



Privacy Statement

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 the Civil Aviation Act 1988, the Airspace Act 2007, the Aviation Transport Security Act 2004 or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

These guidelines are designed to assist you to complete the application process for the issue of a Certificate of Approval under the Civil Aviation Regulations 1988 (CAR 1988).

It is important that you carefully read this document and the supporting information provided, as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times. 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.

Please carefully read this document and the relevant information provided on the CASA website. www.casa.gov.au/services/standard-page/applying-certificate-approval-coa

What is a Certificate of Approval and do you need one?

A Certificate of Approval is granted under the Regulation 30 of the [Civil Aviation Regulations \(CAR\) to provide maintenance services for registered aircraft and/or aeronautical products](#).

As CASA expands the application of Part 42 and Part 145 to other sectors, the CAR 30 COA maintenance cover reduces. During the CASR regulatory rollout for all AOC holders and general aviation COA holders wanting to provide maintenance services to Part 91 operations and AOC holders would need to transition to a Part 145 AMO to continue with the scope of maintenance. (Note: CAR 30 may still be relevant to sport aviation maintenance). If you are applying for an Initial Issue COA please contact PAC on 136 773 to discuss if an application for a Part 145 is a preferred approach to reduce your future regulatory transition burden.

Note: Form 019 is to be used only for Initial Issue and Variation Certificate of Approval applications. If you want to renew your existing Certificate of Approval please use Form 692.



Form 019

The Certificate of Approval (COA) Application Form 019 is the form approved by CASA to apply for an Initial issue or variation to a COA.

This form is made up of different parts. You must complete all the parts relevant to your application.

| Part | Mandatory | As Applicable |
|--|-------------------------------------|-------------------------------------|
| A – Applicant’s Details | <input checked="" type="checkbox"/> | |
| B – Details of Locations | <input checked="" type="checkbox"/> | |
| C – Application Summary | <input checked="" type="checkbox"/> | |
| D – Maintenance of Aircraft | | <input checked="" type="checkbox"/> |
| E – Maintenance of Aircraft Airframe Components | | <input checked="" type="checkbox"/> |
| F – Maintenance of Aircraft Engine Components or Engine Sub-Components | | <input checked="" type="checkbox"/> |
| G – Maintenance of Components - Propellers | | <input checked="" type="checkbox"/> |
| H – Maintenance of Aircraft Electrical Components | | <input checked="" type="checkbox"/> |
| I – Maintenance of Aircraft Instrument Components | | <input checked="" type="checkbox"/> |
| J – Maintenance of Aircraft Radio Components | | <input checked="" type="checkbox"/> |
| K - Specialised Maintenance of Aircraft Materials | | <input checked="" type="checkbox"/> |
| L – Specialised Maintenance on Aircraft and/or components | | <input checked="" type="checkbox"/> |
| M – Compliance Statement | <input checked="" type="checkbox"/> | |
| N – Submission Checklist and Declaration | <input checked="" type="checkbox"/> | |



PART A- Details of Applicant

A1- A5 Details of Applicant

Please note that in the guidelines and application form the *'proposed certificate holder'* is referred to as the *'applicant'*. The name of the applicant given at A2.1 and A3.1 is the name that will appear on the certificate.

In this section, you are required to provide the details of the applicant.

The law requires that the Certificate of Approval holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- 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;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

It is CASA's policy to not issue authorisations to multiple legal entities and that such authorisations will only be issued in the name of one legal entity. This is to ensure that there can be no confusion about who is responsible for the operational control of the activities approved under the authorisation and for the discharge of the various obligations which attach to that authorisation.

This does not affect any legal arrangements which may exist between legal persons for the conduct of the activities which are to be approved under this authorisation.

If the applicant does not meet the above criteria, the application will not be accepted.

If the applicant is an individual:

- provide the complete name, date of birth, address and contact details and ARN (if you have one).

If the applicant is a company provide:

- the company's name as registered with the Australian Securities and Investments Commission (ASIC), the ACN and ABN and the company's ARN (if your company has one)
or
- Certificate of Incorporation or registration

If the company is NOT Australian registered, provide:

- details of where the company was formed or incorporated, its Australian Registered Body Number (ARBN) or a certified copy of its' Certificate of Incorporation or registration, and the company's ARN (if the company has been issued with one).



Note: Once a Certificate of Approval has been issued, changes to any entity listed on the certificate will require either an initial issue or variation application to be submitted to the Permission Application Centre. Contact PAC for further information.

Proof of Identification (ID)

Individuals must be issued with an Aviation Reference Number (ARN) to proceed with this application. Complete and submit Form 1162 should you need to apply:

<https://www.casa.gov.au/files/form1162pdf>

Applicants other than individuals must provide the company's name as registered in the Australian Securities and Investments Commission (ASIC) or evidence of incorporation or registration.

Foreign applicants must provide a copy of your nationally recognised registration record.

What is an Australian Company Number (ACN)?

Under the Corporations Act 2001, every company in Australia has been issued with a unique, nine-digit number, an Australian Company Number (ACN), which must be shown on a range of documents. The purpose of the ACN is to ensure adequate identification of companies when transacting business.

New companies are issued with numbers by ASIC upon registration. (Source: www.asic.gov.au- 16 March 2003)

What is an Australian Registered Body Number (ARBN)?

Australian Registered Body Number (ARBNs) is the number issued to eligible Australian bodies and foreign companies. The ARBN is a unique identifier and no two bodies can have the same ARBN. (Source: www.asic.gov.au- 16 March 2003)

What is an Aviation Reference Number (ARN)? (If previously allocated)

An ARN or Aviation Reference Number is a CASA issued number. It is a six or seven digit reference number issued to individuals, companies or any legal entity that at any given time have CASA permissions or publications issued to them.

What is a Registered Business name (Trading name)?

A registered business name is a trading name under which a person or organisation carries on business or trades.

- Registered Business names are issued by the State or Territory in which the business or trade is carried out.
- You may request a trading name to be included on your Certificate of Approval
- For CASA to grant this request, you must provide the trading name in Question A4.



The trading name must meet the following criteria:

- Its registration must be current at the time of issue of the Certificate of Approval ; and
- It must be registered under the name of the proposed Certificate of Approval holder (as proprietor) at the time of issue of the Certificate of Approval.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the Australian Securities and Investments Commission (ASIC).

- If the trading name does not meet the criteria at the time of verification, your Certificate of Approval will be issued without the trading name.

A6 - Use of an Agent

You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete the Certificate of Approval application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purposes of signing application forms. CASA may deal with the nominated agent in ALL matters relating to the Certificate of Approval application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once the Certificate of Approval has been issued.

Part B – Location Details

In Part B of the application form you need to identify the following:

- The main location from which you will be conducting your activities
- Additional locations if applicable.
- Details of activities to be carried out at each location.

When providing details of your locations, you will need to provide the street address as recorded in your rates notice. This will include the Lot or Street Number, Street Name, Suburb, State and Postcode. A reference to the name of a facility (e.g. Smith Aero's Hanger) is not acceptable.

Main Location

Main location is the place where all or most of the activities permitted by the certificate will be carried out. Your main location will determine your geographic location and for CASA purposes, the nearest CASA office.



Other Proposed Locations

This refers to any other place where the activities permitted by the certificate may be carried out on a regular or semi-regular basis.

Temporary Location

CASA may approve COA activities to be conducted at temporary locations, a one off or short term location at which a specific activity/s will be carried out and where you have not established a facility, staff or tooling etc. (e.g. an engine change at a remote location where the aircraft has become unserviceable).

PART C – Application Summary

Complete this section with a detailed overview of your proposed maintenance activities
Providing the details of your proposed activities

Aircraft Maintenance

In plain language aircraft maintenance occurs whenever any person inspects, repairs, modifies or works on an aircraft and their work, if carried out incorrectly, could affect the safety, flight characteristics or airworthiness. Under this definition maintenance includes the daily inspection and in addition to most of the tasks carried out by a Licensed Aircraft Maintenance Engineer (LAME).

Note: Maintenance of aircraft components that will be refitted to the same aircraft falls under this same activity. You do not need to apply for component maintenance for these components.

The details you provide in **Part D** will determine the depth of the assessment required into your capabilities to maintain the aircraft. For example, maintenance of non-type certificated historical or ex-military aircraft will require specific procedures setting out how the provisions of CAR 30 will be addressed in relation to this aircraft.

For more information on type rated aircraft please refer here:

<https://www.casa.gov.au/standard-page/casr-part-66-continuing-airworthiness-aircraft-engineer-licences-and-ratings>. If applying for type rated aircraft your certificate of approval will list these aircraft as per the Part 66 type rating listing.

Maintenance of aircraft components

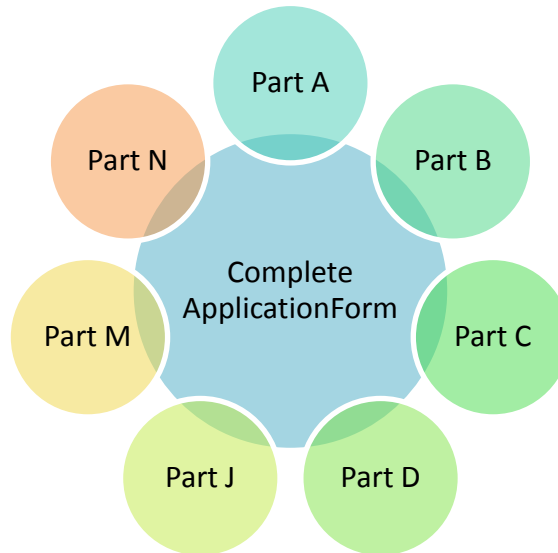
Maintenance of aircraft components as an individual unit AND releasing that unit of component to be fitted to any Australian-registered aircraft falls under the category of *Maintenance of Aircraft Components*.

If you are proposing to conduct this type of activity, you will need to identify the same in **Question C3** of the COA Application Form 019 and complete and attach the relevant Part applicable to your proposed activity. CASA will assess the resources, available to you, associated with the maintenance of each type of component you are proposing to maintain. Please see below for form structure scenarios for different maintenance activities.



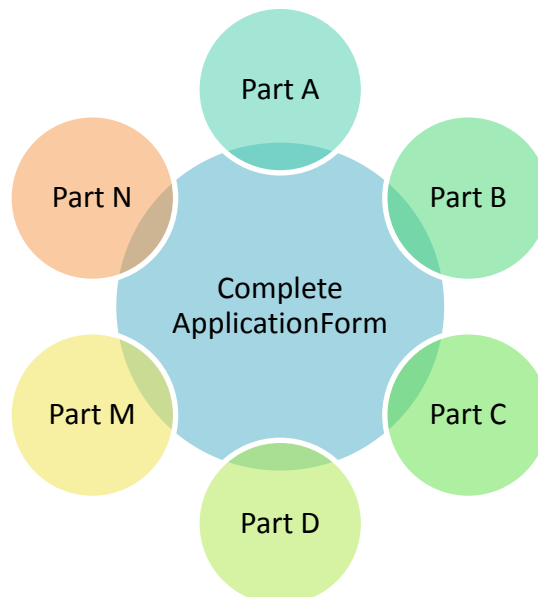
Scenario 1:

You want to set up a maintenance organisation providing maintenance services for turbine powered aeroplanes with a MTOW less than 5700kg and numerous electrical components. The component maintenance you want to complete is for components that will be removed from an aircraft; maintenance performed upon them and put in storage for fitment to another aircraft. Please see below the structure of your application form:



Scenario 2:

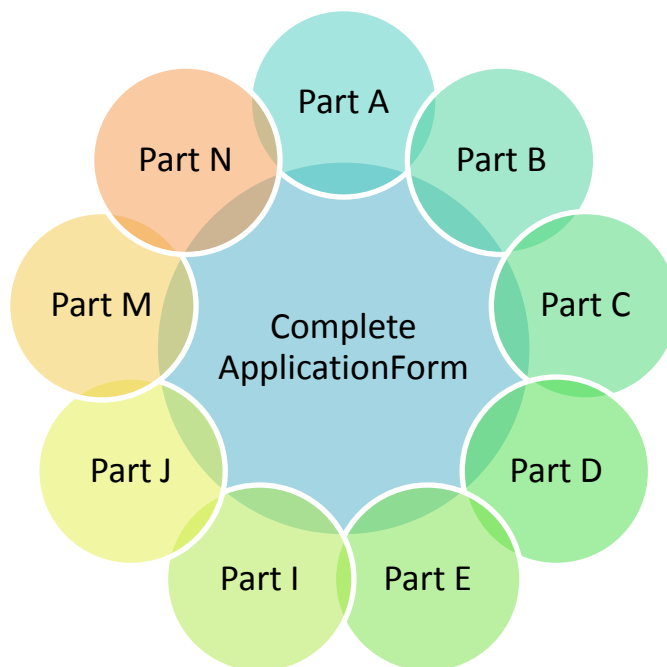
You want to set up a maintenance organisation providing maintenance services for piston powered helicopters with a MTOW of less than 3175kg. In the course of this maintenance you will perform maintenance on numerous electrical components; however these components will be fitted back to the same aircraft. In this case you are only performing Maintenance of Aircraft and you do not need to apply for component maintenance as a separate activity. Please see below the structure of your application form:





Scenario 3:

You have an existing Certificate of Approval for Maintenance of Aircraft, Maintenance of Airframe Components, instrument components and radio components. Your business is structured in this way, as you maintain complete helicopters, however you also maintain helicopter components that are removed from the aircraft, maintenance performed and then the components are stored for fitment to other aircraft. You perform this maintenance at a 'main' and 'other' location. You want to apply for a variation to your Certificate of Approval to change your current 'other' location to a different hangar, add temporary locations with the same activities as your 'main' and 'other' location, add a type rated helicopter to MOA and add numerous airframe, instrument and radio components to all locations. Please see below the structure of your application form:



PART N – Submission Checklist and Declaration

The submission checklist identifies the types of documents you need to complete/send to the Permission Application Centre. In addition to submitting the application Form, you must also submit your proof of ID.

You will be required to submit documents to support your application. In addition to the documents identified in the Section Part N – Submission Checklist of this form, CASA will advise what documents will be required and when you are required to submit them.

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

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification and accept the terms and conditions for processing your application and agree to the publication of your Certificate of Approval details on the CASA website.



Drug and Alcohol Management Plan (DAMP)

In March 2009, Part 99 of the Civil Aviation Safety Regulations was introduced to cover drug and alcohol management plans (DAMP) and testing. A DAMP is required by an organisation that has an employee or contractor (including the employee of, or subcontractor for, the contractor) who performs or is available to perform, Safety Sensitive Aviation Activities (SSAA). Further information on DAMPs can be found on the Alcohol and Other Drug home page <http://www.casa.gov.au/aod>

Exemption from CASR Subpart 99.B for micro-businesses

If your organisation is not expected to have more than ten (10) regular SSAA employees CASA has now issued an exemption to the implementation of a full-scale DAMP. It is a condition of this exemption that organisations that have ten or less regular SSAA employees adopt a specially prepared and simplified CASA DAMP. More information on who can apply for the exemption can be found at the DAMP Micro Business information page.

<http://www.casa.gov.au/aod>

Submitting your application form

Submit your application to CASA's Permission Application Centre by email, fax or post. **If you are submitting by email, please print, sign and scan the signature page.**

By email: regservices@casa.gov.au

By fax: (07) 3144 7333

By post: Permission Application Centre (Brisbane)
GPO Box 2005
CANBERRA ACT 2601

Please do not submit these guidelines with your application form.