



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 response.surveillance@casa.gov.au.

Purpose of this form

Use this form to notify CASA of a Self-Reported Deficiency.

Who is this form for?

This form is for all Authorisation Holders.

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](#).

Note: No Safety Finding is issued by CASA as a result of a self-reported deficiency where the Authorisation Holder can demonstrate that the deficiency has been appropriately dealt with. Refer to the CASA Surveillance Manual for more information.

Authoriser

1 What are the **applicant/notifier/authoriser** details?

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

Legal entity/full name

ARN

ACN or ABN

Phone number

Email address

Authorisation holder address

2 What are the **office address** of the business?

If a company, this is the official business address registered with the Australian Securities and Investments Commission (ASIC)

Unit/number

Street name

Suburb

State/territory

Q2 continued

Postcode

Country (if not Australia)

3 What is the **main operating base address**?

Same as the office address of the business

Differs from office (business) address, insert below

Unit/number

Street name

Suburb

State/territory

Postcode

Country (if not Australia)

Details of deficiency

Root cause

Remedial action

Declaration

5 I declare:

- All statements in this notice are true and correct.

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

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my report.
- 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 report, is protected by the *Privacy Act 1988*.

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

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 report in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Director, Agent, Executor

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 authority**

Submitting this form to CASA



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