



# 149-01 Application

## Approved Self-Administering Aviation Organisations (ASAO) Certificate

Initial Issue/Variation/Renewal Form

CASR 149.075



### 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 [sport@casa.gov.au](mailto:sport@casa.gov.au).

### Purpose of this form

Use this form to apply for an initial issue, variation or re-issue (renewal) CASR Part 149 Approval Certificate to administer specified aviation administration functions.

### Who is this form for?

This form is for an individual or accountable manager to request the initial issue, variation or re-issue (renewal) of a CASR Part 149 Approval Certificate.

### Information needed to complete this form

You must complete and attach CASA 'Part 149 ASAO Compliance Matrix' (Form 1608).

You will need to attach evidence of key personnel qualifications and experience as applicable.

You should be familiar with the following:

- Part 149 Regulations
- Part 149 Manual of Standards (MOS)
- Advisory Circular (AC) 149-01

### 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 and applicant details based on your ARN to process 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.

### 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 (Agent, Secretary)

Contact number

Email address

### 4 What are you applying for (select one)?

For **renewal with changes**, start at question 5 and only complete sections that require updating.

**Initial issue** ASAO Certificate → [Go to 5](#)

**Variation** to ASAO Certificate → [Go to 15](#)

**Renewal** of ASAO Certificate

**With changes** → [Go to 5](#)

**Without changes** → [Go to 19](#)

## Address

### 5 What is the **home/principal physical** address?

Unit/number

Street name

Suburb

State/territory

Postcode

### 6 Is the **postal** address the same as the **home/principal physical** address?

**No** → [Go to 7](#)

**Yes** → [Go to 8](#)

### 7 What is the **postal** address?

Unit/number

Street name/PO box

Suburb

State/territory

Postcode

### 8 Is the organisation's **registered office** address the same as the **home/principal physical** or the **postal** address?

**No** → [Go to 9](#)

**Yes** → [Go to 10](#)

**9** If a corporation, what is the **registered office** address?

Unit/number

Street name

Suburb

State/territory

Postcode

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## Corporate Officers

**10** What are the **Corporate Officer's** details?


If a company, provide details of your Directors, Secretary and Executive Officer. If not a company, provide details of persons in an equivalent position

Full name

Position

Contact number

Email address

 **Attach details of additional Corporate Officers**

## Key personnel

**11** What are the **accountable manager's** details?

Full name

ARN

Contact number

Email address

 **Attach qualifications**

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**12** Is the accountable manager's **physical work address where duties and responsibilities are performed** the same as in question 5?

**No**      ➔ **Go to 13**

**Yes**     ➔ **Go to 14**

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**13** What is the **address where the accountable manager undertakes their duties and responsibilities?**

Unit/number

Street name

Suburb

State/territory

Postcode

## 14 What are the **safety manager's** details (if required)?

Full name

ARN

Contact number

Email address



**Attach qualifications**



**Attach details of additional safety manager(s)**

## Functions

**15** If this is an **initial application**, select the functions required and the specific sub-functions and activities listed in each section.

If you are applying for a **variation** or **renewal with changes**, identify only the functions you seek to be **added** to or **removed** from the certificate.

Appendix A of AC 149-01 contains a list of the Part 149 Functions and Sub-functions.

**Example:** A gliding (Sailplane) organisation wants to administer airworthiness authorisations, maintenance, modifications, special flight permits and airworthiness records.

### Airworthiness activities

Refer to (MOS, section 16)

**Add**

**Remove**

### Specify the subfunction(s)

Refer to (MOS, section 16(2))

Section 16 (2) (a) (b) (d) (e)

### Specify the activities

Refer to (MOS, section 16(3))

Section 16 (3) (a) (b) (d)

### Kinds of aircraft

Refer to (MOS, sections 7 to 12)

Section 7(1) - Sailplanes

## 15 Continued

### ASAO Registration of certain aircraft

Refer to (MOS, section 14)

**Add**

**Remove**

**Specify aircraft you wish to administer this function for**

Refer to (MOS, sections 7 to 12)

### Airworthiness Standards and Assessments – setting standards

Refer to (MOS, section 15 (1))

**Add**

**Remove**

**Kinds of aircraft**

Refer to (MOS, sections 7 to 12)

### Airworthiness Standards and Assessments – conducting airworthiness assessments

Refer to (MOS, section 15(2)(a))

**Add**

**Remove**

### Airworthiness Standards and Assessments – conducting airworthiness assessments

Refer to (MOS, section 15(2)(b))

**Add**

**Remove**

### Airworthiness Standards and Assessments – determining whether aircraft is a Part 149 aircraft

Refer to (MOS, section 15(5))

**Add**

**Remove**

**Kinds of aircraft**

Refer to (MOS, sections 7 to 12)

### Airworthiness activities

Refer to (MOS, section 16)

**Add**

**Remove**

**Specify the subfunction(s)**

Refer to (MOS, section 16(2))

**Specify the activities**

Refer to (MOS, section 16(3))

**Kinds of aircraft**

Refer to (MOS, sections 7 to 12)

## 15 Continued

### Part 149 Airworthiness organisations

Refer to (MOS, section 17)

**Add**

**Remove**

#### Specify the subfunction(s)

Refer to (MOS, section 17(2))

#### Kinds of aircraft

Refer to (MOS, sections 7 to 12)

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### Part 149 Airworthiness training

Refer to (MOS, section 18)

**Add**

**Remove**

#### Specify the subfunction(s)

Refer to (MOS, section 18(2))

#### Kinds of aircraft

Refer to (MOS, sections 7 to 12)

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### Flight operations – procedures for safe conduct

Refer to (MOS, section 19)

**Add**

**Remove**

#### Kinds of aircraft

Refer to (MOS, sections 7 to 12)

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### Flight operations – duties essential to the operation of aircraft

Refer to (MOS, section 20)

**Add**

**Remove**

#### Specify the subfunction(s)

Refer to (MOS, section 20(2))

#### Specify the activities

Refer to (MOS, section 20(3)(4))

#### Kinds of aircraft

Refer to (MOS, sections 7 to 12)

## 15 Continued

### Part 149 flight training organisations

Refer to (MOS, section 21)

**Add**

**Remove**

#### Specify the subfunction(s)

Refer to (MOS, section 21(2))

#### Kinds of aircraft

Refer to (MOS subdivision A, sections 7 to 12)

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### Applications to undertake aviation activity on basis of existing authorisations

Refer to (MOS, section 22)

**Add**

**Remove**

#### Specify the subfunction(s)

Refer to (MOS, section 22(2))

#### Kinds of aircraft

Refer to (MOS, sections 7 to 12)

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### Parachute Descents

Refer to (MOS, section 23)

**Add**

**Remove**

#### Specify the activities

Refer to (MOS, section 23(3))

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### Parachute operations – procedures for safe conduct

Refer to (MOS, section 24)

**Add**

**Remove**

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### Parachute operators – other than training organisations

Refer to (MOS, section 25)

**Add**

**Remove**

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### Operating an aircraft to facilitate a parachute descent

Refer to (MOS, section 26)

**Add**

**Remove**

#### Specify the subfunction(s)

Refer to (MOS, section 26(2))

#### Specify the activities

Refer to (MOS, section 26(3))

# 15 Continued

## Parachuting training organisations

Refer to (MOS, section 27)

**Add**

**Remove**

### Specify the subfunction(s)

Refer to (MOS, section 27(2))

## Parachute Airworthiness

Refer to (MOS, section 28)

**Add**

**Remove**

### Specify the activities

Refer to (MOS, section 28(3))

## Applications to undertake parachuting activity on basis of existing authorisations

Refer to (MOS, section 29)

**Add**

**Remove**

### Specify the subfunction(s)

Refer to (MOS, section 29(2))

## Airworthiness function – aircraft operated to tow gliders

Refer to (MOS, section 30)

**Add**

**Remove**

## Any ASAO enforcement powers that the ASAO proposes to exercise

Refer to (CASR 149.070)

**Add**

**Remove**

## Additional functions

**16** If additional functions are proposed with your change application, specify what they are.



**Attach additional pages if required**

## Exposition details

**17** If this is an **initial application**, attach the exposition and any manuals.

If you are applying for a **variation** or **renewal with changes**, provide details of the changes below to your exposition and any manuals.

**Example:** Your organisation structure is changing.

Number and heading in exposition	Details changed
Section 2, Organisation structure	Our organisation structure has changed. Our CFO has been renamed Finance Director

Number and heading in exposition	Details changed



**Attach exposition and manuals**

## Applicant checklist

### 18 Select all that apply:

Form 'Part 149 ASAO Compliance Matrix' (Form 1608) is attached

Exposition/manual is attached

Evidence of qualifications and experience required for key personnel is attached

If other please specify

## Applicant declaration

### 19 I declare that:

- In my capacity as accountable manager, I declare that the ASAO is capable of operating in accordance with the Part 149 exposition submitted with this application and the civil aviation legislation
- 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 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 that to knowingly make a false or misleading statement is an offence against the [Criminal Code Act 1995 \(Cth\)](#).
- I consider that, if the applicant has applied for additional functions, that the information provided in this application will allow CASA to calculate a fee estimate for services to process the addition component of this application
- 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 applicant checklist.

## 19 continued

This declaration must be signed by the accountable manager as named in question 11.

Accountable manager's full name

Accountable manager's signature

Date (DD/MM/YYYY)

/ /

## Returning your form



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



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

**Sport Aviation,  
GRSA, Stakeholder Engagement Division  
Civil Aviation Safety Authority  
GPO Box 2005  
Canberra ACT 2601**