



This form is now available online

Use myCASA for reliable and secure form submissions and payments.

Go to **myCASA** >

OR



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 for the approval of a proposed maintenance program, or the approval of proposed variations of the approved maintenance program, for the aircraft.

See Division 42.J.3 of *Civil Aviation Safety Regulations 1998* (CASR) – Approval of maintenance programs by CASA; and Division 42.J.5 of *Civil Aviation Safety Regulations 1998* (CASR) – Approval of variations of approved maintenance programs by CASA.

Who is this form for?

This form is to be completed by the person responsible for continuing airworthiness for an aircraft.

Information needed to complete this form

The person responsible for continuing airworthiness for an aircraft that is authorised to operate under an AOC or a large aircraft must ensure that there is an approved maintenance program for the aircraft before the aircraft is operated for its first flight on or after the responsibility start date for the person and the aircraft.

Chapter 2 of the Part 42 Manual of Standards (MOS) specifies the requirements for a maintenance program for a large aircraft; and an aircraft operated under an AOC.

For the requirements for approval of maintenance programs, including compliance with the requirements specified in the Part 42 Manual of Standards, see CASR Subpart 42.J.

Non-compliance with any requirement of the ICA must not have any adverse effect on the continuing airworthiness of the aircraft and must be supported by technical justification.

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. Should you wish to proceed with a formal application, 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

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?

The applicant is responsible for continuing airworthiness.
If your address, contact or other details have changed, you must update them using [changing your details](#).

Full name

ARN

Phone number

Email address

2 Are you the **primary contact person** for this application?

No ➔ [Go to 3](#)

Yes ➔ [Go to 4](#)

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

Phone number

Email address

4 What are the Continuing Airworthiness Management Organisation (CAMO) approval details?

CAMO Approval Certificate number

ARN

5 What are the Registered Operator details?

Registered Operator name

ARN

6 What are the Air Operator Certificate (AOC) holder details?

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

Name of the AOC holder

ARN

Aircraft details

7 Please indicate the details of aircraft(s)

Aircraft 1

Registration mark (VH-)

Type and model designation

What are the type(s) of operation(s) the aircraft undertakes (select all that apply)?

Air Transport - scheduled

Air transport - unscheduled

Aerial work

Private

If other, please specify;

Aircraft 2

Registration mark (VH-)

Type and model designation

What are the type(s) of operation(s) the aircraft undertakes (select all that apply)?

Air Transport - scheduled

7 continued

Air transport - unscheduled

Aerial work

Private

If other, please specify;

Aircraft 3

Registration mark (VH-)

Type and model designation

What are the type(s) of operation(s) the aircraft undertakes (select all that apply)?

Air Transport - scheduled

Air transport - unscheduled

Aerial work

Private

If other, please specify;

 Attach additional pages if required

Application

8 What are you applying for (select one)?

Approval of proposed maintenance program

➔ **Go to 9**

Variation to an approved maintenance program

➔ **Go to 11**

Proposed maintenance program

9 Identify the ICA or existing maintenance program on which the proposed maintenance program is primarily based:

Maintenance program for the same type and model of aircraft operated by the operator

Maintenance Review Board Report (MRBR)

Maintenance Planning Document (MPD)

Aircraft Maintenance Manual (AMM)

Service Bulletin (SB) number(s)

Other – please specify, include any reference(s)

What is the revision status?

10(a)

Does the proposed maintenance program comply with the requirements in the instructions for continuing airworthiness for the aircraft, or for an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the instructions to be carried out on a regular basis?

No

Yes

10(b)

Is the person responsible for continuing airworthiness for the aircraft a continuing airworthiness management organisation whose approval under Subpart 42.G does not permit it to approve proposed maintenance?

No

Yes

10(c)

Is the aircraft authorised to operate under an air transport AOC?

No

Yes

Under CASR 42.970 (2), the person responsible for continuing airworthiness for an aircraft must apply to CASA for approval of a proposed maintenance program for the aircraft if:

- (a) the proposed maintenance program does not comply with the requirements in the instructions for continuing airworthiness for the aircraft, or for an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the instructions to be carried out on a regular basis; or
- (b) the person responsible for continuing airworthiness for the aircraft is a continuing airworthiness management organisation, but its approval under Subpart 42.G does not permit it to approve proposed maintenance programs under Division 42.J.2 for that type and model of aircraft; or
- (c) the aircraft is authorised to operate under an air transport AOC.

➔ **Go to 14**

Proposed variation(s) of an approved maintenance program

11 What is the reason(s) for the variation?

Due to changes to instruction for ICA (regulation 42.150 of CASR)

Based on data derived from reliability program (regulation 42.155 of CASR)

Based on data derived from annual analysis of the approved maintenance program's effectiveness (regulation 42.160 of CASR)

Direction from CASA to vary the approved maintenance program (regulation 42.1035 of CASR)

Change of person responsible for continuing airworthiness for the aircraft

Change of operator

Change of operation (for example, private to air transport) and Extended Diversion Time Operations (EDTO) or Reduced Vertical Separation Minima (RVSM) authorisations

Proposed by person responsible for continuing airworthiness

Other – please specify, include any reference(s)

 Attach additional pages if required

12(a)

Does the program, as varied by the proposed variation, comply with the requirements in the instructions for continuing airworthiness for the aircraft, or for an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the instructions to be carried out on a regular basis?

No

Yes

12(b)

Is the person responsible for continuing airworthiness for the aircraft a continuing airworthiness management organisation whose approval under Subpart 42.G does not permit it to approve variations of maintenance programs under Division 42.J.4 of CASR?

No

Yes

Under CASR 42.1015 (2), the person responsible for continuing airworthiness for an aircraft must apply to CASA for approval of a proposed variation of the approved maintenance program for the aircraft if:

(a) the program, as varied by the proposed variation, would not comply with the requirements in the instructions for continuing airworthiness for the aircraft, or for an aeronautical product fitted to the aircraft, that relate to maintenance that is required by the instructions to be carried out on a regular basis; or

(b) the person responsible for continuing airworthiness for the aircraft is a continuing airworthiness management organisation, but its approval under Subpart 42.G does not permit it to approve variations of maintenance programs under Division 42.J.4.

13 If the variation of the maintenance program is due to changes to ICA for the aircraft or aeronautical product for the aircraft, please identify the particular ICA including the amendment status of the document:

Maintenance Review Board Report (MRBR)

Maintenance Planning Document (MPD)

Aircraft Maintenance Manual (AMM)

Service Bulletin (SB) number(s)

Other – please specify, include any reference(s)

What is the revision status?

Compliance

- 14** Does the maintenance program comply with the requirements specified in Chapter 2 of the Part 42 MOS?
- No** Attach technical justification for not complying with the particular aspects of the ICA
- Yes**

- 15** Does the program, as varied by the proposed variation comply with the requirements specified in the Part 42 Manual of Standards?
- No** Attach technical justification for not complying with the particular aspects of the ICA
- Yes**
-  Attach technical justification

Compliance Checklist General Requirements

- 16** Does the maintenance program define the meaning of unique terms and acronyms used in the program?
- No**
- Yes**
- Reference or comment

- 17** Does the maintenance program include provisions for recording the approval of the program?
- No**
- Yes**
- Reference or comment

- 18** Does the maintenance program include provisions for recording the approval of subsequent variations to the program?
- No**
- Yes**
- Reference or comment

- 19** Does the program include a list of revisions made to the document, including the current revision status?
- No**
- Yes**
- Reference or comment

- 20** Does the program include a contents list?
- No**
- Yes**
- Reference or comment

- 21** Does the program include a list of effective pages?
- No**
- Yes**
- Reference or comment

Identification and Applicability of the Maintenance Program

- 22** Does the maintenance program identify the type, model, serial number and registration mark of the aircraft covered by the program?
- No**
- Yes**
- Reference or comment

- 23** Does the maintenance program identify the type and model of engine fitted to the aircraft?
- No**
- Yes**
- Reference or comment

24 Does the maintenance program identify the type and model of each propeller fitted to the aircraft?

No

Yes

Reference or comment

25 Does the maintenance program identify the type and model of each auxiliary power unit fitted to the aircraft?

No

Yes

Reference or comment

26 Does the maintenance program identify the name and address of the registered operator?

No

Yes

Reference or comment

27 Does the maintenance program identify the name and approval certificate number of the CAMO responsible for the program?

No

Yes

Reference or comment

Instructions for Continuing Airworthiness on which the Maintenance Program is based

28 Does the maintenance program identify by their latest revision date, the ICA on which the program is based (including, if applicable, MRBR, MPD, AMM etc)?

No

Yes

Reference or comment

29 If the maintenance program is based on the existing program for the same type and model of aircraft operated by the operator, does the program take into account any possible difference in configuration and modification status of the aircraft?

No

Yes

Reference or comment

Aircraft Utilisation Limitations Affecting the Validity of the Maintenance Program

30 Does the maintenance program state any limitations that may affect the effectiveness of the program?

Examples such as:

- total flying hours or total number of flights
- annual flying hours or annual number of flights
- average duration of flights

No

Yes

Reference or comment

Schedule of Maintenance

31 Does the program include one or more schedules or refer to another document that set out the maintenance tasks to be regularly carried out on the aircraft or its aeronautical products?

No

Yes

Reference or comment

32 Does each schedule include a description of the maintenance?

No

Yes

Reference or comment

33 Does each schedule include an interval for the maintenance?

No

Yes

Reference or comment

34 Does each schedule include the source of the maintenance requirement?

Examples such as:

- MRBR or MPD
- airworthiness directive
- EDTO or RVSM authorisation
- operator's requirement

No

Yes

Reference or comment

35 Does each schedule include maintenance data or reference to maintenance data contained in another document?

No

Yes

Reference or comment

36 Does each schedule include if the program applies to more than one aircraft, information showing how the maintenance applies to each aircraft?

No

Yes

Reference or comment

37 Does each schedule include information that identifies maintenance as required by or under the approved design for the aircraft or an aeronautical product?

Examples such as:

- certification maintenance requirements
- airworthiness limitations
- Critical Design Configuration Control Limitations (CDCCL)

No

Yes

Reference or comment

Schedule of Life Limited Parts

38 Does the maintenance program include a schedule for the life limited parts?

No

Yes

Reference or comment

39 Does the schedule for life limited parts include a description of the part?

No

Yes

Reference or comment

40 Does the schedule for life limited parts include location of parts on the aircraft?

No

Yes

Reference or comment

41 Does the schedule for life limited parts include the appropriate interval for removal of the parts?

No

Yes

Reference or comment

Maintenance Requirements

42 Does the maintenance program include all the maintenance requirements of the ICA that is applicable to the aircraft and aeronautical product fitted to the aircraft?

No ➔ **Go to 43**

Yes ➔ **Go to 45**

43 Does the program include another means of compliance with the requirement?

No

Yes

Reference or comment

44 Is technical justification provided which supports non-compliance to the requirement?

No

Yes

Reference or comment

45 Does the program comply with maintenance requirements of each Airworthiness Directive (AD) that applies to the aircraft and aeronautical product fitted to the aircraft?

No ➔ **Go to 46**

Yes ➔ **Go to 47**

Reference or comment

46 Does the program comply with the requirements of a means of compliance with the AD as mentioned in paragraph 39.002(c) or (d) of CASR 1998?

No

Yes

Reference or comment

47 Does the maintenance program include the maintenance tasks required by EDTO approval under Civil Aviation Order 82.0?

No

Yes

Reference or comment

48 Does the maintenance program include the maintenance tasks required by RVSM operational approval under regulation 181M of CAR 1988?

No

Yes

Reference or comment

49 Does the maintenance program include the maintenance tasks required by Navigation authorisation under Subpart 91.U of CASR 1998?

No

Yes

Reference or comment

50 Does the maintenance program require maintenance additional to the requirements of the ICA?

No

Yes

Reference or comment

One-Off Extension to Maintenance Task Interval

51 Does the maintenance program provide for a one-off extension to the interval for certain maintenance in the program?

No → **Go to 57**

Yes → **Go to 52**

Reference or comment

52 Is the extension interval for the one-off extension in accordance with the ICA?

No

Yes

Reference or comment

53 Is the one-off extension in accordance with the criteria set out in Section 2.10 of Chapter 2 of the Part 42 MOS?

No

Yes

Reference or comment

54 Confirm the maintenance program does not permit for one-off extensions for maintenance required by or under the approved design for the aircraft or aeronautical product (for example, airworthiness limitation, certification maintenance requirement)?

No If NO, the maintenance program will need amendment to ensure compliance with the MOS

Yes

Reference or comment

55 Confirm that the maintenance program does not permit for one-off extensions for maintenance required by an AD?

No If NO, the maintenance program will need amendment to ensure compliance with the MOS

Yes

Reference or comment

56 Confirm that the maintenance program does not permit for one-off extensions for replacement of life limited parts?

No If NO, the maintenance program will need amendment to ensure compliance with the MOS

Yes

Reference or comment

Application checklist

57 Select all that apply:

Copy of the maintenance program on which the application is based, including references is attached

Copy of proposed variation of the approved maintenance program is attached

Technical justification for non-compliance with ICA, including references is attached

Technical justification for the variation is attached

Copies of ICA, including references are attached

Report or data generated by the reliability program for the aircraft is attached

Copies of any additional pages, as referred to in the questions above are attached

If other please specify

58 I declare:

- All statements in this application are true and correct.
- 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.

Full name

Signature

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

Choose one option only



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



By post – return this form and all supporting documents to:

**Reg services
GPO Box 2005
Canberra ACT 2601**