



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 regservices@casa.gov.au.

Purpose of this form

Use this form to apply to CASA for a Fatigue Risk Management System (FRMS) implementation approval (trial or full) for all or part of its operations under the *Civil Aviation Order 48.1 Instrument 2019* (CAO 48.1) refer to Appendix 7 clause 1.

Who is this form for?

This form is for AOC Holders wishing to apply for any of the following FRMS approvals: a trial implementation, extension of trial, initial full implementation (exit from trial), renewal or change.

Information needed to complete this form

You will need to carefully read this document, the FRMS Handbook and the relevant guidance materials provided on the CASA website.

Prior to submitting this form, notify CASA that you are considering applying for an FRMS approval. CASA will arrange a pre-application meeting to help you understand the application process and the requirements to obtain an FRMS approval.

Applications for:

- **trial or full FRMS implementation approval** will be charged the applicable fees under the *Civil Aviation (Fees) Regulations 1995*. CASA will provide an estimate of costs after this application is submitted.
- **significant changes, extension of trial implementation, renewal for an FRMS approval** will be subject to charges, CASA will provide an estimate of costs after this application is submitted.
- **non-significant changes** will not be subject to charges; however, operators must provide CASA the FRMS manual within 7 days after changes are made.

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** details?

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

Provide the details in this section as they appear on the current AOC.

Legal entity/full name

ABN/ACN (if applicable)

ARN

Phone number

Email address

Contact person

2 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 (accountable manager, FRMS manager)

Phone number

Email address

 **Attach authority, if applicable**

3 What are you **applying** for (select all that apply)?

- Initial trial FRMS implementation approval
- Initial full FRMS implementation approval (exit from trial)
- Renewal FRMS approval or extension of trial
- Significant change
- Non-significant change

FRMS manager details

4 Are you nominating or changing either the FRMS manager or person performing role?

No  [Go to 5](#)

Yes Provide details below

Full name

ARN

Role (FRMS Manager or person performing role)

Phone number

Email address

 **Attach qualifications, work experience, relevant knowledge (including any other CASA approvals held) of the person detailed above**

5 Does your application include significant change?

No  [Go to 7](#)

Yes  [Go to 6](#)

Change details

6 What are the details of the significant change? Summarise below

Attach amended FRMS manual, Safety Case, FRMS change management documentation and other relevant supporting documentation.

 **Attach additional pages if required**

7 Does your application include non-significant change ?

No  [Go to 9](#)

Yes  [Go to 8](#)

8 What are the details of the non-significant change? Summarise below

Attach current FRMS Manual and FRMS change management documentation

 **Attach additional pages if required**

Application checklist

9 Select/specify attachments applicable to your application:

Trial FRMS (initial)

Completed FRMS Gap Analysis
Safety case
FRMS manual
Form 817

Full FRMS implementation (initial)

Current FRMS manual
All additional information as requested by CASA, specify below

CASA will provide advice on the relevant documents you will be required to provide.

Specify:

 **Attach additional pages if required**

Trial or full FRMS implementation (extension or renewal)

Current FRMS manual

Significant change

Amended FRMS manual
Safety Case
FRMS change management documentation
Other relevant supporting documentation, specify below

 **Attach additional pages if required**

Checklist continued

Non-significant change

Current FRMS Manual

FRMS change management documentation

Qualifications, work experience and relevant knowledge of person identified in question 4, if applicable

Other approvals held by FRMS manager detailed in question 4, if applicable specify below.



Attach additional pages if required

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Declaration

10 I declare:

- All statements in this notice 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

11 In what capacity are you making this declaration?

CEO

Accountable Manager

FRMS Manager

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 or 4.

 **Attach authority**

Submitting this form to CASA



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