



## Privacy Statement

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 the Civil Aviation Act 1988, the Airspace Act 2007, the Aviation Transport Security Act 2004 or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

These guidelines are designed to assist you to complete the application process for the issue of an approval certificate under Part 145 of the Civil Aviation Safety Regulations 1998.

It is important that you carefully read this document and the supporting information provided in the [Acceptable Means of Compliance and Guidance Material](#) as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times. You should only apply for a CASA approval if you have an operational requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements.

**Please carefully read this document and the relevant information provided on the CASA website.**

<https://www.casa.gov.au/aircraft/airworthiness>

## What is a Part 145 Certificate and do you need one?

A Part 145 Approval Certificate is granted under the regulation 145 of the Civil Aviation Safety Regulations (CASR) to provide maintenance services for a registered aircraft and/or aeronautical products. For further information refer to <https://www.casa.gov.au/aircraft/airworthiness>.

## About this application form and the application process

The completion of this application form is the first step in the application process.

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. **Applicants can complete the PDF version of this application form electronically, however, the application form will need to be printed, signed and submitted to CASA by email (scanned), fax or post.**

Should you wish to proceed with a formal application, you will need to pay the estimate and send additional supporting documentation with your payment.



**Note:** 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)).

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**Form 145-01**

The Part 145 Application Form 145-01 is the form approved by CASA to apply for a Part 145 Approval Certificate.

This Application Form once filled out correctly, along with all supporting documentation required to support the application, addresses the Part 145 requirements of the *Civil Aviation Safety Authority Regulations (CASR), 1998*.

<b>Part</b>	<b>Initial Issue</b>	<b>Significant Change</b>	<b>Renewal</b>
A – Details of Applicant (s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> A1.1 or A1.2 mandatory	<input checked="" type="checkbox"/> A1.1 or A1.2 mandatory
B – Location Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (if details are changing)	
C – Maintenance of Aircraft	<input checked="" type="checkbox"/> (if applicable)	<input checked="" type="checkbox"/> (if details are changing)	
D – Maintenance of Engines and APUs	<input checked="" type="checkbox"/> (if applicable)	<input checked="" type="checkbox"/> (if details are changing)	
E – Maintenance of Aeronautical Products	<input checked="" type="checkbox"/> (if applicable)	<input checked="" type="checkbox"/> (if details are changing)	
F – Specialist Maintenance on Aircraft, Engines and Aeronautical Products	<input checked="" type="checkbox"/> (if applicable)	<input checked="" type="checkbox"/> (if details are changing)	
G – Training and Assessment	<input checked="" type="checkbox"/> (if applicable)	<input checked="" type="checkbox"/> (if details are changing)	
H - Exposition	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
I – Submission Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
J – Applicant’s Declaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Form 4 – Key Personnel Nomination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (if details are changing)	

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**Estimate of Costs**

CASA is required by law to charge for the hours it has spent assessing your application.

A CASA estimate is calculated in good faith, on the basis that an applicant has reasonable knowledge of the Act, CARs, CASRs and CAOs applicable to the nature of the approval that is requested and that the applicant will provide a reasonable standard of documentation necessary to support the application.

The estimate of costs will outline the payment we require before we can start the assessment of your application.

Before your application can be processed, you must:

- pay the initial payment in accordance with the estimate
  - If the estimate is less than \$8,000, then the full payment in advance is required.
  - If the estimate exceeds \$8,000, the minimum initial payment required is \$8,000, or 50% of the total estimated cost, whichever is greater.
  - Foreign operators are required to pay in full in advance
- submit all supporting documents, in addition to the documents already provided, listed in the cost estimate letter sent to you

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### **Estimate valid for 30 days**

The estimate is valid for 30 days from the date the estimate is sent. If we have not received your payment and any supporting documents required within 30 days, your job may be closed and your application returned to you.

Where payment of the estimate is made outside the 30-day limit, CASA may review the estimate to ensure its continued validity.

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### **Payment methods**

CASA's preferred methods of payment are credit card (Visa or MasterCard) or Electronic Fund Transfer (EFT).

For EFT payments,

- CASA bank details are provided in your Estimate Letter; or
- Contact ECC on 131 757.

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### **What happens after you have made your payment and submitted all the required documents?**

We may contact you to arrange for a meeting to discuss your application with you or your agent.

The following areas may be discussed:

- Assessment timeframes
- The suitability of the Exposition and any other supporting documentation submitted
- The qualifications and/or responsibilities of personnel

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### **Assessment completion timeframes**

The assessment timeframes and the proposed certificate issue date are dependent on the:

- Payment of the estimate or deposit
- Quality of your documentation
- Availability of nominated personnel
- Availability of CASA resources.

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### **Our commitment to you**

We will advise on:

- Specific requirements and explain the application process to you
- Dates for inspections and tests
- Proposed completion date
- Changes to agreed timings or costs

We will also keep track of your application from the day it is lodged to the day of the certificate issue.

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## Withdrawal of Application

You can withdraw your application in writing at any time however you will be charged for time spent on the assessment of your application up to the date of withdrawal. Refer to Estimate of Cost section of the Guidelines.

We will send you an invoice or a refund as applicable.

## Renewals and Significant Changes

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### Renewals

To renew your existing Part 145 Approval Certificate, you are required to complete the following parts of this form, 145-01

- **Part A** – Details of the Applicant - mandatory to be completed
- **Part I** – Applicant's Declaration - mandatory to be completed as a declaration of the information provided

In the event you wish to make changes at the time of renewal, please follow the change process for significant and non-significant changes.

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### Significant Change

If you are requesting a change to your Part 145 Approval Certificate that is a significant change that may result in the reissue of a Part 145 Approval Certificate, the following parts of this form 145-01 must be completed as applicable and submitted with the updated Exposition documentation. In addition, please use the provided section for other changes to be included in this application. This would include significant change no reissue and non-significant changes. By this inclusion the need to complete Form 395 for these changes is removed.

- **Part A** – mandatory to be completed
- **Part B** – complete the parts only where a significant change is being requested
- **Part C** – complete the parts only where a significant change is being requested
- **Part D** – complete the parts only where a significant change is being requested
- **Part E** – complete the parts only where a significant change is being requested
- **Part G** – complete the parts only where a significant change is being requested
- **Part H** – mandatory to be completed
- **Part I** – mandatory to be completed
- **Part J** – mandatory to be completed

The following changes are classed as a “significant change” that may result in the reissue of your Part 145 Approval Certificate:

- Change of legal entity and/or trading name (if applicable)
- Change of physical address
- Changes to activities

On receipt of a completed application form 145-01 to change your Part 145, CASA will calculate and send you an estimate of the cost to process your application and a list of supporting documents you must update/create and submit.

### No Reissue Significant Change Only

If your application is only for changes that will **not result in the reissue** of the Part 145 Approval Certificate, please complete [Form 395 - Application for Significant and Non-Significant Change](#). This is the form approved by CASA for an application to change a Part 145 Approval Certificate and must be completed and submitted to CASA.

Your Exposition must be updated appropriately to reflect the changes required

## Part A- Details of Applicant

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### A1- Details of Applicant

**Please note** that in the guidelines and application form the *'proposed certificate holder'* is referred to as the *'applicant'*. The name of the applicant given at A1.1 and A1.2 is the name that will appear on the certificate.

In this section, you are required to provide the details of the applicant.

The law requires that the Part 145 Approval Certificate holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- An individual
- A corporation incorporated under the Corporations Act 2001;
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- The Commonwealth, a State or a Territory;
- An agency of the Commonwealth, a State or a Territory able to own property in their own right;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

It is CASA's policy to not issue authorisations to multiple legal entities and that such authorisations will only be issued in the name of one legal entity. This is to ensure that there can be no confusion about who is responsible for the operational control of the activities approved under the authorisation and for the discharge of the various obligations which attach to that authorisation.

This does not affect any legal arrangements which may exist between legal persons for the conduct of the activities which are to be approved under this authorisation.

If the applicant does not meet the above criteria, the application will not be accepted.

If the applicant is an individual:

- provide the complete name, date of birth, address and contact details and ARN (if you have one).

If the applicant is a company provide:

- the company's name as registered with the Australian Securities and Investments Commission (ASIC), the ACN and ABN and the company's ARN (if your company has one); or
- its' Certificate of Incorporation or registration

If the company is NOT Australian registered, provide:

- details of where the company was formed or incorporated, its Australian Registered Body Number (ARBN) or a certified copy of its' Certificate of Incorporation or registration, and the company's ARN (if the company has been issued with one).



**Note:** Once Part 145 Approval Certificate has been issued, changes to any entity listed on the certificate will require either an initial issue or significant change application to be submitted to the Permission Application Centre. Contact ECC for further information.

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### Proof of Identification (ID)

**Individuals** must be issued with an Aviation Reference Number (ARN) to proceed with this application. Complete and submit Form 1162 should you need to apply.

**Applicants other than individuals** must provide the company's name as registered in the Australian Securities and Investments Commission (ASIC) or evidence of incorporation or registration.

**Foreign applicants** must provide a copy of your nationally recognised registration record.

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## What is an Australian Company Number (ACN)?

Under the Corporations Act 2001, every company in Australia has been issued with a unique, nine-digit number, an Australian Company Number (ACN), which must be shown on a range of documents. The purpose of the ACN is to ensure adequate identification of companies when transacting business.

New companies are issued with numbers by ASIC upon registration. (Source: [www.asic.gov.au](http://www.asic.gov.au)- 16 March 2003)

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## What is an Australian Registered Body Number (ARBN)?

Australian Registered Body Number (ARBNs) is the number issued to eligible Australian bodies and foreign companies. The ARBN is a unique identifier and no two bodies can have the same ARBN. (Source: [www.asic.gov.au](http://www.asic.gov.au)- 16 March 2003)

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## What is an Aviation Reference Number (ARN)? (If previously allocated)

An ARN or Aviation Reference Number is a CASA issued number. It is a six or seven digit reference number issued to individuals, companies or any legal entity that at any given time have CASA permissions or publications issued to them.

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## What is a Registered Business name (Trading name)?

A registered business name is a trading name under which a person or organisation carries on business or trades.

- Registered Business names are issued by the State or Territory in which the business or trade is carried out.
- You may request a trading name to be included in your Part 145 Approval Certificate.
- For CASA to grant this request, you must provide the trading name in Question A2.3.

The trading name must meet the following criteria:

- Its registration must be current at the time of issue of the Part 145 Approval Certificate; and
- It must be registered under the name/s of the proposed Part 145 Approval Certificate holder/s (as proprietor/s) at the time of issue of the Part 145 Approval Certificate.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the ASIC.

- If the trading name does not meet the criteria at the time of verification, your Part 145 Approval Certificate will be issued without the trading name.



**Note:** Once Part 145 Approval Certificate has been issued, changes to any entity listed on the certificate will require either an initial issue or significant change application to be submitted to the Permission Application Centre. Contact ECC for further information.

## A2 - Use of an Agent

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You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete the Part 145 application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purposes of signing application forms. CASA may deal with the nominated agent in ALL matters relating to the Part 145 application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once the Part 145 Approval Certificate has been issued.

## Part B – Location Details

In Part B of the application form you need to identify the following:

- The main location from which you will be conducting your activities
- Additional locations if applicable.
- Indicate if your current employees hold a Maintenance Authority issued under CAR1988 paragraph 33B (1) (a)

## Part C - Maintenance of Aircraft

Complete this section with the details of the aircraft and engine manufacturer together with the model or series for which you propose to provide base or line maintenance.

## Part D - Maintenance of engines and APUs (not installed on aircraft)

Complete this section with the details of the engines and/or APUs together with the model or series for which you propose to maintain. Do not include engines and/or APUs listed in Part C (Maintenance of Aircraft).

## Part E - Maintenance of aeronautical products others than complete engines or APUs

In Part E of the application form you need to identify the aeronautical products you wish to maintain. Do not select the products you are already approved to maintain.

## Part F - Specialist maintenance on aircraft, aircraft engines and aeronautical products

Complete this section for a D rating ONLY if the D rating will operate independently from any A rating (aircraft maintenance), B rating (engines or APUs) or C rating (aeronautical product maintenance) for which you are applying.

*For example: if you are intending to issue an Authorised Release Certificate (Form 1) for NDT on an aeronautical product rather than conducting NDT as part of maintaining the aircraft under rating A.*

## Part G - Training and assessment

Complete this section ONLY if you are applying for approval to provide training or other training in accordance with paragraph 145.A.37 of the Part 145 Manual of Standards (MOS).

## Part H - Exposition

An option must be chosen to complete this section. If your Exposition is closely based on the CASA Sample Exposition, there is no requirement to complete the compliance matrix. If your Exposition is not based on the CASA Sample Exposition you are required to reference the section/subsection of the Exposition in the Compliance Matrix provided in the sample exposition.

## Part I – Submission Checklist

The submission checklist identifies the types of documents you need to complete/send to the Permission Application Centre. In addition to submitting the Application Form, you must also submit your proof of ID.

You will be required to submit documents to support your application. In addition to the documents identified in the Section Part I – Submission Checklist of this form, CASA will advise what documents will be required and when you are required to submit them.

More information on the document requirements is available at: <https://www.casa.gov.au/aircraft/airworthiness>

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

## Part J – Declaration

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By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification and accept the terms and conditions for processing your application and agree to the publication of your Part 145 details on the CASA website.

This application must be signed by the appointed or proposed Accountable Manager or an agent appointed by a Power of Attorney (refer A3 – *Use of an Agent*).

A statement must be completed by the appointed or proposed Accountable Manager that if the Part 145 Approval Certificate is issued by CASA, the applicant will:

- Operate in accordance with its exposition and civil aviation legislation; and
- Is capable of operating in accordance with its exposition and civil aviation legislation.

## Nominated Personnel

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You are required to complete a Nominated Personnel Form 4 for each nominated personnel position, including details of employee and qualifications/experience to meet the regulation requirements and any additional responsibilities identified by the Applicant.

One form must be completed for each of the following positions:

- Accountable Manager
- Responsible Manager(s)
- Quality Manager
- Safety Manager

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## Drug and Alcohol Management Plan (DAMP)

In March 2009, Part 99 of the Civil Aviation Safety Regulations was introduced to cover drug and alcohol management plans (DAMP) and testing. A DAMP is required by 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). Further information on DAMPs can be found on the Alcohol and Other Drug home page <http://www.casa.gov.au/aod>

### Exemption from CASR Subpart 99.B for micro-businesses

If your organisation is not expected to have more than ten (10) regular SSAA employees CASA has now issued an exemption to the implementation of a full-scale DAMP. It is a condition of this exemption that organisation that have ten or less regular SSAA employees adopt a specially prepared and simplified CASA DAMP. More information on who can apply for the exemption can be found at the DAMP Micro Business information page. <http://www.casa.gov.au/aod>

## Submitting your application form

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Submit your application to CASA's Permission Application Centre by email, fax or post. **If you are submitting by email, please print, sign and scan the signature page.**

By email: [regservices@casa.gov.au](mailto:regservices@casa.gov.au)

By fax: (07) 3144 7333

By post: Entry Control Coordination Centre (Brisbane)

GPO Box 2005

CANBERRA ACT 2601

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**You do not need to print and submit these guidelines with your application form.**