



These guidelines are designed to assist you to complete the form and the application process for the issue of approval(s) of Reliability program(s) under Subpart 42.L of the Civil Aviation Safety Regulations 1998.

**IMPORTANT**

**It is the applicant's responsibility to apply for CASA approval only if they have an operational requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements. Please carefully read this document and any relevant Acceptable Means of Compliance, Guidance Material or Advisory Circular issued by CASA and available on the CASA website [www.casa.gov.au](http://www.casa.gov.au).**

## About this application form and the application process

### Application Process

Completing 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 formally proceed with your application, you will need to pay the cost estimate and send all 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)).

## Form 42-03

Form 42-03 is the form approved by CASA for an application for either:

- the approval of a proposed reliability program for the aircraft; or
- the approval of a proposed variation of the approved reliability program for the aircraft

This Application Form, once filled out correctly and supported by relevant documentation and evidence, satisfies the requirements of Division 42.L.2 and Division 42.L.3 of CASR.

### List of abbreviations:

AOC	Air Operator Certificate
ARN	Aviation Reference Number
CAO	Civil Aviation Order
CAR	Civil Aviation Regulations
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CAMO	Continuing Airworthiness Management Organisation
EDTO	Extended Diversion Time Operations
ICA	Instructions for Continuing Airworthiness
MOS	Manual of Standards
MSG	Maintenance Steering Group

**Relevant legislation:**

Regulation 42.155 of CASR – Ensuring effectiveness of approved maintenance program using approved reliability programs – certain aircraft

Subpart 42.L of CASR – Approval of reliability programs and variations of approved reliability programs

Division 42.L.2 of CASR – Approval of reliability programs

Division 42.L.3 of CASR – Approval of variations of approved reliability programs

Chapter 3 of Part 42 MOS– Requirements for approved reliability program

**Instructions for completion:**

The form is made up of Seven (7) parts:

<b>Part A</b> – Details of Applicant(s)	Completion of this part is mandatory
<b>Part B</b> – Purpose of the application	Completion of this part is mandatory
<b>Part C</b> – Information about the proposed reliability program	Completion of this part is mandatory, as applicable to application purpose indicated at Part B
<b>Part D</b> – Information about the proposed variation(s) to the approved reliability program	Completion of this part is mandatory, as applicable to application purpose indicated at Part B
<b>Part E</b> – Checklist	Completion of this part is mandatory, as applicable to the application purpose indicated at Part C or Part D.
<b>Part F</b> – Supporting documentation	Completion of this part is mandatory
<b>Part G</b> – Applicant’s Declaration and Submission	Completion of this part is mandatory

- **Application for approval of a reliability program** – complete Parts A, B, C, E, F and G
- **Application for approval of a variation to an approved reliability program** – complete Parts A, B, D, E, F and G

**Cost Estimate**

CASA is required under the *Civil Aviation (Fees) Regulations 1995* to charge for the hours it has spent assessing your application.

A cost estimate issued to you 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 cost estimate 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.

**Cost Estimate valid for 30 days**

The cost estimate is valid for 30 days from the date the cost estimate is sent. If we have not received your payment and further supporting documents required within 30 days, processing of your application may be discontinued and your application returned to you.

Where payment of the cost estimate is made outside the 30-day limit, CASA will review the cost 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 Funds Transfer (EFT). For EFT payments, please contact your CASA regional office. For contact information refer to the CASA website [www.casa.gov.au](http://www.casa.gov.au).

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## Assessment completion timeframes

The assessment timeframes are dependent on the following:

- Payment of the estimate
  - Quality of your supporting documentation
  - Availability of your personnel to respond to CASA's queries during the assessment
  - Availability of CASA resources.
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## Withdrawal of Application

You can withdraw your application at any time by written notice. However you will be charged for time spent on the assessment of your application up to the date of withdrawal.

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

## Part A – Details of Applicant and Aircraft

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**Please note** that in the guidelines and application form the '*person responsible for continuing airworthiness*' is the individual appointed by your organisation who has continuing airworthiness responsibility for your organisation and is referred to throughout Form 42-03 as the '*applicant*'. The applicant details at A1 must be completed. In addition to A1, additional contact details can be provided at A2.



**Note:** Once the approval has been issued, any changes to the reliability program will void the program and its approval and a new application will need to be made and submitted to CASA as specified by the relevant legislation.

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## Aviation Reference Number (ARN), if previously allocated

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

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### A1 - Person responsible for continuing airworthiness

Provide the full name of the person holding the position as nominated in the continuing airworthiness management organisation's exposition and contact details. Include the CAMO approval certificate number, ARN and postal address. If the person has their individual ARN include it in the box provided.

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### A2 - Contact person in relation to the application

The CAMO may have a contact person in relation to the application who is not the same person as at A1. This person must also provide full name and contact details and position held within the CAMO.

The contact person is not intended to replace the need for the person nominated at A1 but to provide for an alternate contact for any further communications in relation to the application. If the person has their individual ARN include it in the box provided.

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### A3 – Registered operators details

Complete all required mandatory sections.

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## **A4 – AOC holder’s details**

Complete all required mandatory sections.

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## **A5 – Details of the aircraft**

Provide the registration mark(s), type and model designator for the applicable aircraft. It is permitted to reproduce this section A5 if additional registrations or type and models are to be included. The additional section(s) should be identified by ticking the ‘YES’ box at Part F and attached to this application. Enter the number of attached sheets in the provided box.

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## **Part B – Purpose of the application**

This Part should be completed to indicate the application is for either: approval of a proposed reliability program; or approval of proposed variation(s) to an approved reliability program.

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## **Part C – Information about the proposed reliability program**

Select all statements applicable to the proposed program and complete the checklist in Part C. Provide revision status and references where applicable.

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## **Part D – Information about the proposed variations of approved reliability program**

Select all statements applicable to the proposed program and complete the checklist as the note at Part D refers. Provide revision status and references where applicable.

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## **Part E – Checklist**

The applicant should complete the checklist in Part E to assess whether the proposed reliability program complies with the minimum requirements set out in Part 42 MOS for the approval of a reliability program for an aircraft under regulation 42.1050 of CASR.

CASA will approve a proposed variation of the reliability program under regulation 42.1060 of CASR if the varied program complies with the Part 42 MOS. So, when applying for a variation of an approved reliability program, the relevant part of the checklist in Part E should be completed to assess compliance.

The checklist is provided to ensure that a reliability program for an aircraft meets the minimum standards specified for it in the Part 42 MOS. The reliability program should be enhanced and expanded as necessary to suit the particular maintenance program and operator’s additional objectives for the program.

CASA will assess the applicant’s proposed reliability program or variation to ensure compliance against the Part 42 MOS.

Further instructions for completion of the checklist are provided at the beginning of Part E.

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## **Part F – Supporting Documentation**

When ready to submit the application, ensure you have attached all documentation supporting your application. Part F provides CASA with an overview of provided documentation and allows CASA to assess whether further supporting documentation is required. Document titles, revision status or any applicable reference should be included in your response to Part F.

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## **Part G – Applicant’s declaration and submission**

By signing the declaration in Part G, you acknowledge that you have:

1. read the guidelines

2. completed the application in full
3. accept the terms and conditions for processing your application.

This application must be signed by the applicant.

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### **Privacy Policy**

CASA is bound by the *Privacy Act 1988* to safeguard personal information within the terms of that Act. CASA has a policy of publishing approvals on its website.

### **Submitting your application form**

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

Submit your application to your CASA regional office by email, fax or post. For CASA regional office contact information see the CASA website, [www.casa.gov.au](http://www.casa.gov.au).

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



**Part A – Details of the Applicant and Aircraft**

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence under the Commonwealth Criminal Code to make false declaration. **Questions marked with an asterisk (\*) are mandatory and must be completed.**

Name in Full*		ARN	
CAMO Approval Certificate Number*:		ARN*	
Phone*		Email	
Mobile		Fax	
Postal Address*			

**A2** Contact person in relation to the application

If the same as A1, write "As Above".

**If different from A1, Questions marked with an asterisk (\*) are mandatory and must be completed.**

Name in Full*		ARN	
Phone*		Email	
Mobile		Fax	

**A3** Registered Operator's Details

Registered Operator's Name*		ARN*		
Registered Operator's Address*	Street			
	Suburb	State	Postcode	
	Country			
Phone*		Email		
Mobile		Fax		

**A4** AOC Holder's Details

You will need to provide the details in this section as they appear on the holder's current AOC

Name of the AOC holder*		ARN*	
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**A5** Details of the aircraft\*

If required, make a copy of this A5 section for a greater number of aircraft registrations or various aircraft types and models than can be listed on this application. If a copy is included, complete the relevant supporting document boxes at Part F. Refer to the guidelines for further information.

Aircraft registration mark


Type and model designation

Please identify, by ticking the appropriate checkbox(es) below, the type(s) of operation(s) the aircraft undertakes:

Yes 

Regular public transport

Yes 

Charter

Yes 

Aerial work

Yes 

Private

Yes 

Other – please specify:

**Part B – Purpose of the application**

Please indicate the purpose of this application: (select **one** option only)

Yes 

Approval of reliability program – In addition to Part A and B complete Parts C,E,F and G.

Yes 

Approval of variations of reliability program – In addition to Part A and B complete Parts D,E,F and G

**Part C – Information about the proposed reliability program**

Please identify the need(s) for the proposed reliability program (regulation 42.155 of CASR):

Yes 

Aircraft maintenance program includes maintenance tasks that was derived using MSG-3 specification

Yes 

Aircraft maintenance program requires condition monitoring of aeronautical products or of aircraft systems

Yes 

EDTO approval issued under CAO 82.0

Yes 

ICA requires use of reliability program

Yes 

Other – please specify, include any reference(s):

Would the proposed reliability program comply with the requirements specified in the Chapter 3 of the Part 42 MOS?

Yes 

attach the completed checklist (Part E)

**Note:**

If you cannot answer YES to the above question, then make changes to the proposed reliability program to ensure it complies with the requirements specified in the Chapter 3 of the Part 42 MOS and attach a completed Part E checklist.

Under regulation 42.1050 of CASR, CASA would approve a reliability program if the program complies with Part 42 MOS. When applying for approval of a proposed reliability program, the Part E checklist should be completed to assist CASA assessing compliance.

**Part D – Information about the proposed variation(s) of an approved reliability program**

Please identify, by ticking the checkbox(es) below, the reason(s) for the variation(s):

Yes <input type="checkbox"/>	Change of operator	
Yes <input type="checkbox"/>	Change of person responsible for continuing airworthiness for the aircraft	
Yes <input type="checkbox"/>	Evaluation and review of the reliability program	
Yes <input type="checkbox"/>	EDTO approval	
Yes <input type="checkbox"/>	Changes to associated maintenance program, identify maintenance program and revision status:	
Yes <input type="checkbox"/>	Other – please specify, include any reference(s):	

Would the reliability program, after the proposed variation, comply with the requirements specified in the Chapter 3 of the Part 42 MOS?

Yes  attach the completed checklist (Part E)**Note:**

If you cannot answer YES to the above question, then amend your proposed variation(s) to ensure it complies with the requirements specified in the Chapter 3 of the Part 42 MOS and attach completed Part E checklist.

Under regulation 42.1060 of CASR, CASA will approve a variation if the program, as varied, complies with the Part 42 MOS.

When applying for a variation of an approved reliability program, the relevant parts of the Part E checklist should be completed to assist CASA assessing compliance.

**Part E – Checklist**

Instructions for completion:

Mark appropriate box(es) in the checklist to indicate if the proposed program or variation complies with the requirement. The fourth column in the checklist (Reference or Comment) should be used to record:

- reference to the particular section of the reliability program that demonstrates compliance;
- if applicable, comments on how the reliability program complies with particular requirements;

Refer to the guidelines for further information.

**General Requirements**

	Compliance		Reference or Comment
	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the reliability program define the meaning of unique terms and acronyms used in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the reliability program includes provision for:			
(i) recording the approval of the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) recording the approval of subsequent variations to the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include a list of revisions made to the document, including the current revision status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include contents list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include a list of effective pages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



<b>Identification and Applicability of the Reliability Program</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program identify:			
the type, model, serial number and registration mark of the aircraft controlled by the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the name and address of the registered operator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the name and approval certificate number of CAMO responsible for the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Objectives of the Program</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program:			
include a description of the objectives of the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
ensure the applicable ICA have been followed to establish the objectives of the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
as a minimum, provide a means of ensuring maintenance program tasks are effective and their periodicity is adequate for continuing airworthiness of the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Identification of Items Controlled by the Program</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program clearly define and identify the aircraft parts, systems and structural elements controlled by the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the reliability program clearly identify the maintenance program tasks controlled by the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If items such as aircraft structure, engines, and auxiliary power units are controlled by a separate program a manufacturer structural sampling or life development does the program make reference to program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Administration of the Program</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program identify the individual(s) responsible for the administration of the program and describe their responsibilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Note:</b>			
Identity of the individuals, their responsibilities and related procedures for administration of the program may be included in the CAMO's exposition. In this case, the reliability program should include a reference to the relevant section of the exposition that contains the information.			
<b>Data Collection</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program include a description of the data collection system for the items controlled by the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the description of the data collection system included in the program contain the following:			
(i) identification of sources of data?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) procedures for transmission and receiving of data from each source?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

(iii)	steps of data development from source to analysis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iv)	organisational responsibilities for each step of data development?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the reliability program ensure the data collected is:				
(i)	obtained from items functioning under operational conditions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii)	accurate and factual to support a high degree of confidence in any derived conclusion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii)	directly related to the established levels of performance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Performance Standards</b>				
		<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program include a performance standard expressed in mathematical terms for each item covered by the program that defines the acceptable level of reliability for the item?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program use a reliability band or range of upper and lower limits to express performance standards by which the reliability is interpreted?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program describe the methods and data to be used for establishment of the performance standard?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the performance standard for each item covered by the program responsive and sensitive to the level of reliability experienced?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the performance standards based on the operator's own operating experience?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the performance standards are not based on the operator's own operating experience, are these based on 1 or more of the following (i)-(iv)? Select as applicable:				
(i)	the experience of other operators of the same or a similar aircraft type or model?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii)	the operator's own experience of a similar aircraft type or model?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii)	the performance of a similar product or system on another aircraft type or model?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iv)	the expected in-service reliability values used in the design of the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the performance standards are based in accordance with items (i) to (iv) above, does the program provide for the review of the performance standards after the operator has gained sufficient operating experience?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program contain procedures for monitoring and reviewing performance standards at regular intervals to reflect the operating experience, product improvement and changes in procedures?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	

<b>Display of Information</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program provide a format of display that allows easy identification of trends, events and when performance standards are exceeded?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the display in a graphical or tabular format, or a combination of both?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are the rules governing any separation or discarding of information before incorporation into the display stated in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the display of information include provision for 'nil returns' to aid the examination of the total information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Analysis and Interpretation of Information</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program provide for the regular analysis and interpretation of information generated by the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include explanation of the method employed for analysing and interpreting the information?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do the methods used for analysis of the information:			
(i) allow the performance of the items controlled by the program to be measured; and	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) facilitate recognition, diagnosis and recording of significant problems?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Investigation and Corrective Action</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
When a performance standard is exceeded, does the reliability program provide for:			
(i) an active investigation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) implementation of corrective actions if necessary to correct the reduction of reliability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If upper and lower limits are used to express performance standards, are the follow up requirements for each limit fully described in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are procedures for implementing corrective actions and for monitoring the effectiveness of the corrective actions described in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Do the procedures include provision of periodic feedback to the individual responsible for taking the corrective action until such time as performance has reached an acceptable level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program ensure each corrective action includes a planned completion date?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>Evaluation and Review of the Program</b>			
	<b>Compliance</b>		<b>Reference or Comment</b>
Does the reliability program provide for continuous monitoring of the effectiveness of the program as a whole?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Does the program identify each individual responsible for monitoring effectiveness of the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program contain procedures for implementing changes to the program and identify the individual responsible for proposing and preparing the changes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Note:**

Identity of the individuals, their responsibilities and related procedures for monitoring the effectiveness of the program and implementing changes to the program may be included in the CAMO's exposition. In this case, the reliability program should include a reference to the relevant section of the exposition that contains the information. There may be more than 1 responsible individual.

**Pooling of Data**

	Compliance		Reference or Comment
Does the reliability program use pooled data collated from a number of operators of the same type of aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Note:**

Pooling of data is permitted for a small fleet of less than 6 aircraft of the same type.

To ensure the analysis is valid, are the following things for the aircraft from which data is pooled substantially the same?

(i) Aircraft configuration	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) Aircraft age and utilisation rate	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii) Type of operation and operating environment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iv) Maintenance program and maintenance procedures	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program describe the pooling arrangement and the types and extent of data to be pooled?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

**Part F – Supporting documentation**

Please identify any supporting documentation, by ticking the checkbox(es) below, attached to your application.

Yes <input type="checkbox"/>	Copy of the reliability program, include the revision status:	
Yes <input type="checkbox"/>	Copy of variation of the approved reliability program, include the revision status:	
Yes <input type="checkbox"/>	Copy of pooling arrangements if applicable, include any reference:	
Yes <input type="checkbox"/>	Copy of Part A section A5 of this Form due to the greater number of aircraft registrations or various types and models to be listed. <b>Enter number of attached sheets:</b>	
Yes <input type="checkbox"/>	Other – please specify, including any reference(s):	
Yes <input type="checkbox"/>	Part E checklist completed as relevant to application.	

**Part G –Applicant’s Declaration and Submission**

*Giving false or misleading information is a criminal offence under section 136.1 of the Commonwealth Criminal Code.*

> I am the person responsible for continuing airworthiness named in Part A1

**DECLARATION**

1. I declare that the information provided on this form is true and correct.
2. I understand that the information provided on this application will form the basis of the calculation of the fee for processing.
3. I understand and accept that the cost estimate may change, and processing the application may be delayed if:
  - a. The application does not accurately and completely identify the requirements
  - b. The details in this application are subsequently changed, or
  - c. Adequate supporting documentation/evidence has not been provided
4. I understand and accept that for CASA to proceed with this application, I must:
  - a. Accept the cost estimate
  - b. Forward the prescribed payment or have a valid account with CASA; and
  - c. Supply all supporting documentation to CASA.

Name *		Signature *		Date *	
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You must provide the name and signature for CASA to accept this application.

**What to do now**

**Applications**

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

Submit your application with the complete set of documents to your CASA regional office.

For CASA regional office contact information, refer to the CASA website [www.casa.gov.au](http://www.casa.gov.au).

After reviewing your application, CASA may require you to submit additional documents to support your application.

**This completes your application.**