



# Application for approval of a maintenance controller

## About this application form

### Complete this form if you are:

- 1) operating aircraft in charter or airwork operations that are transport category
- 2) seeking CASA approval of your appointment of a person as maintenance controller

### This application is made up of parts A-F:

<b>Part A</b>	Details of air operator's certificate (AOC) holder/applicant
<b>Part B</b>	Maintenance controller nominee details
<b>Part C</b>	Application type
<b>Part D</b>	Applicable aircraft
<b>Part E</b>	AOC holder/application declaration
<b>Part F</b>	Submitting your application

### Accuracy of information provided

All information will be used to assess if the person nominated as maintenance controller meets the requirements and is suitable for CASA to approve the appointment. An incomplete, poorly prepared or inaccurate application may:

- result in rejection of the application
- raise doubts about the applicant's ability to control the operation
- result in delays
- add to the cost of the assessment
- result in a refusal to approve the appointment

**Note:** It is an offence to make a false declaration in this form.

### Submitting your application

Submit to entry control coordination by email on [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

If at any time you would like assistance with any aspect of this form, please contact entry control coordination on 131 757.

Applicants are required to complete and submit all parts of the application to be acceptable to CASA.

The completion of this application form is the first step in the application process. On receipt of a completed application form, CASA will calculate and send you an estimate of the cost to process your application. You may also be asked for additional information to support the application.

Should you wish to proceed, you will need to pay the estimate and provide this additional information (if requested).

**CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with.**

### Privacy & your personal information

The information you provide in this application will be used for the purpose of a maintenance controller application. All information received will be treated as confidential. CASA is bound by the Privacy Act 1988 (Cth) to safeguard personal information within the terms of that Act.

Providing CASA with correct information requested in this application will avoid delays caused by poor or insufficient information.

**Guidelines for completing this application form****Part A – Details of applicant(s)**

Please complete this section by stating the name and contact details of the operator (AOC Holder):

- ACN – Australian Company Number (issued by ASIC to Australian registered companies)
- ARBN – Australian Registered Business Number (issued by ASIC to foreign registered company's trading in Australia)
- ARN – CASA issued aviation reference number.

**Part B – Nomination of maintenance controller**

Please complete this section by stating the name and contact details of the person nominated to by the maintenance controller.

ARN – CASA issue aviation reference number (if the nominee does not have an ARN, they will need to [apply for an ARN](#)).

**Part C – Application type**

Please complete this section by identifying the type of application:

1. **Initial issue** – where the nominee has never been appointed or is being re-appointed as a maintenance controller for the operator.
2. **Change in existing approval** – where a change (to add or remove an aircraft from the approval) is required for the operator's approved maintenance controller approvals. Please provide the number of the current instrument.
3. **Subsequent issue** – no change to an existing approval which is due for expiry.

**Part D – Applicable aircraft**

Please complete this section by detailing each of the aircraft to which the maintenance controller's appointment applies.

**Part E – AOC applicant/holder declaration**

This section must be signed by the AOC holder(s) named in Part A1. If the AOC holder is group of individuals, this section must be signed by all individuals named in the AOC. If the AOC holder is an organisation, this section must be signed by a director of that organisation. Giving false or misleading information is a serious offence.

If you have any questions regarding this application or require further information on maintenance controller approvals, please contact entry control coordination by email on [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

**Part A – Details of air operator's certificate (AOC holder)**

**A1 | AOC holders details**

Name of operators as it appears on AOC			
ARN		ACR/ARBN	
AOC number			
Postal address			
Suburb		State	
		Postcode	
Country			

**Part B – Nomination of maintenance controller**

**B1 | Provide details of the person being nominated as maintenance controller**

Name (in full)			
Do you have a CASA aviation reference number (ARN)?			
<input type="checkbox"/> Yes	ARN	<input type="checkbox"/> No	Complete application <a href="#">Form 1162</a>
Contact details			
Phone		Mobile	
Email			

**B2 | Contact person for this application**

Name (in full)			
Phone		Mobile	
Email			

**Part C – Application type**

**C1** This application is for:

- AOC**
- |                                |                          |
|--------------------------------|--------------------------|
| Initial approval               | <input type="checkbox"/> |
| Change to an existing approval | <input type="checkbox"/> |
| Subsequent issue no change     | <input type="checkbox"/> |

Please provide existing instrument no:

**C2** Does the nominee hold any other positions within your or any other aviation organisations?

Yes ☐ No ☐

If yes, please provide specific details including each position (within each organisation), description of duties and responsibilities below.

**Part D – Applicable aircraft (the appointment applies to):**

## D1 Please state the aircraft to be added or removed only

[illegible]

**Part E – AOC applicant / holder declaration**

**E1 Declaration**

On behalf of the AOC holder named in Part A1 I nominate the person indicated in Part B as maintenance controller and confirm that the nominee:

- |                                                                                                                    |                          |     |                          |    |
|--------------------------------------------------------------------------------------------------------------------|--------------------------|-----|--------------------------|----|
| 1. Meets the requirements of Schedule 9 of Civil Aviation Regulations 1988 (CAR)                                   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 2. Has a working knowledge of the AOC holder's operations manual                                                   | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Has been inducted and trained into the AOC holder's operation in accordance with the holder's operations manual | <input type="checkbox"/> | Yes | <input type="checkbox"/> | No |

I am signing this section as either:

- ☐ Individual(s) named in A1
- ☐ Director(s) of the company(s) named in A1

Name

Signature

Date

**Part F – Submitting your application**

**F1 Have you attached all required documentation as indicated throughout the application?**

For all applications, please submit to entry control coordination by email at [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

**This completes your application**