



Advisory Circular

AC 139-03(0)

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APPLICATION FOR APPROVAL TO CONDUCT SAFETY INSPECTIONS OF REGISTERED AND CERTAIN OTHER AERODROMES

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1. REFERENCES

CASR 139.320, MOS-Part 139.

2. PURPOSE

The purpose of this Advisory Circular (AC) is to provide information on how a person can apply for approval to conduct safety inspections of registered and certain other aerodromes. CASR 139.320 empowers CASA to approve a person to conduct aerodrome safety inspections and specifies the qualification(s) this person needs to have.

3. STATUS OF THIS AC

This is the first AC to be issued on this subject.

Advisory Circulars are intended to provide recommendations and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain regulatory requirements by providing interpretative and explanatory material.

Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.

ACs should always be read in conjunction with the referenced regulations

4. WHO CAN APPLY FOR APPROVAL

4.1 The purpose of the approval scheme is to establish a pool of aerodrome specialists who can provide aerodrome operators across the country with a professional aerodrome safety service. It is expected that persons applying for approval would have had extensive involvement in some aspects of aerodrome planning, operation and maintenance.

4.2 CASR 139.320 specifies that a person seeking approval needs to have:

- (a) a recognised degree, diploma or certificate in civil engineering, surveying or a related field;
- (b) a sound knowledge of the regulations, standards, practices and procedures that are applicable to the operation and maintenance of aerodromes; and
- (c) the ability to perform the aerodrome safety inspection function.

4.3 In the case of a person not being able to meet the above requirements, CASR 139.320 also allows CASA to approve a person if that person possesses other qualifications, knowledge and experience that CASA considers suitable for conducting aerodrome safety inspections, and the person is assessed as having the ability to perform the function.

4.4 The purpose of an aerodrome safety inspection is to ascertain that the physical characteristics of the aerodrome, facilities provided on the aerodrome, and the airspace around the aerodrome, meet specified standards. The task requires a range of attributes that are more likely to be acquired by a person schooled in civil engineering or surveying. A person who does not possess formal civil engineering or surveying qualifications will have to provide justification as to why their qualification is relevant and should be accepted by CASA.

5 WHICH AERODROMES HAVE TO SUBMIT AERODROME SAFETY INSPECTION REPORTS

5.1 CASR Part 139 prescribes that application for registration of an aerodrome must be accompanied by an aerodrome safety inspection report conducted by a person approved by CASA. Also, after registration, if the aerodrome is used by aircraft with more than 9 passenger seats, conducting air transport operations, there is a need to submit annually a safety inspection report prepared by a person approved by CASA.

5.2 CASR Part 139 also prescribes that this safety inspection report requirement is also applicable to a non-certified and non-registered aerodrome if that aerodrome is used by aircraft with more than 9 passenger seats conducting air transport operations at least once per week.

5.3 Certified aerodromes are not required to submit to CASA annual aerodrome safety inspection reports, they are to conduct technical inspections on a range of specific aerodrome facilities and procedures. Technical inspections for a particular facility must be conducted by a person who is qualified to inspect and report on that facility. Whilst a person approved to conduct aerodrome safety inspections may carry out some aspects of the technical inspections, at a more complex aerodrome, it is likely that the person may not be able to conduct technical inspections of matters outside their area of expertise, e.g. technical inspection of aerodrome lighting without the necessary electrical qualification and experience.

6. WHERE TO SUBMIT APPLICATION

6.1 Applications for approval to conduct safety inspections should be submitted in the first instance to:

Team Leader, Aerodromes
Aerodrome and Airspace Regulation Division
PO Box 2005
Canberra ACT 2601
Telephone: 131 757 or (02) 9780 3058

6.2 The Team Leader, Aerodromes will assign an Aerodrome Inspector to assess and process the application.

7. WHAT INFORMATION SHOULD BE PROVIDED

7.1 An applicant should provide enough relevant information to show that he or she has the required qualification and experience, and knowledge about the role of an approved person for aerodrome safety inspection(s). Details of relevant employment records or actual job experiences to support the application would be well regarded.

7.2 The initial application should not be accompanied by original certificates or testimonials. The CASA assessor will advise when and how the supporting documents should be presented. However, business and contact details should be provided.

8. CASA ASSESSMENT OF APPLICATION

8.1 The applicant will be contacted by a CASA nominated person, normally an Aerodrome Inspector, who will be assessing the application.

8.2 The CASA assessor will need to establish the bona fides of the claims made by the applicant. The assessor may request further information if the information provided is incomplete or inadequate.

8.3 CASA assessment will include interviews, and tests to establish the knowledge and competency of the applicant. Ample notice will be given to the applicant to attend interviews and tests.

8.4 The CASA assessor will not approve an application if the applicant lacks the qualification, experience, or depth of knowledge, necessary to carry out the aerodrome safety inspection function.

9. TERMS OF APPROVAL

9.1 A written letter of approval with a dedicated number for the approved person will be issued. An approval is normally issued for a period of five years, and can be renewed.

9.2 The approval is subject to CASA audit, which means that aerodrome safety inspection reports and validated aerodrome information, can be subject to CASA scrutiny. In addition, CASA inspectors may conduct direct sample audits of aerodromes to verify that the approved person has conducted safety inspections to check on the accuracy of the reports.

9.3 CASA may suspend or cancel an approval if the approved person fails to properly carry out the safety inspection and report function. Before taking any such action, CASA will provide the approved person adequate opportunity to state his or her case.

10. NEED TO MAINTAIN CURRENCY OF KNOWLEDGE

10.1 Aerodrome standards and requirements can change from time to time. So it is critical that an approved person keeps up to date with these changes. This can be achieved by maintaining current CASA documentation and attending relevant CASA industry briefings.

10.2 The aspect of maintaining currency of knowledge is a factor which CASA will take into consideration when reviewing the applications to conduct aerodrome safety inspections in the renewal of approval applications.

11. PROFESSIONAL INDEMNITY COVER

11.1 The matter of professional indemnity cover is not regulated by CASR Part 139 as this is really a matter between the approved persons and their clients. However, CASA advises all parties concerned to include professional indemnity cover in their contract negotiations.

12. CASA AUDIT

12.1 Currently there is no scheduled program to audit persons approved under CASR 139.320. A CASA audit may be carried out in response to pilot or air traveller reports, part of the AOC holder audit, or as a CASA target audit of a sector of the industry.

12.2 CASA will notify when the audit of approved persons is to be conducted.

13. APPLICATION FOR RENEWAL OF APPROVAL

13.1 Application for renewal of an approval should be submitted to CASA three months before the expiry date of the approval. The application should be addressed to the CASA contact specified in section 6.

13.2 The renewal application should reaffirm that the person intends to continue the aerodrome safety inspection function and is capable of doing so. Evidence of tasks completed to support the application would be well regarded.

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