



Australian Government
Civil Aviation Safety Authority



DELEGATE MANAGEMENT NOTIFICATION SYSTEM

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DELEGATE MANAGEMENT BRANCH

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INTRODUCTION

The Delegate Management Notification System (DMNS), implemented on 1 July 2011, is a simple and user-friendly web-based reporting system for certain CASA airworthiness delegates. The DMNS will be used to notify CASA of the basic details of activities involving the exercise of its powers, before commencing the activity and on completion of it.

By collecting data in this way, the DMNS provides CASA with information about how its powers or functions are being exercised at any given time, as well as building a complete historical picture of delegate activity. This allows us to effectively target delegate training and surveillance activities, make objective assessments of the need to appoint new (or maintain existing) delegates, and identify significant safety-related trends and risk factors in this area.

On a case-by-case basis CASA may approve individual delegates to provide equivalent data using an alternative method. Further information about this option can be obtained from CASA's Delegate Management Branch.

Implementation of the DMNS contributes to the following stated objective of CASA's Corporate Plan 2012-13 to 2014-15:

- achieve more targeted and efficient risk-based surveillance.

APPLICABILITY

CASA delegates holding the following powers, through either an instrument of appointment (as an authorised person) or an instrument of delegation, must use the DMNS:

POWER	DESCRIPTION
CAR 2A	Approve maintenance data.
CAR 29A	Conduct welding examination.
CAR 37	Approve a defect as a permissible un-serviceability.
CAR 42M	Approve a system of maintenance for an aircraft.
CAR 42R	Approve a change to a system of maintenance for an aircraft.
CAR 42ZC(6)	Authorise a person to carry out maintenance on an aircraft, component or material.
CAR 42ZC(7)	Authorise a person to carry out maintenance on Class A aircraft.
CAR 42ZS	Grant exemption from, or approve a variation to, a prescribed regulation in relation to an aircraft.
CAR 43	Issue maintenance releases in respect of Australian aircraft.
CAR 262AP(5)	Authorise operations of experimental category aircraft over built-up areas.
CAR 262AP(6)	Authorise operations of experimental category aircraft other than by day and under Visual Flight Rules (VFR).
CASR 21.176	Issue certain certificates of airworthiness.
CASR 21.195A	Issue an experimental certificate.
CASR 21.200	Issue a special flight permit.
CASR 21.324	Issue an export airworthiness approval.
CASR 139.200	Conduct flight check of aerodrome lighting system.
CASR 139.320	Conduct aerodrome safety inspection.



REGISTRATION

If you are required to use the DMNS, CASA will create an account and send you a randomly generated password by email. You can change this password once you have logged in, and a new password can be emailed to you at any time should you ever forget it.

ACCESS AND SUPPORT

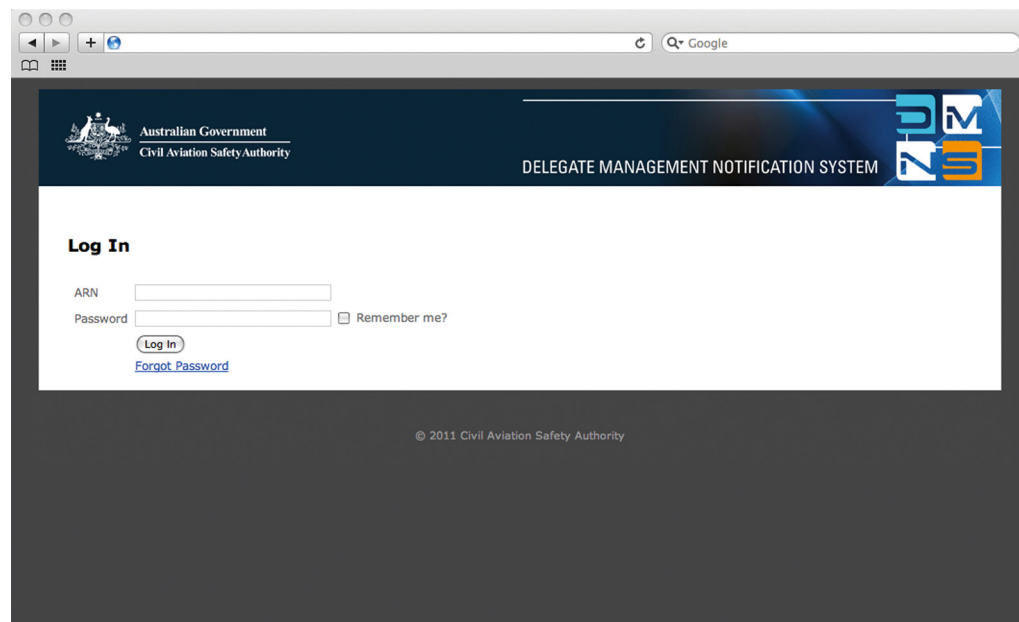
The DMNS is accessible via the CASA website at **www.casa.gov.au/dmns**

From here you will find a link to launch the system, as well as other support material.

LOGGING IN

Once you launch the DMNS you will be able to log in by entering your ARN and password and clicking on the Log In button. Ticking the Remember me? box will store your login details on your computer to avoid having to log in next time you access the system. You should only use the Remember me? option if you are the only person who has access to your computer.

If you have forgotten your password, click on the Forgot Password link below the Log In button. Enter your ARN, first name and last name and if these details are verified a new password will be sent to your registered email address. Note: your email address must be kept up-to-date.

A screenshot of a web browser displaying the login page for the Delegate Management Notification System (DMNS). The browser's address bar shows "Google". The page header includes the Australian Government Civil Aviation Safety Authority logo on the left and the DMNS logo on the right. The main content area is titled "Log In" and contains two input fields for "ARN" and "Password". A "Remember me?" checkbox is located next to the password field. Below the input fields is a "Log In" button and a "Forgot Password" link. The footer of the page displays the copyright notice "© 2011 Civil Aviation Safety Authority".

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DELEGATE MANAGEMENT NOTIFICATION SYSTEM

Log In

ARN

Password ☐ Remember me?

[Forgot Password](#)

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HOME PAGE

Once you have successfully logged in you will be on the Home page. This page contains various elements to help you navigate within the DMNS, manage your jobs, and view and manage your account details.

Navigation Buttons (Home and Search) – for navigating between the Home page and the Search page.

Create New Job – for adding a new job to the system.

Job Summary – this area has a summarised job list, grouped into sections by job status. Each section expands when you click on its header. Only one section can be opened at a time – any others which are open will close automatically. You can sort any column by clicking on its header – once for descending order and twice for ascending.

Clicking on the Job Number of any In Progress or Pending job will launch an Edit Job window for that job, or for a completed or cancelled job it will launch a View Job window.

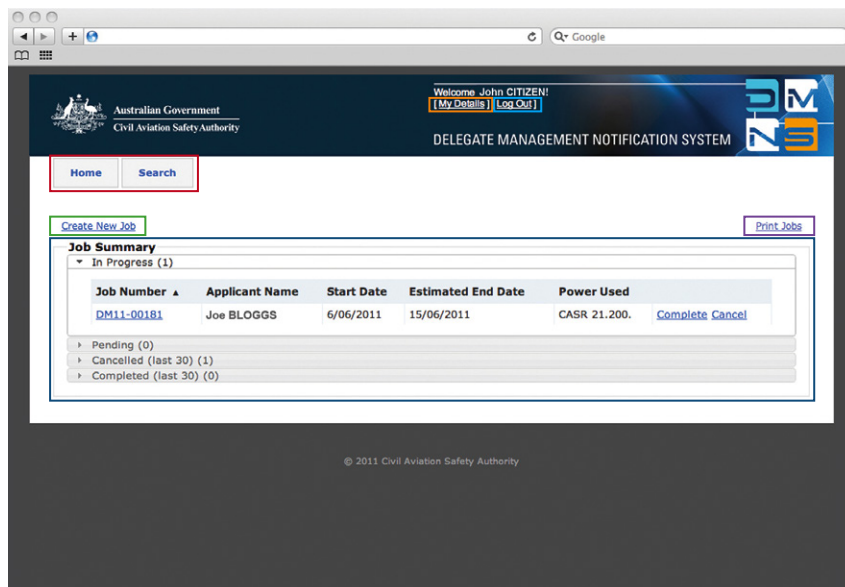
In Progress or Pending jobs in the list can be recorded as completed or cancelled by clicking on the relevant link alongside the job. This will take you to another screen where you can record completion or cancellation details as appropriate.

The Job Summary list displays limited details of all current pending or in progress jobs and the thirty most recently completed or cancelled jobs. A list which includes older jobs and more job details can be accessed from the Search page.

Print Jobs – prints a list of all jobs in the Job Summary list (not limited to the currently expanded section).

My Details – links to a page where you can view your personal details and manage your account settings.

Log out – Please remember to log out at the end of your session, especially if you are using a shared computer.



JOB STATUS

In Progress – a job which is underway. In the DMNS this means a job which has not yet been completed or cancelled, and which has a start date that is not in the future.

Pending – a job which has not yet commenced. In the DMNS this means a job which has not yet been completed or cancelled, and which has a start date in the future. When the start date arrives, the DMNS automatically changes the status of a job from Pending to In Progress (and sends you an email advising that this has occurred).

Cancelled – a job which has been cancelled without any delegated powers or functions being exercised.

Completed – a job which has reached a conclusion that required a delegated power or function to be exercised, whether the outcome was successful or not.



CREATING A JOB

Click on Create New Job to enter details of an upcoming job. The fields available for data entry will change according to the selections made, although some fields are common to all jobs.

Regulatory Power being exercised – select from a drop-down menu. Note: All powers will appear in this menu. Please ensure you select a power for which you have an instrument of appointment.

Prescribed regulation – if exercising powers under CAR 42ZS you will have the option to select the prescribed regulation for which a variation or exemption is being requested.

Create new Job

Regulatory Power being exercised

CAR 42ZS - Grant exemption from or approve variation to a prescribed regulation in

Prescribed Regulation

--Please select--

VH -

Add

Add by Model

Registered Operator ARN

Get Models

Model

Add

Aircraft
(optional)

VH-mark - Manufacturer - Model - Serial Number

Remove

Country Of Assessment

AUSTRALIA

Region where assessment carried out

--Please select--

location map

Start Date Of Assessment

29/11/12

Estimated End Date Of Assessment

29/11/12

Duration of Assessment

Comments (optional)

Create

Cancel

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Aircraft details – if exercising a power or function which relates to specific aircraft, you will have the option to enter the aircraft details. If an aircraft is not yet registered its details can be entered later.

- **VH-mark** – when exercising any aircraft-related power or function, you will be able to enter the aircraft details by entering the three-letter VH-mark into the VH-box and clicking on 'Add'. If the VH-mark entered is currently assigned to a registered aircraft in CASA's records, details of the aircraft will appear in the box below.
- **Model** – when exercising an aircraft-related power or function which could apply to more than one aircraft, you will have the option of adding multiple aircraft at once by using the Model option, activated by clicking on the 'Add by Model' button, entering the Registered Operator ARN and clicking the 'Get Models' button. The display box will display all aircraft models operated by the applicant. Selecting models from this box and clicking 'Add' will add details of all aircraft of that model operated by the applicant into the aircraft details box below. Other aircraft can also be added to the aircraft display box using the VH-mark function.
- **Aircraft details box** – this will display the VH-mark, manufacturer, model and serial number of aircraft added using the 'VH-' and/or 'Model' selection options. These additional details are retrieved from CASA's records. Individual aircraft can be removed from this box by selecting the aircraft and clicking on the 'Remove' button.

Create new Job

Regulatory Power being exercised: CAR 42R - Approve a variation to a system of maintenance for an aircraft.

Aircraft (optional):

- VH - [Add]
- Add by Model
- Registered Operator ARN: 123456 [Get Models]
- Model: [List of aircraft models: AIRBUS - A330-243, BOEING - 737-76N, BOEING - 737-76G, BOEING - 737-7BK]
- Add
- VH-mark - Manufacturer - Model - Serial Number
- VH-XFB - AIRBUS - A330-243 - 0372
- VH-XFC - AIRBUS - A330-243 - 1293
- VH-YFF - BOEING - 737-8FE - 40994
- VH-YFG - BOEING - 737-8FE - 40999
- Remove

Country Of Assessment: AUSTRALIA

Region where assessment carried out: --Please select-- [location map]

Start Date Of Assessment: 04/10/12

Estimated End Date Of Assessment: 04/10/12

Duration of Assessment:

Comments (optional):

Create Cancel

Category – when exercising powers under CASR 21.176 to issue a certain Certificate of Airworthiness, you will need to select the appropriate category of aircraft for which the certificate of airworthiness has been requested.

Country of Assessment – select the country in which the assessment will be conducted. This menu defaults to Australia.

Region – for assessments conducted within Australia, select the region in which the assessment will be conducted. The available regions mostly align with operational regions set by the CASA Operations Division, but include one extra division. Clicking on the 'location map' link will pop up a map in a new window to help with selecting the appropriate region.

Start Date of Assessment – click in this field and select the expected start date on the pop-up calendar. Alternatively, a date can be manually entered as DD/MM/YY. This date can be edited if necessary.

Estimated End Date of Assessment – the date on which you expect to finish all activity relating to the assessment. The data is monitored regularly and an email will be sent to your nominated email address prompting you to either update the estimated end date, or register completion or cancellation details.

Duration – this field will be auto-filled using the dates already entered.

Comments – enter extra information that is relevant to the assessment task (optional). Note that comments recorded here should not detail technical aspects of the assessment, and should not replace any relevant information which you would usually record elsewhere. Comments within the DMNS should be restricted to brief notes which might clarify an aspect of the details recorded for any CASA staff viewing the data.

Create – click on the Create button to record the details in the system and create the new job.

A **Job Number** will be generated by the system in the format 'DMYY-XXXXX', where DM represents Delegate Management, YY represents the current year, and XXXXX represents an incrementing job number (e.g. DM12-00155 for a job created in 2012).

The status of the created job will be automatically set according to the entered start date of assessment. Jobs starting on the current day will have in progress status, and will appear in the In Progress section of the Job Summary screen. Jobs expected to start on a future date will have pending status, and will appear in the Pending section of the Job Summary.

Jobs with pending status will automatically be changed to in progress on the start date entered.

Other Registration – non VH-registered aircraft are to be entered in this section. Enter the registration mark in the free text field.

No Registration – if the aircraft is not registered you will need to select this radio button. This includes export CoA aircraft, if no longer on the register. Please ensure you enter the aircraft and operator details in the comments field, along with the previous VH mark if applicable.

The screenshot shows the 'Create new Job' form within the DELEGATE MANAGEMENT NOTIFICATION SYSTEM (DNM) interface. The form is titled 'Create new Job' and includes a close button (X) in the top right corner. The background of the interface shows the Australian Government Civil Aviation Safety Authority logo and the system name 'DELEGATE MANAGEMENT NOTIFICATION SYSTEM'.

The form fields and options are as follows:

- Regulatory Power being exercised:** A dropdown menu with the selected option 'CASR 21.324 - Issue an export airworthiness approval'.
- VH Registration:** A radio button that is selected. Below it is a text field for 'VH -' followed by an 'Add' button.
- VH-mark - Manufacturer - Model - Serial Number:** A large text input field with a 'Remove' button below it.
- Other Registration:** A radio button that is not selected. Below it is a text field for 'Registration Mark'.
- No Registration (enter aircraft and operator details in comments):** A radio button that is not selected.
- Country Of Assessment:** A dropdown menu with the selected option 'AUSTRALIA'.
- Region where assessment carried out:** A dropdown menu with the selected option '--Please select--' and a 'location map' link.
- Start Date Of Assessment:** A date field with the value '04/10/12'.
- Estimated End Date Of Assessment:** A date field with the value '04/10/12'.
- Duration of Assessment:** A text input field.
- Comments (optional):** A large text input field.

At the bottom right of the form are two buttons: 'Create' and 'Cancel'.



EDITING A JOB

Any job can be viewed and edited once it has been entered by clicking the job number in the Job Summary list. Only certain fields can be edited – start and estimated end dates, comments and aircraft details (if applicable).

Clicking ‘Save’ will record any changes and return you to the Home screen. If the changes have affected the job’s status, the job will be moved to the appropriate section of the Job Summary list. If you click Cancel it will exit the screen and not save any data you have entered.

Edit Job: DM12-02001

Date Created

4/10/2012 12:27:59 PM

Status

In Progress

Regulatory Power being exercised

CASR 21.176.

Category

Standard - Aeroplane - Non Transport

VH Registration

VH -

Add

VH-mark - Manufacturer - Model - Serial Number

VH-ABC - DE HAVILLAND - DH-82A - A17-148

Remove

Other Registration

Registration Mark

Start Date Of Assessment

04/10/12

Estimated End Date Of Assessment

04/10/12

Duration of Assessment

1 day(s)

Country Of Assessment

AUSTRALIA

Region where assessment carried out

Central Region - South

Comments (optional)

Save

Cancel

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COMPLETING A JOB

Once you have completed a job, click on the 'Complete' button for that job in the In Progress or Pending sections of the Job Summary list to go to the Complete Job page. The form will be populated with the details you have already provided, and you only need to fill in the relevant completion details:

Aircraft – if aircraft details have not been entered previously for the job they must be entered here. Aircraft details can also be edited.

Outcome – this gives you the option of selecting Issued/Not issued, Approved/Not approved, Pass/Fail or Authorised/Not authorised as appropriate for the power being exercised.

Comments – an entry in this field is optional for a successful outcome, but mandatory if unsuccessful. Comments recorded here should not detail technical aspects of the assessment, and should not replace any information relevant to the assessment which you would usually record elsewhere. They should be restricted to a brief note indicating in general terms the reason why the assessment was unsuccessful.

Actual Date Completed – the date on which you actually completed the assessment. This should match the date recorded elsewhere as the date you exercised your delegation in relation to this assessment. Click in this field and select a date from the pop-up calendar. Alternatively a date can be manually entered as DD/MM/YY.

Click on 'Save' to save the completion details of the job. Note that once this is done no details of the job can subsequently be edited, so be very careful to ensure that the details you have recorded are accurate. If you do save incorrect details, contact the Delegate Management Branch for assistance.

Complete Job: DM12-02001

Regulatory Power being exercised: CASR 21.176.
Category: Standard - Aeroplane - Non Transport

Aircraft

VH Registration
VH -
VH-mark - Manufacturer - Model - Serial Number
VH-ABC - DE HAVILLAND - DH-82A - A17-148

Other Registration
Registration Mark

Country Of Assessment: AUSTRALIA
Region where assessment carried out: Central Region - South
Start Date Of Assessment: 04/10/12
Estimated End Date Of Assessment: 04/10/12

Outcome: --Please select--
Comments:
Date Assessment Completed: 04/10/12



CANCELLING A JOB

If a job is cancelled before you have exercised your delegation in relation to the assessment, you can register cancellation details by clicking on the 'Cancel' button for that job in the In Progress or Pending sections of the Job Summary list. This will take you to the Cancel Job page.

The form will be populated with the details you have already provided, and you only need to fill in the relevant cancellation details:

Actual Date Cancelled – the date on which the job was cancelled.

Reason – a brief (non-technical) cancellation reason needs to be recorded.

Click on 'Save' to save the cancellation details of the job. Note that once this is done no details of the job can subsequently be edited, so be very careful to ensure that the details you have recorded are accurate. If the job becomes active again, you will need to create a new entry in the DMNS to reflect this. If you click Cancel it will exit the screen and not save any data you have entered.

Cancel Job: DM12-02001

Regulatory Power being exercised

CASR 21.176.

Category

Standard - Aeroplane - Non Transport

Aircraft

VH-mark - Manufacturer - Model - Serial Number

VH-ABC - DE HAVILLAND - DH-82A - A17-148

Other Registration

Registration Mark

Country Of Assessment

AUSTRALIA

Region where assessment carried out

Central Region - South

Start Date Of Assessment

04/10/12

Estimated End Date Of Assessment

04/10/12

Actual Date Cancelled

04/10/12

Reason

Save

Cancel

SEARCHING FOR A COMPLETED JOB

From the Home page, click on the 'Search' button to access the job search functionality. From here you can view a detailed list of your completed jobs, with the option to filter by certain criteria:

Actual End Date – enter a date range using the 'From' and 'To' boxes to restrict your search results to jobs which have been completed or cancelled between those dates.

Applicant ARN – enter an ARN to restrict your search results to your jobs for the specified applicant.

Power Exercised – select a power to restrict your search results to jobs relating to that power.

Clicking the Search Completed Jobs button will display a list of your jobs which match the criteria you have entered, if any.

Results can be further refined by changing or entering additional search criteria, then clicking on the Search Completed Jobs button again.

Results can be sorted by any field displayed in the results table by clicking on the column header. Clicking once sorts all jobs by that field in descending order, clicking again sorts in ascending order.

Clicking on the job number in the search results will take you to the View Completed Job screen.

Note that where a job relates to multiple aircraft the Reg-mark column in the search results will display the word 'multiple'. Details of the specific aircraft can be viewed in the View Completed Job screen by clicking on the job number.

The screenshot shows the 'DELEGATE MANAGEMENT NOTIFICATION SYSTEM' search results page. At the top, there's a header with the Australian Government Civil Aviation Safety Authority logo and a welcome message to John CITIZEN. Below the header, there are search filters: 'Actual End Date From: 01/06/11', 'Actual End Date To: 30/06/11', 'Applicant ARN:', 'Power Exercised: All Powers', and a 'Search jobs' button. Below the filters is a table with columns: Job Number, Status, Applicant, Applicant Name, Power Used, VH Mark, Outcome, Region, Start Date, Est. End Date, and Actual End Date. The table contains two rows of data.

Job Number	Status	Applicant	Applicant Name	Power Used	VH Mark	Outcome	Region	Start Date	Est. End Date	Actual End Date
DM11-0002	In Progress	123456	Joe BLOGGS	CASR, 21.176	ABC		Central Region - South	06/06/11	06/06/11	
DM11-0002	Completed	123456	Joe BLOGGS	CASR, 21.176	VBU	Issued	Outside Australia	05/06/11	05/06/11	05/06/11

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The screenshot shows the 'View completed Job: DM12-02082' screen. It displays details for a specific job. The 'Regulatory Power being exercised' is 'CAR 42M'. The 'Aircraft' field shows 'VH-mark - Manufacturer - Model - Serial Number' and 'VH-CBA - MOONEY - M20E - 927'. The 'Country Of Assessment' is 'AUSTRALIA'. The 'Start Date Of Assessment' is '19/10/12'. The 'Estimated End Date Of Assessment' is '19/10/12'. The 'Outcome' is 'Approved'. The 'Comments' field contains the text 'test'. The 'Date Assessment Completed' is '15/10/12'. There is a 'Close' button at the bottom right.

View completed Job: DM12-02082

Regulatory Power being exercised: CAR 42M

Aircraft: VH-mark - Manufacturer - Model - Serial Number
VH-CBA - MOONEY - M20E - 927

Country Of Assessment: AUSTRALIA

Start Date Of Assessment: 19/10/12

Estimated End Date Of Assessment: 19/10/12

Outcome: Approved

Comments: test

Date Assessment Completed: 15/10/12

Close



MY DETAILS


Clicking on the My Details link in the header will take you to a screen on which you can view your basic personal details, nominate which email address should be used by the DMNS, and change your password to log in to the system.

Personal Details – these details are populated from CASA’s corporate records.

Email Address –select an email address which will be used by the DMNS for sending alerts to you. You must ensure this email address is kept up-to-date. If you forget your password, a new password will be sent to the email address recorded in the DMNS.


The list of email addresses from which you can select reflects the email addresses that CASA currently has stored for you in our corporate systems. Email addresses can only be changed in these systems, not in the DMNS. Refer to www.casa.gov.au/change for details of all available options.

If the DMNS detects that the email address you have selected no longer exists in CASA’s corporate systems, a message in red text will be displayed on your Home page advising you of this and prompting you to go to the ‘My Details’ page to select a new email address.



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Logged in as 123456
[\[My Details \]](#) [\[Log Out \]](#)



DELEGATE MANAGEMENT NOTIFICATION SYSTEM

Home

Search

Personal Details:

ARN:123456

First Name:John

Last Name:Citizen

Email address (for alerts):

john.citizen@bigpond.com

Change at www.casa.gov.au/change

Save

Cancel

[Change Password](#)

Please note that there may be a delay before any new details are available in the DMNS for selection. If you have questions about the email addresses displayed in the DMNS, please contact the Delegate Management Branch.

Change Password – clicking on this takes you to the Change Password page. You will be prompted to enter your current password and a new password, and then confirm the new password. The system will then update your details.

Please remember to **log out** at the end of your session, especially if you are using a shared computer. (See Logging In for 'Remember Me?' information)

ALTERNATE MEANS OF REPORTING (DUE TO SYSTEM FAILURE)

The approved alternate means of reporting due to system failure is for all DMNS required information to be either emailed or faxed to CASA.

Once the system failure is rectified, all information provided to CASA must be entered into the DMNS at the first available opportunity by the delegate/authorised person.

FURTHER INFORMATION

www.casa.gov.au/dmns
delegate.management@casa.gov.au





www.casa.gov.au/dmns