



Operator Name		Aircraft Type		File Number	
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**Assessment and issue of Certificates of Airworthiness
Civil Aviation Safety Regulation (CASR) Subpart 21H**

- Complete all sections for assessment and subsequent issue of Certificates of Airworthiness
- The reference numbering used in this document aligns with the equivalent section of Principle (COA.01).

Reference	Condition	Yes	No	N/A	Comments
3.4 General Application requirements					
3.4.1 (1)	Has the applicant correctly completed the appropriate application Form for the category of CofA being requested?				
3.4.1 (1)	Have all required supporting documents been provided?				
3.4.1.(2)	Has the application been signed by the Registration Holder?				
	<ul style="list-style-type: none"> If the application is signed by an approved agent, has a letter of authorisation been provided for the agent to act on behalf of the registration holder? 				
3.4.1.(3)	Has the TCDS been reviewed to verify the aircraft is eligible for issuance of the requested airworthiness certificate by make, model and serial number (S/N)?				
3.4.2	Is the aircraft confirmed to be eligible by inclusion on an Australian Type Certificate or Type Acceptance Certificate?				
	<ul style="list-style-type: none"> If no, has the applicant been advised that the aircraft is a First of Type or Model and a TAC application will be required? 				



Reference	Condition	Yes	No	N/A	Comments
3.4.3.1	For new aircraft, has the aircraft configuration been established from manufacturer documentation, including all changes or differences to the type design, that were necessary during the production process?				
3.4.3.2	For used aircraft, has the last known configuration been established (i.e. manufacture documents, previous CofA, etc)?				
	<ul style="list-style-type: none">Have all changes or modifications to that known configuration been approved by an appropriate authority, i.e. manufacturers Service Bulletin, STC, etc.?				
3.4.4	Is the aircraft currently registered in Australia?				
	<ul style="list-style-type: none">Have supporting documents been provided with confirmation of registration?				
3.4.4	For used aircraft, has registration been denied previously by CASA?				
3.4.5	Have potential safety hazards been reviewed for the aircraft, engine and propeller types?				
	<ul style="list-style-type: none">Have there been any significant events with any of the type certified products investigated by the ATSB or equivalent authority?				
3.4.6	Have the following documents been reviewed as satisfactory?				
3.4.6 (1)	<ul style="list-style-type: none">Exemptions that are claimed are valid for this aircraft?				



Reference	Condition	Yes	No	N/A	Comments
3.4.6 (2)	<ul style="list-style-type: none">Export CofA (where provided)				
3.4.6 (3)	<ul style="list-style-type: none">The AFM is applicable and compatible?				
3.4.6(4)	<ul style="list-style-type: none">The maintenance program, including any bridging requirements from previous program are appropriate?				
3.4.6 (5)	<ul style="list-style-type: none">Maintenance tasks required by the program have been completed?				
3.4.6 (6) & (13)	<ul style="list-style-type: none">Major modifications have been correctly certified and any continuing airworthiness information has been transferred to the maintenance program?				
3.4.6 (7)	<ul style="list-style-type: none">Mandatory Continuing Airworthiness Information has been identified and complied with (ADs, CMRs, Airworthiness Limitations, etc)				
3.4.6 (8)	<ul style="list-style-type: none">Installed equipment for specific operational roles (e.g. towing, spraying, external loads, etc)				
3.4.6 (9)	<ul style="list-style-type: none">Weight and Balance report.				
3.4.6 (10)	<ul style="list-style-type: none">Log books that document the history of the aircraft				
3.4.6 (11)	<ul style="list-style-type: none">Records of replacement parts and their origin				
3.4.6 (12)	<ul style="list-style-type: none">Maintenance records				



Reference	Condition	Yes	No	N/A	Comments
4.1 Additional requirements for a Standard CofA classification					
4.1	If the application is for a Standard CofA, have the following additional requirements been found satisfactory?				
4.1.1	<ul style="list-style-type: none"> Maintenance requirements 				
4.1.2	<ul style="list-style-type: none"> New aircraft manufactured under a production certificate (PC) 				
4.1.3	<ul style="list-style-type: none"> New aircraft manufactured under a Type Certificate (TC) only 				
4.1.4	<ul style="list-style-type: none"> Manned free balloons 				
4.2 Additional requirements for a Special CofA classification					
4.2	If the application is for a Special CofA, have the additional requirements stated in the airworthiness principle document been found satisfactory?				
4.2.1	<ul style="list-style-type: none"> Primary category 				
4.2.2	<ul style="list-style-type: none"> Intermediate category 				
4.2.3	<ul style="list-style-type: none"> Restricted category 				
4.2.4	<ul style="list-style-type: none"> Limited category 				
4.2.5	<ul style="list-style-type: none"> Light sport aircraft (LSA) category 				
4.2.6	<ul style="list-style-type: none"> Amateur-built (ABAA) aircraft category 				
4.2.7	<ul style="list-style-type: none"> Aircraft equipped with explosive devices or jettisonable stores 				
4.2.8	<ul style="list-style-type: none"> Provisional CofA 				



Reference	Condition	Yes	No	N/A	Comments
4.3 Multiple Airworthiness Certificates					
4.3	Is the application for a multiple airworthiness certificate ?				
	<ul style="list-style-type: none"> If yes, are the multiple categories compatible? (e.g. an intermediate category aircraft may hold only one certificate of airworthiness.) 				
4 Additional requirements for an Export Airworthiness Approval					
4.4	Is the application for an Export Airworthiness Approval (Export CofA)?				
4.4.1	Is the aircraft eligible for an Export Airworthiness Approval?				
4.4.2	Have the Standard CofA requirements been completed?				
4.4.2	For used aircraft to which CASR Part 42 applies - is an airworthiness review certificate in force for the aircraft? (CASR sub-regulation 21.329(3))				
4.4.2	For used aircraft to which CASR Part 42 does not apply, is there a valid maintenance release? (CASR sub-regulation 21.329(3A))				
4.4.3	Have the importing country requirements and special conditions been identified?				
4.4.3	Have the importing country requirements and special conditions been met?				
	<ul style="list-style-type: none"> If no, has the NAA of the importing country provided a written statement accepting the deviation? 				
4.4.4	Is the date of issue for the export airworthiness approval the same date the aircraft was inspected by the assessor and found to comply with the pertinent requirements?				



Reference	Condition	Yes	No	N/A	Comments
5 Aircraft Inspection					
5.1	Has the inspection checklist been certified by an appropriate person?				
5.1 & Appendix A	Has the aircraft inspection checklist been certified to find the aircraft compliant with the checklist items?				
5.1.3	Have all unsatisfactory inspections (if any) been rectified and notated on the Aircraft Inspection Checklist?				
5.1.4	If an aircraft inspector is being utilised, does the person meet eligibility criteria?				
5.1.5	If an aircraft inspector is being utilised, does the report meet the required criteria?				
6 Issue an approval					
6.1.1(1)	Has the correct Form (719 or 720) been completed in the correct category designations and purpose?				
6.1.1(1)	Have the annexes been completed correctly?				
6.1.2	Have any conditions been placed onto the certificate?				



Assessment Result

This worksheet verifies the application for the approval of a Certificate of Airworthiness for the above-named applicant has been assessed in accordance with the current revision of Protocol (COA.01).

The approval of a Certificate of Airworthiness may be given by a delegate of CASA, or an authorised person within the scope of the relevant instrument of delegation or appointment.

Recommendation to approve a Certificate of Airworthiness Yes No

Signature of assessor	Comment:
Signature of Peer reviewer	Comment:
Signature of Delegate	Comment: