



Part M – Compliance Statement

Note: For an Initial Issue Application full completion of Part M is mandatory. For a variation application list the section of your procedures manual impacted by the variation in the box below.

Variation: List the sections of your procedures manual impacted by the variation and attach your manual for assessment

Initial Issue: Specify in **Column A** where a particular requirement has been addressed by listing in **Column B** the specific reference in the Procedures Manual where the requirement is addressed or writing 'Attached' if it is provided as a separate document.

M1 Procedures Manual/Documented System of Quality Control – Administration

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Does the procedures manual/document system of quality control include or refer to:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
A statement identifying the holder's correct identity including:				
- Legal name?				
- Holder's registered address?				
- Postal Address?				
A table of contents?				
Numbered pages?				
Page identified with a date or revision status?				
A list of abbreviations, acronyms and definitions?				
An introduction section containing				
- Purpose of the manual?				
- General statement on the content of the manual?				
- A statement of who has responsibility for the manual and how it is managed?				
- The organisations philosophy regarding the operation (corporate commitment) by the accountable manager?				
- A statement indicating that all personnel are required to follow the procedures in the manual?				
A documented amendment procedure?				

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Does the procedures manual/documented system of quality control include or refer to:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
The identity of the person/position with authority and responsibility for controlling and updating the documented procedures or procedure manual?				
Procedures to ensure all staff are advised of any changes to procedures that may affect their duties?				
Procedures to ensure all staff understand the system of quality control as applicable to their duties?				
A distribution list with the copy number issued to each holder identified?				
Administrative procedures for notifying CASA of any changes that will affect the approval?				
Are copies of the manual:				
- Readily available to all staff and contractors?				
- Current with all holders?				
Remarks				

M2 Personnel

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Does the Personnel Management System have:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
A description of the organisational structure describing the organisation, staff positions, and the communication lines between all positions, for example organisational chart?				
A description for the duties and responsibilities of each position in the organisation?				
A description of the qualifications and experience required for all positions?				
Procedures for appointing a person or position to control activities including temporary appointment due to staff absence?				

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Does the Personnel Management System have:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
A register of persons appointed to or employed in positions in the organisation, including positions that control activities under the certificate?				
Procedures describing how contractors are selected managed, controlled and authorised to perform activities for the organisation?				
A register of contractors and the activities they are contracted to perform?				
Procedures covering training including identifying training needs and the delivery of training?				
Procedures for keeping records of training and qualifications, and continuing validity of staff qualifications?				
A list/details of the qualifications of staff or contractors appointed to control activities or to certify for maintenance activity except where already included in applicable registers?				

Remarks

M3 Locations and facilities

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Do all locations where maintenance takes place include:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
A register of locations where activities are to be performed including limitations of activities applicable at each location?				
Documents showing adequate tenure arrangements for each locations, e.g. lease agreements?				
A floor plan of each location including dimensions and major features?				

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Do all locations where maintenance takes place include:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
A procedure for the use of temporary locations?				
A procedure for maintaining a register of temporary locations?				
A statement of mobile facilities available, if any, and a procedure for controlling the use of those facilities?				
Adequate facility for all planned maintenance activity, including but not limited to:				
- Adequate lighting?				
- Environmental protections e.g. dust, humidity, wind, pressure?				
- Suitable exclusion of hazardous activity?				
- Suitable maintenance of administration facilities?				
- Adequate facilities for stores administration?				
- Adequate secure storage facility for the keeping of aircraft parts and components?				
- Secure isolation of defective parts and equipment?				
- Adequate storage facility for tooling and equipment?				
- Adequate storage facility for data and documents?				
Adequate secure storage facility for hazardous and/or inflammable materials?				
Remarks				

M4 Tools and equipment

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Do all the tooling and equipment procedures include:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
Procedures for identifying the tooling and equipment requirements for planned activities, including the periodic review of the requirements?				
Procedures for the acquisition, storage, handling and identification of tooling and equipment?				
Procedures for identifying and controlling the maintenance and calibration requirements for tooling and equipment?				
Procedures for assessing suitability of calibration provider/s?				
Procedure for internal calibration of specific tooling and equipment, where applicable				
Procedures for ensuring, identifying and controlling borrowed tooling and equipment?				
Procedures for the management of staff and contractor owned tooling and equipment, if applicable?				
Procedures for handling superseded or damaged tooling and equipment?				
Procedures for alerting staff to new tooling and equipment, and for identifying and providing any associated training?				
A list of tooling and equipment at each location?				
Evidence of availability of tooling and equipment that is to be borrowed?				
Remarks				

M5 Approved maintenance data and maintenance records

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Do the procedures for approved maintenance data and records include:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
Procedures for identifying the maintenance data and information requirements for the planned activities at all locations?				
Procedures for the acquisition and storage of required data and information?				
Procedures to ensure currency and amendment of maintenance data and information held?				
Procedures for managing electronic data & documents with regard to security, currency and access?				
Management, handling and storage of modification or repair design data?				
Procedures for handling superseded data and documents?				
Procedures for handling uncontrolled or copied data and documents?				
Procedures for making staff aware of documents or data changes?				
Procedures for translation of foreign data?				
A list of data and information available at each location?				
Evidence of availability of maintenance data that is to be borrowed?				
Remarks				

M6 Maintenance Activity

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
With regard to maintenance activity, are there documented procedures for the control of all activities including, but not limited to:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
Production planning including forecasting maintenance work to ensure availability of employees, tools, equipment, maintenance of data and facilities to carry out the maintenance?				
Customer communications and contractual agreements?				
Recording of required tasks?				
Capability assessment?				
Receipt of aircraft or components requiring maintenance?				
Assigned job coordinator and work team, including identification of the persons or class of persons responsible for signing the maintenance release (refer to Instrument 147/11)?				
The duties of the person in the assigned work team?				
Contracting maintenance staff?				
Referral of work to subcontractors?				
Research and production of work packages and associated documentation?				
Management of work packages including the certification stages of maintenance?				
Identifying the system of certification?				
Use of approved and serviceable tooling and equipment?				
Handling of parts and components for removal and installation?				
Inspection procedures?				
Repair procedures?				
Modification procedures				
Use of approved maintenance data?				
Managing additional work or defects arising?				
Staff supervision?				
Shift changes and task handover procedures?				
Manufacturing / fabrication in the course of maintenance (M/FITCOM)?				

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
With regard to maintenance activity, are there documented procedures for the control of all activities including, but not limited to:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
Engine ground running including taxiing of the aircraft?				
Defect deferral procedures?				
Incomplete jobs storage protection contingency plans?				
Maintenance certification procedures?				
Issuing release documentation procedures?				
Aircraft and component dispatch or return procedures?				
Do the procedures include:				
- Procedures specific to maintenance of aircraft components including system certification and release of components?				
- Procedures specific to maintenance of non-type certificated historical or ex-military aircraft, if applicable?				
- Identification of all forms and documents used for maintenance activity, including description of their use and procedures for completing them?				
- Procedures for retention and security of maintenance records?				
- Procedures relating to the performance and conduct of maintenance on Class A aircraft?				
- Defect reporting procedures to CASA and the registered operator as applicable?				
- Procedures for care and protection from damage or contamination of aircraft components?				
Remarks				

M7 Stores control

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Do the procedures for stores control include procedures for the use and handling of aircraft components at each location including:	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
Assessment and selection of suppliers?				
Ordering/purchasing procedures?				
Incoming good procedures, inspections and documentation?				
Rejection or quarantine procedures, including suspected or unapproved parts?				
Recording origin and destination (place of aircraft) of components and materials?				
Storing of components and materials and providing for special storage needs for each part, e.g. shock sensitive, perishable, electrostatic devices (ESD)?				
Maintenance control of components held in storage, e.g. shelf life, Airworthiness Directive (ADs)/Service Bulletins (SBs) applicability or recurring requirements applicable to storage?				
Determining shelf life and actions for shelf lifted stores or goods?				
Use of customer supplied parts?				
Transfer or shipping of stores?				
Handling and storage of dangerous goods?				
Segregation of volatile or corrosive materials?				
Accepting returned components including parts returned from borrower?				
Management of stores documentation including protection for stores records?				
Remarks				

M8 Internal Audit

Requirements	Applicant		CASA Use only	
	Column A	Column B	Desktop Assessment	Verification and testing
Does the internal audit system include?	Addressed? Yes N/A	Procedure Manual Reference (Where applicable)	Is it satisfactory? (Yes, No, N/A)	Is it satisfactory? (Yes, No, N/A)
An adequate written procedure in place for the periodic auditing of data and documents, tooling & equipment, personnel stores, facilities and maintenance activities?				
A planned audit and audit schedule of the data & documents, tooling & equipment, personnel, stores, facilities and maintenance activities?				
A compliance audit of all internal procedures outlined in the documented system of quality control / procedure manual?				
A planned audit and audit schedule of the procedures for the control of contractors and suppliers working under an arrangement?				
A procedure to engage a qualified independent auditor to perform each audit?				
A procedure for recording and retention of internal audits and audit results?				
A procedure ensuring a periodic management review of the findings and action plan for rectification, including a review of the effectiveness of the System of Quality Control / Procedures Manual?				
A procedure for acquitting audit findings?				
Remarks				
CASA USE ONLY				
I have made an assessment according to the requirements of CAR 30, the COA Process Manual and the COA Handbook and found the applicant to:				
<ul style="list-style-type: none"> - Have met the requirements relevant to this application <input type="checkbox"/> - Have not met the requirements relevant to this application <input type="checkbox"/> 				
Project completion date ____ / ____ / ____				
CASA Inspector _____ Project Manager/Team Leader _____				



Part N – Submission Checklist and Declaration	
N1 Submission checklist	
Please use the following checklist to ensure your application package is complete	
1. Proof of identification	<input type="checkbox"/> Included
<i>Note:</i> Completion of Parts A to C are mandatory for all applications	
2. COA Application form	
Part A – Details of Applicant/s	<input type="checkbox"/> Included
Part B – Details of Location	<input type="checkbox"/> Included
Part C – Application Summary	<input type="checkbox"/> Included
<i>Note:</i> Completion of Parts D to L are only required if applicable to your application	
Part D – Maintenance of Aircraft	<input type="checkbox"/> Included
Part E – Maintenance of Aircraft Airframe Components	<input type="checkbox"/> Included
Part F – Maintenance of Aircraft Components or Engine Sub-components	<input type="checkbox"/> Included
Part G – Maintenance of Propellers	<input type="checkbox"/> Included
Part H – Maintenance of Electrical Components	<input type="checkbox"/> Included
Part I – Maintenance of Aircraft Instrument Components	<input type="checkbox"/> Included
Part J – Maintenance of Aircraft Radio Components	<input type="checkbox"/> Included
Part K – Specialised Maintenance of Aircraft Materials	<input type="checkbox"/> Included
Part L – Specialised Maintenance Tasks on Aircraft and Components	<input type="checkbox"/> Included
<i>Note:</i> Completion of Parts M and N are mandatory for all applications	
Part M – Compliance Statement	<input type="checkbox"/> Included
Part N – Submission checklist and Declaration	<input type="checkbox"/> Included
3. A System of Quality Control or Procedure Manual	<input type="checkbox"/> Included
4. All other supporting documents as indicated in Part M – Assessment, including the applicable Services Legal Agreements	<input type="checkbox"/> Included

Please note that your application will not be processed until complete documentation is received by CASA.

N2 Applicant declaration

I am / we are signing this form as the:

<input type="checkbox"/> Individual named in A2	ARN		If the individual does not have an ARN please complete Form 1162
<input type="checkbox"/> Director(s) of the company(s) in A3	ARN		If the organisation does not have an ARN please complete Form 1170

 Agent named in A6

1. I/We declare that the information provided in this application form is true and correct.

Giving false or misleading information is an offence of the *Criminal Code Act 1995*

2. I/We understand that the information provided in this application will allow CASA to calculate an estimate of costs for processing this application.
3. I/We understand and agree that the cost estimate may change, and processing the application may be delayed if:
 - The application does not accurately and completely identify my/our requirements; or
 - The details in this application are subsequently changed; or
 - Adequate supporting documentation has not been provided
4. I/We understand and agree that for CASA to proceed with this application, I/We must
 - Accept the cost estimate
 - Forward the prescribed payment; and
 - Forward all supporting documentation to the Permission Application Centre – Brisbane
5. If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants. (Applicable when signed by Agents only)
6. I/We understand that if issued, details of the COA will be published on the CASA website.

Name		Signature		Date	/	/
Name		Signature		Date	/	/

After reviewing your application, CASA will advise you if any additional information is required.

N3 Submission information - Please ensure you have all the applicable sections of your application form before submission

Send your application and Proof of ID, if required to:

By Post: CASA Entry Control Coordination Centre (BNE)

GPO Box 2005

Canberra ACT 2601

By Fax: 07 3144 7333

By Email: regservices@casa.gov.au