



Instrument Proficiency Check partially conducted by a foreign authorised person

CASA EX88/23



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 applications@casa.gov.au.

Purpose of this form

Use this form to notify CASA on the completion of an instrument proficiency check partially conducted by a person authorised by a **recognised foreign State** in regulation 61.010. It applies in relation to an instrument rating only.

Who is this form for?

This form is for a person seeking to conduct an instrument proficiency check partially overseas.

Information needed to complete this form

An Australian Flight Examiner or CASA Delegate must notify intent to conduct an instrument proficiency check partially conducted by a foreign authorised person using CASA's Flight Test Management system (FTM). The flight test number is to be included on the documentation sent to CASA.

Prior to the successful completion of the flight component of the proficiency check, an Australian Flight Examiner or CASA Delegate must:

- assess the licence holder against the knowledge standards mentioned in the Part 61 MOS for instrument proficiency checks
- be satisfied the holder meets the knowledge standards
- record the flight test number and result on this form

The instrument proficiency check must be completed in full (ground and flight component) within 35 days of the scheduled FTM notification date and must be submitted with this form.

A recognised foreign State means any of the following:

- Canada
- Hong Kong
- the following European Union Aviation Safety Agency (EASA) member states:
 - Austria
 - Belgium
 - Bulgaria
 - Croatia
 - Cyprus
 - Czech Republic
 - Denmark
 - Estonia
 - Finland
 - France
 - Germany
 - Greece
 - Hungary
 - Iceland
 - Ireland
 - Italy
 - Latvia
 - Leichtenstein
 - Lithuania
 - Luxembourg
 - Malta
 - Netherlands
 - Norway
 - Poland
 - Portugal
 - Romania
 - Slovakia
- New Zealand
- United States of America

- Slovenia
- Spain
- Any other foreign country prescribed by a legislative instrument under regulation 61.047:
 - Japan (CASA 68/22 - Jan 2024)
 - Singapore (CASA 38/22 July 2025)
- Sweden
- Switzerland
- United Kingdom

If the licence holder does not currently have a CASR Part 61 licence document, they must submit 'Recognition and Transfer CAR Part 5 Qualifications' (Form 61-9TX).

If CASA does not have a photo of the licence holder that is less than 10 years old, they must also submit 'Lodgement of current photo with CASA' (Form 61-9PIC).

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

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](#).

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.

Privacy

Any personal information you provide to CASA is protected by the Privacy Act 1988. 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's Privacy Statement](#).

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 your contact details via [changing your details](#).

Legal entity/full name

ARN

Phone number

Email address

Proficiency Check

2 What is the category of aircraft?

Refer to 'Part 61 Flight Crew Licensing (Prescribed Aircraft and Type Ratings) Instrument.'

Aeroplane - multi engine type rating

Helicopter - multi engine type rating

Aircraft make/model

Simulator ID number

Australian flight examiner declaration

3 I declare that:

The ground component must be completed **before** the successful completion of the flight component of the proficiency check.

- I confirm that the applicant has been assessed and has met the required competencies of the ground component listed on the relevant flight test report form (Form 61-1512), and I have reported the result to CASA within 14 days after the day of the check.
- All statements in this notice are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* and the Flight Examiner Handbook which are relevant to this notice.
- I consent to CASA using and disclosing my personal information in accordance with CASA's 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*.

Flight Test Number

Holder meets the knowledge standards

No

Yes

Full name

Flight examiner ARN

Date (DD/MM/YYYY)

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Foreign Authorised Person declaration

4 I declare that:

An authorised person is a person who is authorised by the NAA of a **recognised foreign state** to conduct an instrument proficiency check and conducts a flight check of the holder of the Australian instrument rating in accordance with the Australian standards.

- I confirm that the applicant has been assessed and has met the required competencies of the flight component listed on the relevant flight test report form (Form 61-1512).
- I confirm that the applicant's licence has been endorsed to indicate the completion of the proficiency check.
- All statements in this notice are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this notice.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's 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*.

Licence/authorisation number

Full name

Date (DD/MM/YYYY)

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Applicant checklist

5 Select all that apply:

Completed proficiency check report (form 61-1512) is attached

Certified/Notarized true copy of approval of examiner issued by a **recognised foreign state's** National aviation authority (NAA) is attached

Certified/ Notarized true copy of the Qualification Certificate for the simulator issued by a **recognised foreign state's** National aviation authority is attached

Applicant declaration

6 I declare that:

- All statements in this notice are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 and the Flight Examiner Handbook which are relevant to this notice.
- I understand CASA will use the currently held details to process this notice and it is my responsibility to ensure my details are correct prior to lodgment.
- I consent to CASA using and disclosing my personal information in accordance with [CASA's Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I have attached all required documentation specified in the applicant checklist.
- I accept that if this notice is withdrawn or refused by CASA, or if CASA are unable to assess the notice because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I acknowledge that to knowingly make a false or misleading statement is an offence against the *Criminal Code Act 1995*.

Full name

Date (DD/MM/YYYY)

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Submitting this form to CASA



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