



### 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

Use this form to apply for a Subpart 42G Approval Certificate to provide continuing airworthiness management services for aircraft and personnel involved in these tasks.

## Who is this form for?

This form is for:

- an individual
- a corporation incorporated under the Corporations Act 2001
- a body incorporated under a law (other than the Corporations Act 2001) in force in Australia
- the Commonwealth, a State or a Territory
- an agency of the Commonwealth, a State or a Territory able to own property in their own right or
- a foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity

## Information needed to complete this form

You will need 'Nominated Personnel Approval' (Form 004) for any new or amended key personnel:

- Accountable Manager
- Responsible Manager
- Continuing Airworthiness Manager
- Quality Manager

You should only apply for a CASA approval if you have an operational requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment for CASA to process the application.

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with CASR 11.055(1B).

The application must include the Exposition/Exposition amendment number.

Regulation 42.585 of CASR 1998 and Chapter 1.2 of the Part 42 Manual of Standards (MOS) sets out the requirements for the applicant to have an exposition and what must be included. The MOS AMC 42.585 and CASA Sample Exposition provide the acceptable means of compliance and guidance material.

A copy of the Part 42 Exposition can be found on the CASA website.

## 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.

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

## Contact details

CASA will use the currently held contact 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, including any questions and/or fee estimates.

Full name

Position

Contact number

Email address

### 4 Is this application related to an election?

**No**

**Yes**

### 5 What is the legal entity type?

Individual ➔ [Go to 7](#)

Company (ACN) ➔ [Go to 6](#)

Company with no change to registered business names ➔ [Go to 7](#)

### 6 What are the **Registered Business** name(s)?

**Add**

**Remove**

Business name

Registration number

**Add**

**Remove**

Business name

Registration number

**Add**

**Remove**

Business name

Registration number

 **Attach additional pages if required**

### 7 Does this application include the nomination of any personnel?

**No** ➔ [Go to 9](#)

**Yes** ➔ [Go to 8](#)

### 8 Which personnel are you nominating (select all that apply)?

Accountable Manager

Responsible Manager

Continuing Airworthiness Manager

Quality Manager

 **Attach Nominated Personnel Approval (Form 004) for each of the nominated personnel**

### 9 What are you **applying** for (select one)?

Initial issue ➔ [Go to 11](#)

Significant change ➔ [Go to 10](#)

Renewal ➔ [Go to 12](#)

### 10 What are the change(s) you wish to make?

Provide a brief description



## Application checklist

### 12 Select all that apply:

For an initial issue or a significant change involving nominated personnel, 'Nominated Personnel Approval' (Form 004) must be completed by the individual.

Exposition is attached

Compliance Matrix is attached (applicability: refer to Page 1 Information needed to complete this form - CASA sample Exposition structure and formats)

'Nominated Personnel Approval' (Form 004) for each nominated personnel is attached

If other please specify

## Declaration

### 13 I declare that:

- I am authorised to make this application.
- 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 acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application.
- 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 have attached all required documentation specified in the application checklist.
- 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)