



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

### Purpose of this form

Use this form to complete Part F of the Air Transport Air Operator's Certificate (AOC) application.

### Who is this form for?

This application form is for individuals or organisations who wish to apply for an initial issue AOC.

The Compliance Matrix is not required to be completed if applying for significant changes to, or renewal of your AOC.

### Information needed to complete this form

You should review CASR Parts 91, 119, 121, 133 and 135 before completing this form.

Submission of Part A and Part H of this form is mandatory for all applications. Additional parts of this form are to be submitted with your application if applying for the type of operations, approvals or authorisations specified.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application occurs.

### 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](#).

### Contact details

CASA will use the currently held contact, ABN and ACN details linked to your ARN profile.

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.

## Part F - Exposition Compliance Matrix

### F1 Is this an **initial issue** application?

The compliance matrix should only be completed if you are applying for an initial issue Air Operator's Certificate.

**No** ➔ **Go to G1**

**Yes** ➔ **Go to F2**

### F2 Provide the compliance reference for documentation for issue of an air transport AOC.

<b>Legislation requirements and references</b>	<b>Yes</b> requirement is applicable	<b>No</b> requirement is not applicable	<b>Reference (section/subsection) of Exposition that satisfies the legislative requirement</b>
Operator's name, address, contact details and ABN Refer to 119.205 (1)(a)			
Address of Operational Headquarters, main operating bases and operational facilities Refer to 119.205 (1)(b)			
Description and diagram of organisational structure and reporting lines Refer to 119.205 (1)(c)			
If a corporation, a description of corporate structure Refer to 119.205 (1)(d)			
Additional qualifications and experience required by the operator for each key personnel Refer to 119.205 (1)(e)(i)			
Key personnel additional responsibilities Refer to 119.205 (1)(e)(ii)			
Name of person appointed to each of the key personnel positions Refer to 119.205 (1)(e)(iii)			
Name of each person authorised to carry out responsibilities of key personnel when the position holder is absent or cannot carry out the responsibilities Refer to 119.205 (1)(e)(iv)			

## F2 Continued

Legislation requirements and references	Yes requirement is applicable	No requirement is not applicable	Reference (section/subsection) of Exposition that satisfies the legislative requirement
Description of how operator will manage responsibilities of key personnel during assigned resource absence Refer to 119.205 (1)(e)(v)			
Additional CEO accountabilities, if any, in addition to regulations 119.130 Refer to 119.205 (1)(f)			
Outline of the Australian air transport operations conducted by the operator under the operator's Australian air transport AOC, including the areas of operation and routes Refer to 119.205 (1)(g)			
Details of each plan, process, procedure, program and system implemented by the operator to safely conduct and manage Australian air transport operations in compliance with civil aviation legislation Refer to 119.205 (1)(h)			
The type, model and registration mark for each registered aeroplane or rotorcraft operated under the AOC Refer to 119.205 (1)(i)			
The type, model, nationality and registration mark for each foreign registered aircraft operated under the AOC Refer to 119.205 (1)(j)			
Description of arrangements for managing continuing airworthiness of the aeroplanes or rotorcraft used under the AOC Refer to 119.205 (1)(k)			
A description of any leasing or other arrangements for the supply of aeroplanes or rotorcraft as the arrangements relate to the operational control or continuing airworthiness of the aeroplanes or rotorcraft, or to any other safety matter Refer to 119.205 (1)(l)			

## F2 Continued

<b>Legislation requirements and references</b>	<b>Yes</b> requirement is applicable	<b>No</b> requirement is not applicable	<b>Reference (section/subsection) of Exposition that satisfies the legislative requirement</b>
A description of the process for making changes including identifying changes that are significant changes Refer to 119.205 (1)(m)(i)			
A description of the process for making changes including identifying changes that are non-significant changes Refer to 119.205 (1)(m)(ii)			
A description of the process for telling CASA and the operator's personnel of the changes Refer to 119.205 (1)(m)(iii)			
Description of anything else required to be approved by CASA under these Regulations for operations conducted under the AOC. Refer to 119.205 (1)(n)			
Any other matter required to be included in the exposition under these Regulations. Refer to 119.205 (1)(o)			