Australian Government
Civil Aviation Safety Authority

Notification
Operational rating
Initial issue

CASR Part 61

This form is now available online

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Go to **myCASA**

OR

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 applications@casa.gov.au.

Purpose of this form

This form is to be used to notify CASA of the **initial issue** of an operational rating and relevant endorsements under *Civil Aviation Safety Regulations 1998* (CASR) Part 61.

Who is this form for?

This form is for pilots who **already hold** a CASA Part 61 licence, to notify of an **initial** operational rating.

Information needed to complete this form

You are required to hold the appropriate licence for the requested operational rating and endorsement(s).

Prerequisite flight test and exams must be undertaken before the rating can be issued and the applicant must also hold the appropriate medical certificate or exemption under CASR 61.235 (4)(b).

If CASA does not have a photo of you that is less than 10 years old, you can check your photo and update in myCASA.

If the licence holder seeks a subsequent reprint of their licence, they must complete and submit the licence reprint application.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, apply now.

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.

The pilot **must already hold** a Part 61 licence

Full name

ARN

Contact number

Email address

Notification checklist

2 Select all that apply:

☐ This form is being submitted with another application/ notification. Please specify:

☐ Flight test page attached.

☐ Photo has been updated on myCASA.

Pre-flight test declaration

3 Select one:

☐ I hold a medical certificate or exemption for CASR 61.235 (4)(b)

☐ Flight test conducted in a simulator

I declare that:

- I hold a licence appropriate for the issue of the operational rating and endorsement(s)
- I am the applicant named in question 1.
- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this notice:

- This satisfies the requirement for me to sign this notice.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my notice.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Declaration continued

Privacy

Any personal information you provide to CASA, as part of this notice, is protected by the *Privacy Act 1988*.

We will use the information provided to process this notice and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your notice.

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 notice in accordance with that policy.

Applicant full name

Date (DD/MM/YYYY)

/ /

Person under CASR 61.235(5), (6) or (7) declaration

☐ The HOO

☐ Person named in operator's manual as responsible for the flight training to which the flight test relates

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4 **I declare**;

Select **one box** in each section:

☐ Applicant has the aeronautical experience required for the issue of the rating and endorsement(s)

☐ Applicant has completed flight training required for the rating and endorsement(s)

☐ Instrument rating - applicant has passed the IREX aeronautical knowledge examination **or**

☐ Private IR - applicant has passed IREX or the PIFR aeronautical examination **or**

☐ Pilot instructor rating - applicant has passed the PIRC aeronautical knowledge examination **or**

4 continued

- ☐ Aerial application rating - applicant has passed the AGRA or AGRH aeronautical knowledge examination **or**
- ☐ All other operational ratings - aeronautical knowledge examination not applicable

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- ☐ Applicant holds a medical certificate or exemption for CASR 61.235 (4)(b) **or**
- ☐ N/A - Flight test conducted in a simulator

It is an offence under the *Criminal Code Act 1995* to knowingly make a false or misleading statement in this notice.

Person under CASR 61.235(5), (6) or (7) full name

ARN

Date (DD/MM/YYYY)

/ /

Rating and endorsements issued (post-flight test)

5 Operational Ratings Issued

- ☐ Instrument rating
- ☐ Night VFR rating
- ☐ Low level rating
- ☐ Flight instructor rating
- ☐ Night vision imaging system rating
- ☐ Private instrument rating
- ☐ Simulator instructor rating
- ☐ Aerial application rating
- ☐ Flight examiner rating

6 What are the **endorsements** issued?

At least **one** endorsement must be issued with the rating. All endorsements issued on the rating must be listed in the section below, using same abbreviations as entered on licence (1 endorsement per line).

It is particularly important to note that CASA requires a separate flight test number in FTM with the corresponding flight test report for each training endorsement. The only exception is when a type rating training endorsement and a design feature training endorsement are issued, for which only one flight test number is required.

An endorsement must meet all prerequisite requirements (licence, ratings, endorsements) before issuing.

For example: To issue a pilot with a flight instructor rating with an aerobatic training endorsement, the pilot must already hold a spinning flight activity endorsement **and** an aerobatic flight activity endorsement.

Endorsements

Provide additional pages if required

Aircraft details

7 What are the aircraft details?

Refer to the latest edition of the "Part 61 Prescription of Aircraft and Ratings – CASR Part 61" instrument

Category of aircraft class or type used

☐ **Aeroplane** ☐ **Simulator**

☐ Single-engine class

☐ Multi-engine class

☐ Type rating

☐ **Helicopter** ☐ **Simulator**

☐ Single-engine class

☐ Type rating

☐ **Powered-lift** ☐ **Simulator**

☐ Type rating

Registration mark (VH-)

Aircraft manufacturer

Aircraft model

Simulator ID

Flight examiner declaration

Obligations under 61.1300

8 **I declare**;

Select **one box** in each section:

☐ Applicant holds a licence appropriate for the issue of the operational rating and any relevant pre-requisite endorsement

☐ Instrument rating - applicant has passed the IREX aeronautical knowledge examination **or**

☐ Private IR - applicant has passed IREX or the PIFR aeronautical examination **or**

☐ Pilot instructor rating - applicant has passed the PIRC aeronautical knowledge examination **or**

☐ Aerial application rating - applicant has passed the AGRA or AGRH aeronautical knowledge examination **or**

8 continued

☐ All other operational ratings - aeronautical knowledge examination not applicable

☐ Applicant has met the flight training requirements for the grant of the rating and endorsement

☐ Applicant holds a medical certificate or exemption for CASR 61.1300(5)(b) **or**

☐ N/A - Flight test conducted in a simulator

It is an offence under the *Criminal Code Act 1995* to knowingly make a false or misleading statement in this notice.

Flight examiner full name

ARN

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA

Choose one option only

Attach to FTM flight test - CASA preferred method

By email – attach this form and all supporting documents. Send them to applications@casa.gov.au

By post – return this form and all supporting documents to:

CASA Client Services Centre
GPO Box 2005
Canberra ACT 2601