



RPAS ReOC - Significant Change approval and/or Notification of Non-Significant Changes

CASR Part 101 and MOS



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 rpas.pac@casa.gov.au.

Purpose of this form

Use this form to inform CASA of significant or non-significant changes in accordance with the Part 101 (Unmanned Aircraft and Rockets) Manual of Standards 2019 (MOS).

Who is this form for?

This form is for RPA Operator's Certificate (ReOC) holders who are required to apply to CASA for approval of a significant change (see Section 4 of this form for what constitutes a significant change). The form is also to be used by ReOC holders to inform CASA of non-significant changes.

This form should be submitted by the Chief Remote Pilot.

If you are applying for any of the following, DO NOT submit this form. Instead, submit Form 101-02:

- Variation to an existing ReOC (e.g. adding a new type of RPA or privilege such as RePL training that is not currently within the approved scope of your ReOC)
- Nomination of key personnel (Chief Remote Pilot, Maintenance Controller or Chief Executive Officer)

Information needed to complete this form

ReOC holders should review the relevant provisions of CASR Part 101 and MOS before completing this form.

After receiving a completed form, CASA may contact you if any additional supporting documentation is required. If the changes requested are contrary to your declaration of changes, CASA will provide feedback and you may be required to amend this form.

Non-significant changes are not chargeable items under the Civil Aviation (Fees) Regulations 1995 and you will not receive an estimate for these changes.

Approval of a significant change is chargeable under the Civil Aviation (Fees) Regulations 1995 and you will receive an estimate of costs for CASA to assess these changes.

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](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

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 **legal entity** details?

Your contact details must be current. Update your contact details via [changing your details](#).

Legal entity/full name listed on the ReOC

ARN listed on the ReOC

Contact person

2 What are the **contact person** details?

Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (Chief Remote Pilot, Agent)

Phone number

Email address

3 What are you informing CASA of (select all applicable)

Significant changes **➔ Go to 4**

Non-significant changes **➔ Go to 6**

4 Tick the boxes that are relevant to your proposed significant changes.

Changes to the organisation structure (e.g. adding/removing positions or restructuring the reporting lines)

Changes to the qualifications, experience or accountabilities/responsibilities for any position listed in your manuals

Changes to the amendment procedures in your manual which are not in accordance with Chapter 10 of the Part 101 MOS

Changes to the way you conduct RPA operations or how you manage RPA maintenance requirements that do not maintain or improve, or is not likely to maintain or improve, aviation safety (e.g. removing the requirement to obtain relevant pre-flight authorisations or a change to your maintenance schedule that is not in line with the relevant RPA's OEM)

4 continued

Changes to any of your training and checking requirements that do not maintain or improve, or is not likely to maintain or improve, aviation safety

Changes to your risk assessment methodology that do not maintain or improve, or is not likely to maintain or improve, aviation safety

Changes to your process for managing fatigue that do not maintain or improve, or is not likely to maintain or improve, aviation safety

Significant change details

5 Provide details of the operations manual/library you are submitting that contain your significant changes

Version/ Revision number

Version/ Revision Date (DD/MM/YYYY)

/ /

Include a list of the sections in your operations manual/library that have been amended

 **Attach additional pages if required**

Non-significant change details

6 Provide details of the operations manual/library you are submitting that contain your non-significant changes

Version/ Revision number

Version/ Revision Date (DD/MM/YYYY)

/ /

Include a list of the sections in your operations manual/library that have been amended

 **Attach additional pages if required**

Application checklist

7 Select all that apply, that you are attaching with this form:

Operations Manual

Operations Library

Supporting appendices / documents

Chief Remote Pilot Declaration

8 I declare that:

- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct and I have read and understood all provisions of the *Civil Aviation Safety Regulations 1998* which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure the details are correct prior to lodgement.
- 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 CASA may provide a fee estimate, which will be sent to the contact person for this application.
- I have attached all required documentation specified in the application checklist.
- I accept if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application 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 in this application is an offence against the *Criminal Code Act 1995*.

Full name

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Chief Remote Pilot, Agent

An authority must be provided if the person making this declaration is **not** the individual or an office holder of the entity named in question 1.

 **Attach authority**

Submitting this form to CASA



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