



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

### Purpose of this form

Use this form to apply to be the principal PEXO exam Registrar and Invigilator for a flying school or training organisation.

### Who is this form for?

This form should be completed by the Head of Operations (HOO) of a flying school or training organisation when they want to initially commence conducting PEXO exams or want to conduct PEXO exams at a new location.

### Information needed to complete this form

The approval requested must be appropriate for the training conducted under the company training Air Operator's Certificate (AOC) or training Approval Certificate.

The HOO is responsible for the overall management of the conduct of PEXO exams and the management of all Registrars and Invigilators at the flying school/training organisation.

The HOO of the flying school or training organisation is responsible for notifying CASA of any change to the contact details of the organisation or the individuals who are approved to administer PEXO exams. All correspondence regarding PEXO exams will be sent to the current contact details, according to CASA's records.

If the HOO ceases to be employed by the flying school/training organisation, they must advise CASA.

If additional Registrar(s) and/or Invigilator(s) are required, please complete, [Additional PEXO exam Registrar and/or Invigilator \(Form 1355\)](#) for each additional individual.

### 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](#).

### 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 **applicant** details?

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

Legal entity/full name

ARN

Date of birth (DD/MM/YYYY)

/ /

Phone number

Email address

### 2 What are you **applying** for (select one)?

**New** HOO for an **existing** organisation → **Go to 3**

**New** HOO and **new** organisation → **Go to 4**

**New** location for an **existing** organisation → **Go to 4**

### 3 What are the details of the **previous HOO**?

Full name of previous HOO

ARN of previous HOO

### 4 As the HOO I wish to conduct PEXO exams for the following flying school/training organisation

Name of school/organisation

ARN of school/organisation (for billing purposes)

Phone number of school/organisation

Email address of school/organisation

Company training AOC or approval certificate number

Date of issue (DD/MM/YYYY)

/ /

Owner of Billing ARN (select one)

Self

Company

## Address of exam venue

### 5 Unit/number

Street name

Suburb

State/territory

Postcode

### 6 Which exams are you requesting?

Exams requested need to be relevant to the training approved for the organisation.

Recreational Pilot Licence Aeroplane (RPLA)

Recreational Pilot Licence Helicopter (RPLH)

Recreational Pilot Licence Navigation (RPLN)

Private Pilot Licence Aeroplane (PPLA)

Private Pilot Licence Helicopter (PPLH)

Private IFR Rating (PIFR)

## Applicant declaration

7 I declare that:

- As principal PEXO officer for this organisation, I agree to abide by the terms and conditions required by CASA in relation to the conduct and supervision of PEXO exams.
- In the event that I become aware of any impropriety occurring during the conduct of an examination, I will immediately contact Flight Crew Licensing for advice.
- I will ensure that all PEXO exams are conducted in accordance with the requirements specified in the 'CASA-PEXO Registrars & Invigilators Handbook'.
- 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 my 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 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 of HOO

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** Self, Director

## CASA FOI Recommendation

This section **must be completed** prior to submission to FCL.

8 The training approved for this organisation includes:

- Aeroplane
- Helicopter
- VFR Training
- Instrument Training

9 I have completed a physical inspection of the proposed 'exam facility' at the above address and am satisfied that the following points have been considered

- Adequate safety for the occupants (ohs)
- Adequate lighting
- Adequate ventilation and heating/cooling
- An environment free from unacceptable noise levels, distractions and non-exam activity
- Access to the room(s) may be controlled whilst exams are in progress
- A separate desk for each candidate, but not smaller than 1350 x 750 mm
- A minimum of 1.5m between the sides of any adjacent monitors
- Each individual computer has a uninterruptible power supply (UPS)
- Have flat screen (non-CRT) monitors at least 15-inch in screen size
- Comfortable seating for candidates
- Clean toilet facilities nearby
- Table and chair for the supervisor
- General security aspects are satisfactory

If not satisfactory, state reason:

Application recommended

Application not recommended (specify below)

 **Attach additional pages if required**

FOIs name

ARN

Date (DD/MM/YYYY)

/ /

## FCL Exams Section

**10** I declare that.

Application recommended

Application not recommended (specify below)



**Attach additional pages if required**

Date entered into PEXO (DD/MM/YYYY)

/ /

Date instructions sent to applicant (DD/MM/YYYY)

/ /

Full name

ARN

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**For example:** PEXO examiner, PEXO administrator

### Submitting this form to CASA



By email – send this form with all supporting documents attached to [FCL.exams@casa.gov.au](mailto:FCL.exams@casa.gov.au)



By post – return this form and all supporting documents to:

**CASA Flight Crew Licensing**

**GPO Box 2005**

**Canberra ACT 2601**