



## Download this form before you begin

Please download and complete with Adobe Acrobat. If you're 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 an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

## Contact details

CASA will use the currently held contact, ABN and ACN details linked to your ARN profile.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

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.

## Privacy

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 civil aviation legislation and other Australian laws.

For full details on how CASA collects, protects and uses personal information, please refer to [CASA Privacy Statement](#).

## For more information

Go to the [CASA website](#) or call us on 131 757.

## 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 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

### 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

## Declaration

### 8 I declare that:

- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

## Returning your form



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