



PROTOCOL

(DEL.01) Appointing and managing aircraft design approval-related authorised persons

October 2024



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and their continuing connection to land, water and community, and pays respect to Elders past, present and emerging.

Inside front cover artwork: James Baban.

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1. Purpose

CASA appoints individuals¹ who are not CASA officers to exercise CASA's aircraft design approval-related powers under subregulation 201.001(2), Part 21 and Subpart 21.M of the *Civil Aviation Safety Regulations 1998 (CASR)* or powers specified in the legislation. These individuals are appointed by way of an instrument of appointment (IOA) and are then referred to as authorised persons. This protocol:

- lists the aircraft design approval-related powers and functions CASA grants to individuals as authorised persons
- defines the authority and ongoing responsibilities of authorised persons in exercising CASA's aircraft design approval-related powers or powers specified in the legislation
- describes the integrated elements and activities associated with the assessment, appointment, oversight and ongoing management of authorised persons
- applies to the Design and Manufacturing Oversight (DMO) section as the responsible business unit (RBU).

2. Concept and philosophy

When appointing individuals as authorised persons to perform design approval-related activities for aircraft or aeronautical products or alterations to aircraft or aeronautical products, CASA may do so subject to conditions and appointment criteria. These requirements impose limitations on the manner in which the authorised person may exercise the particular power or function being given to them. The conditions are imposed under subregulation 201.001(2), Part 21 and Subpart 21.M of CASR.

Part 21 of CASR sets out the certification and airworthiness requirements for aircraft and aircraft parts and also covers the approval of aircraft engines, propellers, and certain materials and parts. Design changes to Australian aircraft must be approved under Part 21 (excluding certain aircraft that are exempt from the regulations). Design changes may be modifications or repairs for reasons such as to rectify defects, change or improve parts or equipment, comply with enhanced safety requirements, provide for different aircraft utilisation or address operators' commercial requirements.

Subpart 21.M of CASR provides the regulatory means to approve modifications and repair designs for aircraft, aircraft engines, propellers and appliances.

The functions and activities associated with CASA's aircraft design approval-related authorised persons exercising these powers are captured within the external delegate/authorised persons' (EDAP) management framework. These activities are implemented in the framework through a sequence of consistent process stages in the EDAP lifecycle.

For the CASA DMO section, the stages of the EDAP lifecycle include the standard set of core operational activities that all aircraft design approval-related authorised persons move through, from the time of application, assessment and granting of an authorisation (entry) until such time as the instrument holder ceases to hold such authorisations and exits the lifecycle (exit).

The Capability Support Team (CST) in the Air Navigation, Transformation and Risk (ANTR) Division provides the centralised support and coordination (governance) function for the DMO, as the section authorises and manages authorised persons through the stages of the EDAP lifecycle. The CST's governance function aims to complement established DMO operations and enables the section to focus on their operational activities such as entry control and surveillance.

In support of the EDAP management framework, this protocol:

- provides the DMO section with guidance for the appointment and ongoing management of aircraft design approval-related authorised persons and activities through the EDAP lifecycle stages
- ensures transparency and accountability through a consistent approach to managing activities

¹ 'Individuals' (i.e. 'natural persons' (human beings including operating as sole traders) apply to CASA for appointment to exercise CASA's powers or powers specified in the legislation). On appointment, they are referred to as an 'authorised person.' The term 'aircraft design approval-related authorised person' is used throughout this protocol for consistency.

associated with aircraft design approval-related authorised persons

- provides CASA with a level of assurance and risk management to ensure the efficient and systematic appointment, management and oversight of aircraft design approval-related authorised persons and their ongoing compliance with their legislative and regulatory requirements, roles and responsibilities.

3. Process

1. For initial issue, variation or renewal of an IOA, applicants must submit a formal application to CASA by email with all required information to airworthiness@casa.gov.au, identifying the regulations for authorisations being requested, the engineering specialities and any other appropriate limitations. No other format for an application is acceptable.
2. All administration tasks should follow standard regulatory service administration procedures (as applicable).
3. All CASA staff that may undertake activities in the EDAP lifecycle for aircraft design approval-related authorised persons must satisfy the competency requirements prescribed by Section 6 of this protocol.
4. All associated CASA staff must be knowledgeable of, and familiar and competent with the supplements listed in Section 4 of this protocol.
5. A certification engineer (CE) (a CASA officer) that satisfies the competency requirements in Section 6 of this protocol, must assess applications and confirm all steps as satisfactory (or otherwise).
6. The CE must complete relevant sections of the (DEL.01) Worksheet and save it as a PDF document in RMS.
7. The documents listed in Section 4 of this protocol provide the detailed steps and appointment criteria for the assessment of an application for the initial issue, variation or renewal of an IOA.
8. An initial issue, variation or renewal of an IOA must be approved by the manager design and manufacturing oversight (MDMO). Approval is provided by the MDMO signing a Standard form of recommendation (SFR) to support the (DEL.01) Worksheet completed by the CE.
9. Following approval by the MDMO, the relevant CASA IOA (using the format 'CASA.DEL21.XXXX') must be issued or changed as relevant and used for formal notification of the approval to the applicant.

4. List of supplements

Only the following supplements may be used in support of this protocol. The most recently approved versions will be found on the CASA intranet website. Approved forms are located on CASA's external website.

- [Principle \(DEL.01\) Managing aircraft design approval-related authorised persons](#)
- [Principle \(DEL.01\) Appointing aircraft design approval-related authorised persons](#)
- [Protocol \(ORG.004\) Capability support and guidelines for managing and overseeing CASA's external delegates and authorised persons](#)
- [Principle \(ORG.004\) Capability support for CASA's external delegates and authorised persons](#)
- [Work Instruction \(ORG.004\) Updating the external delegates and authorised persons' consolidated register](#)
- [Form 698 – Standard form of recommendation \(SFR\).](#)
- Worksheet (DEL.01) Appointing and managing aircraft design approval-related authorised persons.

5. Scope

This protocol:

- provides guidance to the DMO section for managing operational activities associated with aircraft design

approval-related authorised persons appointed under subregulation 201.001(2), Part 21 and Subpart 21.M of CASR.

- outlines the application and integration of the mechanisms the DMO section uses to appoint and manage the authorised persons through the EDAP lifecycle stages.

In guiding the DMO section, this protocol also provides details of the:

- key principles and regulatory basis for appointing and managing authorised persons
- processes, roles and responsibilities for each stage of the EDAP lifecycle
- supporting application administration and assessment guidelines.

The standard guidelines CASA applies to the oversight and management of all EDAP are outlined in the CST (ORG.004) documents. The CST documents describe CASA's overall approach to how all CASA RBUs are to manage and oversee activities that are directly associated with the EDAP lifecycle (such as entry control), as well as other activities (such as risk assessments) that are not directly associated with the lifecycle but are required to support the lifecycle-associated activities.

6. Competency requirements

Qualifications/experience

- CEs must hold the appropriate qualifications covering the specific design approval-related specialisations they are assessing for the appointment of authorised persons.

Training

- Any member of the DMO section that is authorised to approve or authorise an aircraft design approval-related authorised person must complete and be current on the CASA External delegate and authorised person (EDAP) module.
- To conduct the assessment, CEs must have successfully completed the Foundation training program, Advanced Regulatory Assessment training programs and additional training in any other protocols related to the assessment.

7. Associated legislation

Table 1. Legislation associated with this protocol

Document	Title
Subpart 21.M of CASR	Approval of design of a modification or repair
Regulation 21.009 of CASR	Approval of technical data
Regulation 21.006A of CASR	Approval of changes to aircraft flight manual
Regulation 21.007 of CASR	Approval of defect as a permissible unserviceability
Regulation 21.007A of CASR	Advice about whether damage is major damage
Regulation 21.095 of CASR	Approval of minor changes to type design
Regulation 21.120B of CASR	Variations of supplemental type certificates

Document	Title
Subregulation 201.001(2) of CASR	Appointment of authorised persons

8. Guidance references

Table 2. Guidance material relevant to this protocol

Document	Title
AC 1-01	Understanding the legislative framework
AC 21-12	Classification of design changes
AC 21-08	Approval of modification and repair designs under Subpart 21.M of CASR
AC 21-15	Supplemental type certificates
AC 21-23	Technical data
AC 21-601	Australian technical standard order authorisation

9. Revision history

Amendments/revisions of this protocol are recorded below in order of most recent first.

Table 3. Revision history table

Version No.	Date	Parts/Sections	Details
1.0	October 2024	All	First release