



RPA Operator's Certificate (ReOC) Significant Change approval and/or Notification of Non-Significant Changes

CASR Part 101 and Part 101 MOS



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 rpas.pac@casa.gov.au.

Purpose of this form

Use this form to inform CASA of significant or non-significant changes in accordance with [Part 101 of the *Civil Aviation Safety Regulations 1998* \(CASR\)](#) and [Part 101 \(Unmanned Aircraft and Rockets\) Manual of Standards 2019 \(MOS\)](#).

For what constitutes a significant or non-significant change, refer to subsections 1.04 (2) and 10.17 (4), and section 10A.01 of the Part 101 MOS.

Who is this form for?

This form is for RPA Operator Certificate (ReOC) holders who are required to apply to CASA for approval of significant changes (See Question 5 of this form for what constitutes a significant change). The form is also used by ReOC holders to inform CASA of non-significant changes.

This form should be submitted by the Chief Remote Pilot.

If you are applying for any of the following, **DO NOT** submit this form. Instead, submit [Form 101-02](#):

- Variation to an existing ReOC (e.g. adding a new type of RPA or privilege such as RePL training that is not currently within the approved scope of your ReOC).
- Changes to nominated personnel (Chief Remote Pilot, Chief RePL Instructor, Maintenance Controller or Chief Executive Officer).

Information needed to complete this form

ReOC holders should review the relevant provisions of CASR Part 101 and Part 101 MOS before completing this form.

After receiving a completed form, CASA may contact you if any additional supporting documentation is required. If the changes requested are contrary to your declaration of changes, CASA will provide feedback and you may be required to amend this form.

Non-significant changes are non-chargeable items under the *Civil Aviation Fees Regulations 1995* and you will not receive an estimate of costs for CASA to accept these changes.

Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and 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 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.

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 listed on the ReOC

ARN listed on the ReOC

Phone 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, including any questions and/or fee estimates.

Full name

Position (Agent, Secretary, Chief Remote Pilot, Chief RePL Instructor)

Phone number

Email address

4 What are you applying for or notifying CASA of? (select all applicable)

Significant changes → [Go to 5](#)

Non-significant changes → [Go to 7](#)

Significant changes

5 What significant changes are you applying for?

Changes to the organisation structure (e.g. adding/ changing nominated personnel positions, changing managerial or operational positions or restructuring the reporting lines for those positions)

Changes to the qualifications, experience or accountabilities/responsibilities for any position listed in your manuals

Changes to the amendment procedures in your manual which are not in accordance with Chapter 10 of the Part 101 MOS

Changes to the documented practices and procedures for conduct of your RPA operations or how you manage RPA maintenance requirements that do not maintain or improve, or is not likely to maintain or improve, aviation safety (e.g. removing the requirement to obtain relevant pre-flight authorisations or a change to your maintenance schedule that is not in line with the relevant RPA's OEM)

Changes to any of your training and checking requirements that do not maintain or improve, or is not likely to maintain or improve, aviation safety

Changes to your risk assessment methodology that do not maintain or improve, or is not likely to maintain or improve, aviation safety

Changes to your process for managing fatigue that do not maintain or improve, or is not likely to maintain or improve, aviation safety

Other significant changes not listed above (specify the changes made in Question 6)

Significant changes

6 Provide details of the operations manual/library you are submitting that contains your significant changes

Document name

Version/Revision number

Version/Revision Date (DD/MM/YYYY)

/ /

Include a list of the sections in your operations manual/library that have been amended

 **Attach additional pages if required**

6 Continued

Document name

Version/Revision number

Version/Revision Date (DD/MM/YYYY)

/ /

Include a list of the sections in your operations manual/library that have been amended

 **Attach additional pages if required**

Non-significant changes

7 Provide details of the operations manual/library you are submitting that contains your non-significant changes

Document name

Version/Revision number

Version/Revision Date (DD/MM/YYYY)

/ /

Include a list of the sections in your operations manual/library that have been amended

 **Attach additional pages if required**

7 Continued

Document name

Version/Revision number

Version/Revision Date (DD/MM/YYYY)

/ /

Include a list of the sections in your operations manual/library that have been amended

 **Attach additional pages if required**

Application checklist

- 8** Select/specify attachments:
- Operations Manual
 - Operations Library
 - Other – additional supporting documentation submitted.
- If other, please specify documentation provided:

Declaration

- 9 I declare:**
- All statements in this notice 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](#).

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.

Declaration continued

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Chief Remote Pilot, Agent under a Power of Attorney

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.

 **Attach Power of Attorney**

Submitting this form to CASA



By email – send this form with all supporting documents attached to rpas.pac@casa.gov.au