



Approval to instruct an approved dangerous goods course

CASR Part 92

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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 dg@casa.gov.au.

Purpose of this form

Use this form to apply for approval to instruct a CASA approved training dangerous goods course, under Part 92 of the *Civil Aviation Safety Regulations 1998* (CASR).

Who is this form for?

This form is for individuals applying for approval to instruct a CASA approved dangerous goods course. The application must be submitted by the employer or legal entity seeking the instructor's approval. Please note that Group E employees currently do not require CASA approval.

Information needed to complete this form

This form must be completed with documentation enabling CASA to assess your suitability as a dangerous goods instructor.

Applicants must meet the requirements of CASR Part 92, and dangerous goods training must be delivered by a CASA-approved instructor.

Applicants should only apply for CASA approval if there is an operational need and they can demonstrate compliance with all relevant regulatory requirements.

You must submit supporting documentation listed in Question 13. These documents allow CASA to verify that you meet the required competency and experience standards.

Guidance information relating to dangerous goods training can be found in CASA Advisory Circular 92-03(0): Dangerous Goods Training Courses and Instructors.

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](#).

Instructor details

1 What are the **instructor's** details?

Your contact details must be current. Update contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

Employer details

2 What are the **employer/legal entity** details?

Your contact details must be current. Update contact details via [changing your details](#).

Full name

ARN

ACN/ABN

Phone number

Email address

Contact person

3 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

4 Which dangerous goods course group(s) is the instructor applying to instruct?

Group A

Group B

Group C

Group D

Group F

5 What are you applying for?

Initial approval

Variation to the current CASA instrument

Renewal

If variation or renewal insert the instrument number:

6 Please indicate the type of application?

Approval to deliver training 'under supervision'

Final approval as an instructor who has completed development

7 Has the instructor been (or will the instructor be) developed in accordance with a company Dangerous Goods Instructor development program?

Your contact details must be current. Update contact details via [changing your details](#).

No

Yes

8 Who is the supervising instructor?

Name

Supervising instructor instrument number

9 What is your anticipated date for CASA assessment of the instructor?

Date (DD/MM/YYYY)

/ /

Course information

10 Does the course(s) to be delivered currently hold CASA approval?

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

No → [Go to 11](#)

Yes → [Go to 12](#)

11 If no, has a course approval request been submitted for assessment?

Approval to instruct a dangerous goods course must be aligned to a course that currently holds CASA approval.

No

Yes → [Go to 13](#)

12 If yes, what is instrument number(s) of the course(s)?

Supporting documentation checklist

13 Please provide documentation that will support the application. This should include but is not limited to:

Details of the applicant's relevant training experience

Details of the applicant's relevant instructing experience

Relevant employment history (Resume).

Applicant's qualifications (DG Certification).

Practical dangerous goods/cargo experience

If seeking final approval - a copy of the development training log and instructor critiques

For trainee instructors, (instructor under supervision) the proposed instructor development schedule (which courses will be taught, where, and on which days) and who will be the supervising instructor.

For instructors renewing their approval, supporting information of the number and types of dangerous goods courses delivered in the past 6 months must be provided.

Additional supporting documentation provided, please specify.

 Attach additional pages if required

14 I declare:

- All statements in this application are true and correct.
- I acknowledge by providing my details below and submitting this application:
- This satisfies the requirement for me to sign this application.
 - I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
 - We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

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

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

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

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

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

Fees

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

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

- 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

Date (DD/MM/YYYY)

/ /

Role authority

15 In what capacity are you making this declaration?

- Director
- Agent
- 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.

 Attach authority

Submitting this form to CASA

Choose one option only

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

 By post – return this form and all supporting documents to:
Dangerous Goods Inspector
CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601