



# Grant, Change or Re-issue of a Delegation or Appointment

CAR 6, CASR 11.260, 201.001



## Download this form before you begin

Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

## Purpose of this form

Use this form to apply for the initial issue or variation or re-issue of an instrument of appointment or delegation.

## Who is this form for?

This form should be used if you are;

1. Applying to be appointed as an authorised person for the purpose of any of the following provisions of the Civil Aviation Regulations 1988 (CAR) or the Civil Aviation Safety Regulations 1998 (CASR):

- CAR 29A - conduct a welding examination
- CAR 42M - approve a system of maintenance
- CAR 42R - approve changes to a system of maintenance
- CAR 42ZC(7) - authorise another person to carry out maintenance on a Class A aircraft
- CASR 91.875(2)(f) - authorise an experimental aircraft to be operated over a populous area
- CASR 91.875(2)(e)(ii) - authorise an experimental aircraft to be operated other than by day and under the VFR
- CASR 91.920(1)(b)(iv) and 91.920(2)(b)(ii) - approve a flight test area for the flight test of an amateur-built experimental aircraft
- CASR 21.176 - issue a Certificate of Airworthiness
- CASR 21.190 - approve manufacture of and conduct inspections on an ABAA aircraft
- CASR 21.195A - issue an experimental certificate
- CASR 21.200 - issue a Special Flight Permit
- CASR 21.324 - issue an export airworthiness approval (Export Certificate of Airworthiness or authorised release certificate)

2. Applying to be delegated CASA's powers and functions under any of the following regulations of the Civil Aviation Regulations 1988 (CAR) or the Civil Aviation Safety Regulations 1998 (CASR):

- CASR 91.Y - approve, vary or extend a Minimum Equipment List (MEL)
- CAR 42ZC(6) - authorise a person to carry out inspections using non-destructive testing methods

## Information needed to complete this form

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).

## Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

## Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

## For more information

Go to the [CASA website](#) or [contact us](#).

## Applicant

### 1 What are the **applicant** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

Contact number

Email address

### 2 Have you been charged with or convicted of any offence in Australia, its territories or a foreign country in the last 10 years?

**No** ➔ [Go to 3](#)

**Yes** Please enter details below

Charges laid, and present status:

If convicted the date and place of any conviction:

The penalty imposed

The matters in which a conviction was recorded

### 3 Have you been subjected to regulatory action by CASA or the aviation regulator of a foreign country in the last 10 years that has resulted in a fine, conviction, variation, suspension or cancellation of a civil aviation authorisation, licence or certificate?

**No** ➔ [Go to 4](#)

**Yes** Please enter details below

The date and description of the action taken

The fine imposed:

The conviction recorded:

Suspension or cancellation ordered:

### 4 What are you **applying** for (select one)?

Initial issue ➔ [Go to 6](#)

Re-issue of an expiring instrument with no changes ➔ [Go to 14](#)

Re-issue of an expiring instrument with changes ➔ [Go to 5](#)

Change to an existing instrument ➔ [Go to 5](#)

If requesting a reduction in power(s)/scope, provide details below:

### 5 Are you requesting additional power(s)/scope?

**No** ➔ [Go to 13](#)

**Yes** ➔ [Go to 6](#)

**6** Do you need to be appointed as an Authorised Person Under the Civil Aviation Regulations (CAR) 1988?

**No** ➔ [Go to 8](#)

**Yes**

**7** Appointment as an Authorised Person Under the CAR

Please complete this part if you wish to be appointed as an Authorised Person under the Civil Aviation Regulations 1988. Only select any new power(s)/scope being requested.

**29A Authority to conduct welding examinations**

Please select one or more weld types below.

Type 1 – Gas Welding

Type 2 – Braze Welding

Type 3 – Manual Arc Welding

Type 4 – Gas Tung Arc Welding

Type 5 – Gas Arc Welding

Type 6 – Plasma Arc Welding

**42M Authority to approve a system of maintenance**

Please select one or more aircraft types and (if applicable) one or more certification or operational approval subcategories listed below.

**Aeroplanes**

EDTO

RNP

MSG-3

RVSM

Reliability Program

Low Visibility

**Helicopters**

MSG-3

Reliability Program

**Balloons**

**42R Authority to approve changes to a system of maintenance only**

Please select one or more aircraft types and (if applicable) one or more certification or operational approval subcategories listed below.

**7 Continued**

**Aeroplanes**

EDTO

RNP

MSG-3

RVSM

Reliability Program

Low Visibility

**Helicopters**

MSG-3

Reliability Program

**Balloons**

**42ZC(7) Authority to authorise another person to carry out maintenance on a Class A aircraft.**

Aeroplanes with more than 38 seats

Entity for whom persons are to be authorised

**8** Do you need to be appointed as an Authorised Person Under the Civil Aviation Safety Regulations 1998?

**No** ➔ [Go to 10](#)

**Yes** ➔ [Go to 9](#)

**9** Appointment as an Authorised Person Under the CASR

Please complete this part if you wish to be appointed as an Authorised Person under the Civil Aviation Safety Regulations 1998. Only select any new power(s)/scope being requested.

**21.176 Authority to issue standard Certificates of Airworthiness**

Please select one or more aircraft types, and (if applicable) one or more certification/operational approval subcategories listed below.

**Aeroplanes**

Aeroplane with more than 38 seats

First of Type aircraft

Other Aircraft (for the purpose of CASR 21.183(4)(a)(ii))

**Helicopters**

First of Type aircraft

Other Aircraft (for the purpose of CASR 21.183(4)(a)(ii))

## 9 Continued

### Balloons

First of Type aircraft

### 21.176 Authority to issue Special Certificates of Airworthiness.

Please select one or more certification categories, and (if applicable) one or more aircraft types and certification subcategories listed below.

#### Restricted

Aeroplane with more than 38 seats

#### Light Sports Aircraft

Fixed Wing Aircraft

Airship

Gyroplane

Glider

Powered Parachute

Balloon

Weight Shift Aircraft

#### Amateur Built Aircraft (ABAA)

### 21.190 Authority to approve the manufacture of & conduct inspections on ABAA aircraft

Aircraft manufactured using one or more of the following materials.

Wood

Fabric

Composites

Aluminium Alloys

Steel

### 21.195A Authority to issue experimental certificates

Please select one or more purposes, and (if applicable) one or more certification subcategories listed below.

#### Research & Development

Transport Category Aircraft

Non-Type Certificated Aircraft

Aircraft manufactured under an Australian Production certificate

#### Showing Compliance

Transport Category Aircraft

Non-Type Certificated Aircraft

## 9 Continued

Aircraft manufactured under an Australian Production certificate

### Training

Transport Category Aircraft

Non-Type Certificated Aircraft

Type Certificated Aircraft

### Market Survey

Transport Category Aircraft

Non-Type Certificated Aircraft

Type Certificated Aircraft

### Exhibition

### Air Racing

### Amateur Built Aircraft

### Kit Built Aircraft in Primary Category

### Prototype Aircraft (for private operations)

### Light Sport Aircraft

### 21.200 Authority to issue a Special Flight Permit (SFP).

The standard scope of this power is for the purposes of;

- Flying the aircraft to a base where repairs, alterations or maintenance are to be performed or to a point of storage
- Delivering or exporting the aircraft
- Evacuating the aircraft from areas of impending danger

For additional purposes select one or more aircraft types and (if applicable) one or more certification or operational approval subcategories listed below.

### Aeroplanes

Aeroplane with more than 38 seats

To conduct Production Flight Testing

First of Type Aircraft

Only in conjunction with issuing a C of A

110% of MTOW

Inside, outside & into & out of Australia

To conduct customer demonstration flights

### Helicopters

To conduct Production Flight Testing

First of Type Aircraft

Only in conjunction with issuing a C of A

110% of MTOW

Inside, outside & into & out of Australia

To conduct customer demonstration flights

### Balloons

To conduct Production Flight Testing

## 9 Continued

Inside, outside & into & out of Australia

To conduct customer demonstration flights

### **21.324 Authority to issue an export airworthiness approval in the form of a Certificate of Airworthiness for an aircraft, or an authorised release certificate for a component**

Please select one or more purposes, and (if applicable) one or more certification subcategories listed below.

#### **Aeroplanes**

New Production Aircraft

Aeroplane with more than 38 seats

#### **Helicopters**

New Production Aircraft

#### **Balloon**

#### **Class I & II Component**

New Production Components

### **91.875(2)(f) Authorise an experimental aircraft to be operated over a populous area.**

The purposes of this power will be the same as the purposes granted under Question 9 of this form for CASR 21.195A.

### **91.875(2)(e)(ii) Authorise an experimental aircraft to be operated other than by day and under the VFR.**

The purposes of this power will be the same as the purposes granted under Question 9 of this form for CASR 21.195A.

### **91.920(1)(b)(iv) and 91.920(2)(b)(ii) Approve a flight test area for the flight test of an amateur-built experimental aircraft.**

The purposes of this power will be the same as the purposes granted under Question 9 of this form for CASR 21.195A.

## **10** Do you wish to be delegated CASA powers under the Civil Aviation Regulations 1988?

No ➔ **Go to 12**

Yes ➔ **Go to 11**

## **11** Delegation under the CAR

Please complete this part if you wish to be delegated CASA powers under the Civil Aviation Regulations 1988. Only select any new power(s)/scope being requested.

### **42ZC(6) Delegation to authorise a person to carry out inspections using non-destructive testing (NDT) methods**

## **12** Delegation under the CASR

Please complete this part if you wish to be delegated CASA powers under the Civil Aviation Safety Regulations 1998. Only select any new power(s)/scope being requested.

### **CASR 91.Y Delegation to Approve, vary or extend a Minimum Equipment List (MEL).**

#### **Minimum Equipment List**

Aeroplane with more than 38 seats

First of Type Aircraft

## Application checklist

### 13 Select/specify attachments:

Undertaking to Preserve & Safeguard  
Official Information (initial issue only).

**Please attach form 1141**

#### **Attach authority**

Statement of Proposed Utilisation  
(If not, provide reasons below)

Qualification (If not, provide reasons below)

Experience (If not, provide reasons below)

Referee report and Delegate Mentoring Journal  
(If not, provide reasons below)

Written Procedures Manual  
(If not, provide reasons below)

Provide the name of the owner of the  
Procedures Manual

Provide the title of the Procedures Manual

### 14 Attach certificate of completion of External Delegate and Authorised Person Training

#### **Attach certificate**

**15 I declare:**

- All statements in this application are true and correct.
- I am authorised to make this application.

I acknowledge by providing my details below and submitting this application:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

**Privacy**

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

**Fees**

I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.

I accept if this application is withdrawn or refused by CASA, or if CASA is unable to assess this application because I have failed to provide the required information and/or documentation, I am liable to pay CASA fees for work conducted.

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/ /

**Submitting this form to CASA****OPTION 1** By email

Send this form with all supporting documents attached to [regservices@casa.gov.au](mailto:regservices@casa.gov.au)

**OPTION 2** By post

Return this form and all supporting documents to:

**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**