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### 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

The information in this form is intended to be used only for applications for approvals to conduct Industry Flight Examiner Rating Courses (IFERC). CASA uses the assessment for entry control / implementation (initial approval) of an organisation to conduct a course of training for the flight examiner rating.

CASA assesses applications for CASR 61.040 approvals to conduct an IFERC by confirming that the applicant has an exposition describing the organisational structure, facilities, qualified personnel, administrative processes and course content to deliver training to achieve the competencies required for the FER. The approval under CASR 61.040 is granted when CASA is satisfied that the applicant's exposition describes an organisation that can conduct the IFERC with at least the equivalent safety level as the course conducted by CASA.

Approvals are not renewed, however an approval holder may apply, subject to assessment, for a subsequent issue of an approval. The application form should be completed and supporting evidence supplied.

If an applicant has previously been considered unsuitable, or an approval has been cancelled, any new application must be subject to full entry control.

## Who is this form for?

Use this form to apply to CASA for authorisation to conduct an Industry Flight Examiner Rating Course.

## Information needed to complete this form

An exposition must form part of the application and describe how the IFERC is to be conducted. It must include the organisation, key personnel, instruction staff and facilities; applicable training procedures and processes for instructional staff and candidates; process for making changes; management of records; communication protocols with CASA; and quality assurance processes.

## 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?

Your contact details must be current. Update contact details via [changing your details](#).

Legal entity/full name

ARN

Contact number

Email address

### 2 Are you the **primary contact person** for this application?

**No** → [Go to 3](#)

**Yes** → [Go to 4](#)

## Contact person

### 3 What are the **contact person** details?

Contact details will be used for this application only

Full name

Position (Agent, Secretary)

Contact number

Email address

## Current Aviation Approvals/ Certificates

### 4 What aviation approvals and/or certificates does the Organisation currently hold?

Example:

Approval / Certificate No	ARN
CASA.142.111111	1234567

Approval / Certificate No	ARN

## Accountable Officer

### 5 What are the **Accountable Officer's** details?

Contact details will be used for this application only

Full name

ARN

Contact number

Email address

## Officer Responsible for Training Operations

### 6 What are the details of the **Officer Responsible for Training Operations**?

Contact details will be used for this application only

Full name

ARN

Contact number

Email address

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### Checklist

### 7 The following documents **must be attached** with the application:

- Exposition is attached
- Competencies training matrix is attached
- Key personnel resume/CV is attached
- Instructional design is attached

*This area has been intentionally left blank*

**8 I declare:**

- All statements in this application are true and correct.

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](#).

- 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)

/ /

**Role authority**

**9** In what capacity are you making this declaration?

- Self
- Director
- Agent
- Executor
- Other, please specify:

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 Provide authority if required

**Submitting this form to CASA**

 By email – attach this form and all supporting documents. Send them to [regservices@casa.gov.au](mailto:regservices@casa.gov.au)