



## 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 form and application process for the issue of an authorisation under Part 142 of the *Civil Aviation Safety Regulations 1998*.

It is important that you carefully read this document and the supporting information provided in the **Flight Training Handbook** 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.

## What is a Part 142 Authorisation and do you need one?

A Part 142 Authorisation is an authorisation granted by CASA under the regulation 142 of the [Civil Aviation Safety Regulations \(CASR\)](#) to conduct integrated and multi-crew pilot flight training, contracted recurrent training and contracted checking in an aircraft or flight training simulation device (FSTD).

Part 142 authorisations include:

- an **Air Operator Certificates** (AOCs) that authorises the conduct of a Part 142 activity in an aircraft; and/or
- a **certificate** that authorises the conduct of a Part 142 activity in a flight simulation training device (FSTD).

A Part 142 activity is any of the following conducted in an aircraft or a FSTD:

- a) Part 142 flight training
- b) contracted recurrent training
- c) contracted checking.

Part 142 flight training activities include:

- Private Pilot Licence Integrated Training
- Commercial Pilot Licence Integrated Training
- Air Transport Pilot Licence
- Multi-Crew Pilot Licence
- Flight Engineer Licence
- Multi-crew co-operation training
- Part 61 Type Ratings as per 142.015(2)(d)
- Flight crew ratings (other than type ratings), conducted as multi-crew operation
- Flight crew endorsements (other than design features or flight activities), conducted as multi-crew operation
- Training as part of a flight review, conducted as multi-crew operation
- Differences training as per 142.015(2)(g)

\*A flight simulation training device means:

- A qualified flight simulator; or
- A qualified flight training device; or
- A synthetic trainer that is approved under *Civil Aviation Order 45.0*; or

- A device that meets the qualification standards prescribed by a legislative instrument under regulation 61.045; or
- A device that is qualified (however described) by the national aviation authority of a recognised foreign State.



**Note:** You should complete this form if you are:

- applying for flight training activities under CASR Part 142 **and**
- **you are conducting flight training activities in a FSTD ONLY.**

If you are applying for CASR Part 142 flight training activities in an aircraft or aircraft **and** FSTD, you should complete and submit Form 1049. Do not complete this form.

If you are applying for non-integrated flight training conducted as single pilot, you should complete and submit Form 141-001. Do not complete this form.

**Do any of these purposes apply to your proposed operation?**

- YES – a Part 142 application is required, please read on.
- NO - a Part 142 is not required.
- NOT SURE – Refer to [www.casa.gov.au/142](http://www.casa.gov.au/142) for further information regarding Part 142 criteria

## 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 formally proceed with your application, you will need to pay the cost 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 142-001

The Part 142 Flight Training Application Form 142-001 is the form approved by CASA to apply for a Part 142 certificate for applicants applying for flight training activities to be conducted in FSTD only.

This application form once filled out correctly, along with all supporting documentation required to support the application, addresses the Part 142 requirements of the *Civil Aviation Safety Authority Regulations (CASR), 1998*.

This form is made up of five (5) parts:

Part	Initial Issue	Significant Change	Renewal
A – Details of Applicant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
B – Flight Training Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (if applicable)	
C – Submission Checklist	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
D – Applicant's Declaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E – Exposition Compliance Matrix	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Form 4 – Key Personnel Nomination	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> (if applicable)	

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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 will 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 PAC on 136 773.

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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, safety management and quality assurance manuals
- The qualifications and/or responsibilities of personnel
- The documents proving evidence of flight training operations.

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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 key 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 142 certificate, you are required to complete the following parts of this form, 142-001

- **Part A** – Details of the Applicant - mandatory to be completed
- **Part D** – 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 142 certificate that is a significant change that may result in the reissue of a Part 142 certificate, the following parts of this form 142-001 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** – mandatory to be completed as a declaration of the changes made
- **Part E** – complete if your exposition is not closely based on the CASA Sample Exposition

The following changes are classed as a "significant change" that will result in the reissue of your Part 142 Authorisation:

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

On receipt of a completed application form 142-001 to change your Part 142, 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 142 certificate, [Form 395 - Application for Significant and Non-Significant Change](#) is the form approved by CASA for an application to change a Part 142 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 and Declarations

### A1 -Details of Applicant

**Please note** that in the guidelines and application form the *'proposed authorisation holder'* is referred to as the *'applicant'*. The name of the applicant given at A2.1 or A2.2 is the name that will appear on the authorisation.

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

The law requires that the AOC 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.

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 the AOC has been issued, changes to any entity listed on the AOC will require either an initial issue or variation/significant change application (CASR Part 142 activities) to be submitted to the Permission Application Centre. Contact PAC for further information.

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### Proof of Identification (ID)

**Individuals** must provide the following documentation as proof of identity, unless the documentation has previously been supplied to the Permissions Application Centre or the nominee is the holder of a valid license issued by CASA.

CASA adopts a standard 100 points verification system similar to that outlined in the Financial Transaction Reports Regulations 1990. A list of acceptable proof of ID is provided below.

CASA will verify your proof of ID. You will also be asked to present the originals during assessment.

**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.

**Acceptable forms of identification (for individuals)** are:

#### Primary

- Birth certificate or birth certificate extract
- Australian or foreign passport (with photo)

#### Other supporting documentation

- Medicare card
- Foreign aviation licence
- Credit card issued by an Australian Bank

- Australian driver's licence (with photo and signature)
- Marriage certificate
- Divorce decree
- Foreign driver's licence (with photo)
- ASIC
- AVID
- (with signature)
- Australian Government or Defence ID (with photo)
- Deed poll certificate
- ID card issued to a student at an educational institution (with photo or signature)

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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- 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- 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-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 142 Authorisation.
- 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 142 Authorisation; and
- It must be registered under the name/s of the proposed Part 142 Authorisation holder/s (as proprietor/s) at the time of issue of the Part 142 Authorisation.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the Australian Securities and Investments Commission (ASIC).

- If the trading name does not meet the criteria at the time of verification, your Part 142 Authorisation will be issued without the trading name.



**Note:** Once Part 142 Authorisation has been issued, changes to any entity listed on the authorisation will require either an initial issue or significant change application to be submitted to the Permission Application Centre. Contact PAC for further information.

## A3 - Use of an Agent

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 142 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 142 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 142 Authorisation has been issued.

## A4 – Corporation and Bankruptcy Actions

You must provide details of any corporation and bankruptcy actions taken against you or any of your nominated key personnel within the last 10 years

The details you provide may be used to determine whether you and the nominated key personnel are capable of complying with the provisions of the aviation law that relate to safety to hold an AOC.

## PART B- Activities

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

The locations where you will conduct activities; and

- The aircraft category to which the activities relate; and

The types of ratings and endorsements and kind (type/model) of flight simulation training device for which training will be conducted:

- Training for grant of type ratings other than type ratings mentioned in an instrument under regulation 142.045
- Other training activities to be conducted such as and flight examiner ratings if given under Part 61.040 conducted as multi-crew operations
- Contracted recurrent training
- Contracted checking

We recommend that you read the information on the CASA website [www.casa.gov.au/142](http://www.casa.gov.au/142) regarding the requirements for part 142 Flight Training.

## PART C- 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 C – 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: [www.casa.gov.au/142](http://www.casa.gov.au/142)

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 D- Declaration

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 142 details on the CASA website.

This application must be signed by the appointed or proposed Chief Executive Officer (CEO) 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 Chief Executive Officer that if the Part 142 Authorisation 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

## PART E- Compliance Matrix

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.

### Key Personnel

You are required to complete a Nominated Personnel Form 4 for each key 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:

- Chief Executive Officer (CEO)
- Head of Operations
- Safety Manager and/or Quality Assurance Manager

### Submitting your application form

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: Permission Application Centre (Brisbane)  
GPO Box 2005  
CANBERRA ACT 2601

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



**Application Form**

**Part A – Details of the Applicant**

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 to make false declaration. **Questions marked with an asterisk (\*) are mandatory and must be completed.**

**A1 - Type of Application\***

Initial <input type="checkbox"/> (complete all sections)	Significant Change <input type="checkbox"/> (complete Part A, C, D, E & Part B as applicable)	Renewal <input type="checkbox"/> (complete Parts A & D)
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**Does your application include additional significant no reissue of certificate or non-significant changes?**

Yes <input type="checkbox"/> Please list the changes and affected Exposition pages below	No <input type="checkbox"/> Please continue to Part A
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**A2 - Applicant's Details\***

The name you provide in A2.1 and A2.2 will be the name reflected on the authorisation when issued.

Is the proposed name to be reflected on the authorisation when issued that of:

An Individual?	<input type="checkbox"/> > Complete A2.1 then go to A2.3. You do not need to complete A2.2
Legal entity other than individual?	<input type="checkbox"/> > Complete A2.2. You do not need to complete A2.1

**A2.1**  
**Note: You must provide proof of identity.**

Surname*	
Given Names*	
Date of Birth*	
ARN (if previously allocated)	

**A2.2**  
**Note: You must provide proof of identity if you are not an Australian registered business.**

Name of Legal Entity*	
ACN or ARBN	
If NOT Australian Registered: Place formed or incorporated	
ABN	
ARN (if previously allocated)	

**A2.3 Trading name** – For your trading name to appear on the Part 142 Authorisation, you must meet the criteria set out in the Guidelines.

Trading Name	1		Registration No.	
	2		Registration No.	



**Application Form**

<b>A2.4 Business Address</b> - This is the office address of the business. If a company, it is the official address as registered with Australia Securities and Investments Commission (ASIC)				
Street				
Suburb		State		Postcode
Country				
<b>A2.5 Physical address</b> - This is the address where you conduct your main aviation activity. If the same as A1.4, write "As Above".				
Street				
Suburb		State		Postcode
Country				
<b>A2.6 Postal Address</b> - Write the Address where you want all your correspondence to be sent.				
Street				
Suburb		State		Postcode
Country				
<b>A2.7 Main Contact details of the proposed certificate holder</b>				
First Name		Surname		
Phone		Mobile		
Email				
<b>A2.8 Name of Corporation Officers (142.80(2)(c))</b>				
	Officer 1	Officer 2	Officer 3	
<b>Surname</b>				
<b>Given Name</b>				
<b>Position</b>				
<i>Use additional sheets if necessary.</i>				
<b>A3 - Use of an Agent</b>				
If you wish to authorise an agent to act on your behalf, CASA requires that the agent has the necessary authorisation e.g. Power of Attorney (POA). The POA must be executed and signed by all applicants or in the case of a company by a Director of that company. A certified copy of the POA must be submitted with the application.				
<b>A3.1</b> Are you using an Agent for this application?		Yes <input type="checkbox"/> > Go to <b>A3.2</b>	No <input type="checkbox"/> > Go to <b>A4</b>	
<b>A3.2 Details of the Agent</b>				
First Name		Surname		
Phone		Mobile		
Email				
<b>A3.3 Postal Address of the Agent</b>				
Street				
Suburb		State		Postcode
Country				

**A4 - Corporation and Bankruptcy Actions**

Has the applicant or any of the applicant's key personnel been declared bankrupt in Australia or a foreign country in the last 10 years? **(142.085(3)(b))**

Yes No 

Has the applicant or any of the applicant's key personnel been an officer or held a key personnel position within an Australian or foreign Corporation in the last 10 years where : **(142.085(3)(g))**

A. the corporation was charged with or convicted of any criminal offence?

Yes No  > go to B.

i. The corporation name and date of conviction

ii. Charges laid, and present status

iii. The penalty imposed

B. the corporation was declared bankrupt, insolvent or placed in receivership?

Yes Bankrupt Insolvent Receivership No  > go to C

i. The corporation name and date of declaration

C. the corporation was subject to investigation or comment by any share dealings or financial affairs regulatory body?

Yes Investigated Comment No 

i. The corporation name and date of investigation/ comment

*Use additional sheets if necessary.*

**This completes Part A of the application.**

## Part B – Flight Training Activities under CASR Part 142

You need to complete this Part if you intend to conduct activities for the issue of a flight crew licence or flight crew ratings and endorsements, or provide contracted training or checking, in accordance with Part 142 of the *Civil Aviation Safety Regulations (CASR) 1998* in flight simulator training device(s) (FSTD) only.

### B1 - Type of Flight Training Activities

For the activities you propose to conduct, please identify:

- the kind of Flight Simulation Training Device to be used for each training activity selected (the type of aircraft or model of FSTD).

#### B1.1 Will any of the following activities be conducted in a flight simulation training device?

Flight Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contracted Recurrent Training	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Contracted Checking	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### B1.2 Select the proposed flight training activities

Activity	Yes	Kind (Type / Model)
<b>Licence Training</b>		
Air Transport Pilot Licence	<input type="checkbox"/>	
Multi-Crew Pilot Licence	<input type="checkbox"/>	
Flight Engineer	<input type="checkbox"/>	
<b>Aircraft Class / Type Rating</b>		
Single-engine aeroplane	<input type="checkbox"/>	
Multi-engine aeroplane	<input type="checkbox"/>	
Single-engine helicopter	<input type="checkbox"/>	
Multi-engine helicopter	<input type="checkbox"/>	
Single-engine gyroplane	<input type="checkbox"/>	
Pilot type rating	<input type="checkbox"/>	
Cruise relief co-pilot type rating	<input type="checkbox"/>	
Flight Engineer type rating	<input type="checkbox"/>	
Cruise relief flight engineer type rating	<input type="checkbox"/>	
<b>Operation Ratings</b>		
Instrument rating	<input type="checkbox"/>	
Night VFR rating	<input type="checkbox"/>	
Night vision imaging system rating	<input type="checkbox"/>	
Flight instructor rating	<input type="checkbox"/>	
Simulator instructor rating	<input type="checkbox"/>	
Flight engineer instructor rating	<input type="checkbox"/>	
<b>Other training</b>		
Multi-crew cooperation	<input type="checkbox"/>	

#### Provide details below of any additional training:


**B1.3** List the locations where you propose to conduct your flight training activities.

Building / Street Name	Suburb/Town	State
<i>Use additional sheets if necessary.</i>		
<b>This completes Part B of the application</b>		

**Part C – Submission Checklist**

1. Have you attached Proof of ID?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A as ACN/ARBN provided <input type="checkbox"/>
2. Paragraph 142.080(2)(a) Have you completed Part A – Applicant Details?	Yes <input type="checkbox"/>	This is required for all applications	
3. Paragraph 142.080(2)(c) If applicant is a corporation, the name of each of the officers of the corporation	Yes <input type="checkbox"/>	No <input type="checkbox"/> The applicant is not a corporation	
4. Paragraph 142.080(2)(d) If applicant is an Australian registered corporation, have you supplied ACN/ARNC and registered office address	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
5. Paragraph 142.080(2)(e) If applicant is a foreign registered corporation, have you provided place the corporation was incorporated or formed?	Yes <input type="checkbox"/>	No <input type="checkbox"/> The applicant is not a foreign registered corporation	
6. Paragraph 142.105(1) Have you completed Part B – Flight Training Operations	Yes <input type="checkbox"/>	This is required for all initial applications	
7. Paragraph 142.025(a)-(d) Have you completed Form 4 for each of the following Key Personnel <ul style="list-style-type: none"> <li>• Chief Executive Officer Nomination Form</li> <li>• Head of Operations Nomination Form</li> <li>• Quality Assurance Manager</li> </ul>	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>	
8. Paragraph 142.105(3)(a) Have you developed your Exposition? <ul style="list-style-type: none"> <li>• Is your exposition closely based on the CASA Sample Exposition?</li> </ul>	Yes <input type="checkbox"/>	This is required for all applications	
	Yes <input type="checkbox"/>	No <input type="checkbox"/> > You must complete Part E Exposition Compliance Matrix	
9. Have you completed Part D – Declaration?	Yes <input type="checkbox"/>	This is required for all applications	
<b>This completes Part C of the application.</b>			

**Part D – Applicant’s Declaration (142.105 3.(b))**

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

> The appointed Chief Executive Officer (CEO)

> The proposed Chief Executive Officer (CEO)

> I am the agent appointed under a Power of Attorney

If I am signing this application as an agent, I declare that I have obtained the necessary authorisation to enable me to sign on behalf of the Applicant.

**DECLARATION**

1. I understand that the information provided in this application is true and correct. Please note that giving false or misleading information is an offence under Part 7.4 of the Criminal Code Act 1995 (see in particular s.136 and 137.1 of the Criminal Code).
2. I understand that the information provided in this application will allow CASA to calculate the estimate for service for processing this application.
3. I understand and agree that the cost estimate may change if:
  - a. The application does not accurately and completely identify my requirements; or
  - b. The details in this application are subsequently changed; or
  - c. Inadequate supporting documentation has been provided.If this occurs, I accept that the process of this application may be delayed and additional charges may be incurred.
4. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.
5. I am capable and will operate in accordance with our exposition and civil aviation legislation. (142.080 2(b) and 142.080 2(g))
6. I agree to the publication of our Part 142 and the Exposition with our company’s details on the CASA website.

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

**This completes Part D of the application.**

## Part E – Exposition Compliance Matrix

Please check the applicable box.

- Our attached exposition is closely based on the CASA Sample Exposition.  
*There is no requirement to complete the following Exposition Compliance Matrix.*
- Our attached exposition is not based on the CASA Sample Exposition.

**Please complete the following Compliance Matrix.**

Applicant Name

### Requirements for a 142 Flight Training Certificate

Your exposition must contain all items as required by CASR 142.340

Column A The Part 142 Legislation Requirement and Reference	Column B Requirement is applicable (Yes/No)		Column C Provide reference (section/subsection) of exposition that satisfies the legislative requirement.
Paragraph 142.340(1)(a) Operator's Name, address, contact details and ABN	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(b) Address of Headquarters and training bases	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(c) Description and diagram of organisational structure and reporting lines	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(d) If Operator a corporation, a description of corporate structure	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(e)(i) Additional qualifications and experience required by Operator for each key personnel	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(e)(ii) Key personnel additional responsibilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(e)(iii) Name of person appointed to each of the key personnel positions	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(e)(iv) Name of each person authorised to carry out responsibilities of key positions when the position holder is absent or cannot perform responsibilities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(e)(v) Description how Operator will manage responsibilities of key positions during assigned resource absence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(f) CEO additional accountabilities, if any	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(g) Name of each instructor responsible for particular flight training activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(h) Operators Program for training and assessing personnel in non-technical skills and human factors principles	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(i) Responsibilities of non-key personnel under these regulations	Yes <input type="checkbox"/>	No <input type="checkbox"/>	



Paragraph 142.340(1)(j)(i)(A) Flight Training or contracted recurrent training to be conducted including training plans and syllabuses	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(j)(i)(B) Areas of operation for the flight training or contracted recurrent training to be conducted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(j)(i)(C) Checklists and circumstances checklist is permitted for the flight training or contracted recurrent training to be conducted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(j)(ii) Minimum qualifications and experience for personnel conducting the authorised activities conducted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(j)(iii) Command responsibility during flights for the authorised activities conducted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(j)(iv) For contracted recurrent training or contracted checking, procedures to ensure the operator conducts training or checking in accordance with contracting operator's training and checking manual and standard operating procedures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(k) Procedures describing how training is conducted and managed	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(n)(i) Description of flight simulation training devices used to conduct training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(n)(ii) Each purpose mentioned in Part 61 that the simulation training device may be used for	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(n)(iii) The procedures to ensure qualification of flight simulators and training devices under Part 60	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(n)(iv) Description of procedures to ensure the approval of the synthetic trainers under Civil Aviation Order 45:0	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(n)(v)(A) For any other device, the description of procedures to ensure the device meets qualification standards under regulation 61:045	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(n)(v)(B) For any other device, the description of procedures to ensure the device is qualified by national aviation authority of a recognised foreign state within the meaning of regulation 61.010	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(o) How the risk of fatigue in personnel is managed, including fatigue risk management system manual if applicable	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(p) Facilities used by operator for activities	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Paragraph 142.340(1)(q) Description of operations other than training being conducted	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(r) Describe any aeronautical or aviation-related services provided or proposed to be provided by 3 <sup>rd</sup> parties	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(s)(i) An Operations Manual	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(s)(iii) Training management system manual	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(s)(v) If training is conducted only in flight simulation training devices, a Quality Assurance Management system manual	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(s)(vi) Internal training and checking system manual	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(t)(i) Process for making changes including identifying changes that are significant changes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(t)(ii) Process for making changes including identifying changes that are non-significant changes	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(t)(iii) Process for advising CASA of changes made	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(1)(u) Description of any other matter required to be approved by CASA in relation to the training	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Paragraph 142.340(3) An exposition may include a list of material required for the Operator's Reference Library	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
<b>This completes Part E of the application</b>			

<b>What to do now</b>	
Post, fax or email the complete set of documents to CASA using one or a combination of the following, as appropriate:	
Postal address	Civil Aviation Safety Authority Permission Application Centre (Brisbane) GPO Box 2005 CANBERRA ACT 2601
Fax	(07) 3144 7333
Email	<a href="mailto:regservices@casa.gov.au">regservices@casa.gov.au</a>
<b>This Completes Your Application</b>	