



## 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 the application process for the issue of a System of Maintenance (SoM) under 1988 Civil Aviation Regulation 42M and Approval of Changes to a System of Maintenance (SoM) under 1988 Civil Aviation Regulations 42P.

Note that aircraft that are subject to Part 42 of the 1998 Civil Aviation Safety Regulations (predominately RPT aircraft) are required to apply for an Approved Maintenance Program using forms and advisory material available on the CASA website.

It is important that you carefully read this document and the supporting information provided to support [Subpart 42M and 42R of the CAR 1988](#) as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times.

**Please carefully read this document and the relevant information provided on the [CASA website](#).**

## About this application form and the application process

### 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 proceed with a formal application, you will need to pay the 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 503

Form 503 is the form approved by CASA for an application for a System of Maintenance approval.

This application form, once filled out correctly, along with all satisfactory documentation and evidence required to support the application, addresses the requirements of CAR 42M, 42R and 42L.

The form is made up of 6 parts. You must complete all the parts to your relevant application.

<b>Part A</b> – Details of Applicant and Aircraft	Completion of this part is required for <b>all</b> applicants
<b>Part B</b> – Description of proposed SoM – Source Data and Inputs	Completion of Part B is required for <b>new SoM</b> applications  Completion of Part C is required for <b>changes to an existing SoM</b> .
<b>Part C</b> – CAR 42R Approval of changes – Details about the requested change(s) to the approved SoM	
<b>Part D</b> – Checklist	Completion of this part is required for <b>all</b> applications
<b>Part E</b> – Supporting Documentation	Completion of these parts is required for <b>all</b> applicants
<b>Part F</b> – Applicant's Declaration and Submission	

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## Estimate of Costs

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

A cost 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 Client Services Centre on 131 757.

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## Assessment completion timeframes

The assessment timeframes and the proposed certificate issue date are dependent, as applicable, on the following:

- Payment of the estimate or deposit / fee
- Quality of your documentation
- Availability of your personnel during the assessment
- 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
- 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.

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

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## Part A – Details of Applicant(s) and Declarations

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### A1- Details of Applicant

**Please note** that in the guidelines and application form the '*proposed certificate holder*' is referred to as the '*applicant*'. The name of the applicant given at A.1 and A.3 is the name that will appear on the certificate.

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

The law requires that the Certificate of Registration 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.

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It is CASA's policy to not issue authorisations to multiple legal entities and that such authorisations will only be issued in the name of one legal entity. This is to ensure that there can be no confusion about who is responsible for the operational control of the activities approved under the authorisation and for the discharge of the various obligations which attach to that authorisation.

This does not affect any legal arrangements which may exist between legal persons for the conduct of the activities which are to be approved under this authorisation.

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 System of Maintenance has been approved changes to any entity listed on the approval instrument will require application under CAR 42R to be submitted to your overseeing CASA region office using the same Form 503.

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## 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.

## Submitting your application form

Submit your application to the Entry Control Coordination (regservices) team by email or post. **If you are submitting by email, please print, sign and scan the signature page.**

By email:            regservices@casa.gov.au

By post:            Civil Aviation Safety Authority  
GPO Box 2005  
CANBERRA ACT 2601