy of your DAMP manual.
Yes

Part I

Reference Library

I1 Do you comply with the Reference Library requirements in CASR 119.040 and 138.195 (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, please complete the following questions, if not please proceed to question I7.

I2 Has the applicant or any of the applicants 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 applicants 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 applicants 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 applicants 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 I2 to I5, 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 licence, certificate, rating, or authority by an organisation?

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

No

Yes

- 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 Air Operator's Certificate and Aerial Work Certificate on the CASA website?

No

Yes

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

No

Yes

Applicant checklist

114 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, 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

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

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

If other please specify

Chief Executive Officer Declaration

115 I declare that:

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

Refer to 119.065(2)(h), 138.035(2)(f)

- As the person identified in question C1, in my capacity as the appointed/proposed applicant's Chief Executive Officer, the applicant will be capable of operating in accordance with its exposition/operations manual and civil aviation legislation and will so operate.
- I am authorised to make this application and hold the role indicated below.

CEO Declaration continued

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

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Agent under a Power of Attorney

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

 **Attach Power of Attorney**

Returning your form



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