

## CASR Part 145 Approval Certificate

Initial issue/significant change/  
non-significant change/Renewal

CASR Part 145

Australian Government  
Civil Aviation Safety Authority

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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](mailto:regservices@casa.gov.au).

## Purpose of this form

Use this form to apply for or make changes to a Part 145 Approval Certificate to provide maintenance services for a registered aircraft and/or aeronautical products.

## Who is this form for?

This form is for individuals or organisation to make applications for approvals or notification of changes concerning a Part 145 Approved Maintenance Organisation.

Refer to [CASR Part 145](#)

## Information needed to complete this form

You should only apply for a CASA approval if you have an operational requirement for the approval, can demonstrate capability for the required scope of approval and compliance with all the relevant regulatory requirements.

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.

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with [CASR 11.055(1B)].

If applying for an initial issue or a significant change involving nominated personnel, the [Nominated Personnel Approval \(Form 4\)](#) must be completed by each individual and included with the application.

If you are applying for Initial approval or a Significant change which relies on including provisions of any exemptions, details must be specified in Question 9.

The application must include the Exposition/Exposition amendment.

Section 145.A.70 of the Part 145 [Manual of Standards \(MOS\)](#) sets out the requirements for the applicant to have an exposition and what must be included. The [MOS AMC 145.A.70](#) and [CASA Sample Exposition](#)

## 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](#).

## Applicant

### 1 What are the **applicant/entity** details?

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

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

Legal entity/full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

### 2 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 the 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 3](#)

**Remove existing** List below:

## 2 continued

**Add new**

List below:

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

### 3 What is the **organisation's principal physical** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

### 4 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

**5** 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

Has the exposition been submitted in the Manual Authorising and Assessment Tool (MAAT)?

**No**

**Yes**

**6** What are you **applying** for?

**\*\*Provisions of applicable CASA Exemption Instruments must be specified in Question 7, if you are applying for Initial issue or Significant changes.**

- Initial issue\*\*                    ➔ **Go to 7**
- Non-significant change        ➔ **Go to 29**
- Significant changes\*\*        ➔ **Go to 7**
- Renewal                            ➔ **Go to 32**

**7** Are you replying on any **exemptions** as part of this application?

**No**

**Yes**

Please identify which exemptions you are including:

## Part 145 Key Personnel

You must ensure a **Form 004 - Nominated Personnel Approval** is attached for each nominated key personnel position, including evidence of their qualifications and experience.

**Initial issue:** complete all applicable key personnel sections relevant to your organisation.

**Significant change:** complete only the sections for the positions being changed - Movement of alternatives/standbys: if you are moving an alternate or standby person into a primary role, you must list them in the main role section, and vice versa.

**If your significant change does not include any key personnel updates,** proceed to Q 14. You are not required to list already-approved personnel.


**8** What are the details of the **Accountable Manager**?

Full name

ARN

Phone number

Email address

 Additional form required - Nominated Personnel Approval (Form 004)


**9** What are the details of the **Quality Manager**?

Full name

ARN

Phone number

Email address

 Additional form required - Nominated Personnel Approval (Form 004)


**10** What are the details of the **Responsible Manager/s**?

Full name

ARN

Phone number

Email address


 Additional form required - Nominated Personnel Approval (Form 004)

Full name

ARN

Phone number

Email address

 Additional form required - Nominated Personnel Approval (Form 004)

**11** What are the details of the **Safety Manager**?

Full name

ARN

Phone number

Email address

 Additional form required - Nominated Personnel Approval (Form 004)


**12** What are the details and position of your **nominated additional alternate or standby key person**?

Full name

ARN

Phone number

Email address


 Additional form required - Nominated Personnel Approval (Form 004)

Full name

ARN

Phone number

Email address

 Additional form required - Nominated Personnel Approval (Form 004)

**13** Are you **removing or replacing** any of your existing key personnel?

**No** → [Go to 14](#)

**Yes** Please complete details below:

Full name

ARN

Phone number

Date (DD/MM/YYYY)

/ /

## 13 continued

Full name

ARN

Phone number

Date (DD/MM/YYYY)

/ /

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## Organisation's maintenance facility

### 14 What is the **main location** you are operating from?

Refer to subparagraph 145.A.70 (a)(8) of Part 145 MOS

Reference to the name of a facility (e.g. Smith Aero's Hangar) is not acceptable. You must provide address details such as those recorded on the property's rates notice.

Unit/Number

Street Name

Suburb

State/Province

Postcode

Country (if not Australia)

*This area has been intentionally left blank*

**15** What **additional location** do you wish to add?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

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Unit/number

Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

**15 continued**

Unit/number


Street name/PO box

Suburb

State/territory

Postcode

Country (if not Australia)

 Provide additional pages for other locations

*This area has been intentionally left blank*

Note, for the following questions, approval of maintenance services will be subject to assessment by CASA of the applicants capability to provide the maintenance services.

**16** Are you seeking approval or changes to your approval to maintain **(A1 Rating) large aircraft - aeroplanes?**

Refer to Part 145 MOS Appendix I (Table 1)

**No** → **Go to 17**

**Yes** → **Go to 16.1**

16.1 What are the **(A1 Rating) large aircraft - aeroplanes?**

**Aircraft and Engine Manufacturer e.g.:** Airbus A318/A319/A320/A321 (CFM56)

**Model or Series e.g.:** A320-210 Series

Add	Remove	Aircraft and Engine Manufacturer	Model or Series	Base	Line

**17** Are you seeking approval or changes to your approval to maintain **(A2 Rating) small aircraft - aeroplanes?**

Refer to Part 145 MOS Appendix I (Table 1 or 2)

**No** → **Go to 18**

**Yes** → **Go to 17.1**

17.1 What are the **(A2 Rating) small aircraft - aeroplanes?**

Refer to Part 145 MOS Appendix I (Table 1 or 2)

**Aircraft and Engine Manufacturer e.g:** Cessna

**Model, Series or Group e.g:** 100 series

Add	Remove	Aircraft and Engine Manufacturer	Model, Series or Group	Base	Line

 Provide additional pages if required

**18** Are you seeking approval or changes to your approval to maintain **(A3 Rating) Helicopters?**  
Refer to Part 145 MOS Appendix I (Table 1 or 2)

No → [Go to 19](#)


Yes → [Go to 18.1](#)

**Aircraft and Engine Manufacturer e.g:** Diamond H36

**Model, Series or Group e.g:** HK 36 TC

18.1 What are the **(A3 Rating) Helicopters?**

Add	Remove	Aircraft Manufacturer	Model, Series or Group	Base	Line

 Provide additional pages if required

**19** Are you seeking approval or changes to your approval to maintain **(A4 Rating) Aircraft?**  
Refer to Part 145 MOS Appendix I (Table 1 or 2)

No → [Go to 20](#)

Yes → [Go to 19.1](#)

**Aircraft and Engine Manufacturer e.g:** Diamond H36

**Model or Series e.g:** HK 36 TC

19.1 What are the **(A4 Rating)** aircraft other than A1, A2 and A3?

Add	Remove	Aircraft Manufacturer	Model or Series	Base	Line

 Provide additional pages if required

**20** Are you seeking approval or changes to your approval to maintain **(B1 Rating) turbine engines?**

Refer to Part 145 MOS Appendix I (Table 1)

**No** → **Go to 20.1**

**Yes** → **Go to 21**

**20.1 What are the (B1 Rating) Turbine engines?**

Refer to Part 145 MOS Appendix I (Table 1)

**Aircraft and Engine Manufacturer e.g:** Rolls Royce

**Model or Series e.g:** RB211-524 Series

Add	Remove	Engine Manufacturer	Model or Series

 Provide additional pages if required

**21** Are you seeking approval or changes to your approval to maintain **(B2 Rating) piston engines?**

Refer to Part 145 MOS Appendix I (Table 1 or 2)

**No** → **Go to 21.1**

**Yes** → **Go to 22**

**21.1 What are the (B2 Rating) Piston engines?**

Refer to Part 145 MOS Appendix I (Table 1 or 2)

**Aircraft and Engine Manufacturer e.g:** Lycoming

**Model, Series or Group e.g:** O-360 Series

Add	Remove	Engine Manufacturer	Model, Series or Group

 Provide additional pages if required

**22** Are you seeking approval or changes to your approval to maintain **(B3 Rating) APUs** (not installed on aircraft)?

Refer to Part 145 MOS Appendix I (Table 1)

**No** → **Go to 23**

**Yes** → **Go to 22.1**


22.1 What are the **(B3 Rating) APUs**?

Refer to Part 145 MOS Appendix I (Table 1)

**APU Manufacturer e.g:** Garrett

**Model or Series e.g:** GTP30 Series

Add	Remove	APU Manufacturer	Model or Series

 Provide additional pages if required

*This area has been intentionally left blank*

**23** Are you seeking approval or changes to your approval to maintain **(C Rating) aeronautical products**?

**No** → **Go to 24**

**Yes** → **Go to 23.1**

**23.1** What are the **(C Rating) Aeronautical products**?

Refer to Part 145 MOS Appendix I

<b>Add</b>	<b>Remove</b>	<b>Products</b>	<b>Limitation</b> Refer to Part 145 MOS Appendix I (Table 1 or 2)
		<b>C1</b> – Air conditioning and pressurisation	
		<b>C2</b> – Auto Flight Systems	
		<b>C3</b> – Communications and Navigation	
		<b>C4</b> – Doors and Hatches	
		<b>C5</b> – Electrical power	
		<b>C6</b> – Equipment and furnishings	
		<b>C7</b> – Engine and APU system products	
		<b>C8</b> – Flight Control Systems	
		<b>C9</b> – Fuel Systems	
		<b>C10</b> – Helicopter Rotors	
		<b>C11</b> – Helicopter Transmissions	
		<b>C12</b> – Hydraulic Systems	
		<b>C13</b> – Instruments	
		<b>C14</b> – Landing Gear System	
		<b>C15</b> – Oxygen Systems	
		<b>C16</b> – Propellers	
		<b>C17</b> – Pneumatic Systems	
		<b>C18</b> – Protection Ice/Rain/Fire	
		<b>C19</b> – Windows	
		<b>C20</b> – Structural Repairs and Modifications	

**24** Are you seeking approval or changes to your approval to provide **(D1,D2,D3 Rating) specialist maintenance**?

Refer to Part 145 MOS Appendix I

**No** → **Go to 25**

**Yes** → **Go to 24.1**

**24.1** What are the **(D1,D2,D3 Rating) specialist maintenance** services you provide for other organisations?

**D1 Non-destructive testing**

Add	Remove	Type
		Acoustic inspection
		Eddy current inspection
		Liquid penetrant inspection
		Magnetic particle inspection
		Radiographic inspection
		Thermography inspection
		Ultrasonic inspection

**D2 Welding**

Add	Remove	Type
		Type 1 (Gas welding)
		Type 2 (Braze welding)
		Type 3 (Manual Arc welding)
		Type 4 (Gas Tungsten Arc welding)
		Type 5 (Gas Metal Arc welding)
		Type 6 (Plasma Arc welding)
		Vacuum brazing

**24 continued**

**D3 Other specialist maintenance**

(As approved by CASA standards)

What other specialist maintenance do you “propose” to carry out?

Note: CASA may contact you to discuss the proposed D3 activities prior to processing.

 Provide additional pages if required

**25** Are you applying for an approval to provide permitted training or other training as specified below?

Note: Permitted Training: Specific course(s) for CASR Part 66 licence outcomes require CASA approval.

Attach a separate page stating the limitations (or exceptions) of the training to be provided.

Refer to 145.A.37 of Part 145 MOS

**No** → **Go to 27**

**Yes** → **Go to 26**

**26** What type of **permitted training** are you applying for?

Exclusion removal training – in accordance with paragraph 145.A.37(b)

Limited To:

Manufacturer rating training – in accordance with paragraph 145.A.37(c)

Limited To:


 Provide additional pages if required

**27** What type of **other training** are you applying for?  
Category A aircraft type specific training and assessment for line maintenance - in accordance with paragraph 145.A.37(e)

Limited To:

Pilot or flight engineer training to perform maintenance services – in accordance with paragraph 145.A.37(f)

Limited To:

 Provide additional pages if required

**28** Are you making other significant changes not covered in the above questions?

**No** ➔ **Go to 29**

**Yes**

Please provide a summary of the changes made and the associated sections/pages of your exposition where the updates have been entered:

**29** Are you making non-significant changes not covered in the above questions?

**No** ➔ **Go to 30**

**Yes**

What non-significant changes were made to the exposition and on which pages?

**30** Do you intend to participate under a Technical Arrangement?

**No**

**Yes**

Select applicable below;

CASA and CAAS (AC145-05)

CASA and JCAB (AC145-06)

## Applicant checklist

**31** Select all that apply:

For an initial issue or a significant change of nominated personnel, the Nominated Personnel Approval (Form 4) must be completed by the individual. This includes specifying their nominated position.

Nominated personnel approval (Form 4) is attached

Proposed Exposition/Exposition change is attached

Compliance Matrix is attached (Refer to Sample Exposition on the CASA website for the structure and format)

### 32 I declare:

- All statements in this application are true and correct.
- I am the **Accountable Manager**, and I am authorised to make this application.

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](#).

#### 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.

### Declaration continued

Full name

Signature

Date (DD/MM/YYYY)

/ /

### Submitting this form to CASA



By email – send this form with all supporting documents attached to [regservices@casa.gov.au](mailto:regservices@casa.gov.au).