



# Industry D/AP Appointments Checklist

..... has applied for permission to become  
 (Name of applicant)

....., issued under .....  
 (Type of permission – D/AP) (Legislative reference)

This person is currently employed as a .....  
 (Position title or description)  
 by .....  
 (Name of employer)

This assessment and any related documentation have been attached to file .....

Stage of process	What is to be done	Date	Initial
<b>Application</b>	A written request for this permission was received		
<b>Assessment</b>	This person has all mandatory qualifications, and CASA has verified these.		
	This person is considered a fit and proper person to exercise the responsibility of this permission, i.e. integrity, sound judgment and has a co-operative attitude		
	This person has been assessed against documented requirements for this permission stated in: Record where stated: .....		
	This person has been assessed against generic requirements for a permission given below <sup>1</sup>		
	• The person's knowledge of subject is acceptable		
	• The person's experience in the aviation industry is acceptable		
	• The person's exposure to similar/related tasks/roles in the aviation industry is acceptable		
	• A list of specific assessment questions generated by assessing officer, has been answered and attached on file		
	• The person has a thorough working knowledge of the pertinent regulations and orders;		
	• The person has a good command of the English language both oral and written;		
• The person has technical experience for at least 3 years working regularly in the area that powers are to be exercised;			

<sup>1</sup> CASA Inspectors may use a combination of requirements documented in legislation or another CASA document, and the generic requirements stated in this form (to the extent they are not covered by a CASA documented process).

Stage of process	What is to be done	Date	Initial
	<ul style="list-style-type: none"> <li>The person has had, and continues to have a working relationship with CASA;</li> </ul>		
	<ul style="list-style-type: none"> <li>The person has had recent exposure to the tasks to be undertaken as delegate or authorised person;</li> </ul>		
	<ul style="list-style-type: none"> <li>The person has knowledge and understanding of relevant CASA procedures and policy;</li> </ul>		
	<ul style="list-style-type: none"> <li>The person has technical competence in the areas where the delegate or approved person will be exercising statutory powers.</li> </ul>		
	<ul style="list-style-type: none"> <li>CASA has no evidence the person is guilty of misconduct or has a conflict of interest;</li> </ul>		
	<ul style="list-style-type: none"> <li>There is sufficient activity or demand in the local area for delegate or authorised person's services;</li> </ul>		
<b>Issue</b>	A permission document has been produced using a national template		
	A permission document has been produced using a local template		
	A person holding the appropriate delegation has signed the permission document. Record name and position of signing delegate: Name: ..... Position: .....		

**Signed:** ..... **Name:** ..... **Date:** ...../...../.....  
CASA assessing officer

**Position:** ..... **Working in CASA office:** .....

The Federal Government TimeSaver initiative aims to assess the time taken to complete Government Forms. Please indicate the approximate time taken to complete this form.

Hrs  Mins