



PROTOCOL

(OPS.142) Integrated and multi-crew flight training, contracted training and checking

February 2025



Acknowledgement of Country

The Civil Aviation Safety Authority (CASA) respectfully acknowledges the Traditional Custodians of the lands on which our offices are located and the places to which we travel for work. We also acknowledge the Traditional Custodians' continuing connection to land, water and community. We pay our respects to Elders, past and present.

Artwork: James Baban.

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1. Purpose

This protocol is for the assessment of an application for an air operator's certificate (AOC) or certificate under *Part 142—Integrated and multi-crew pilot flight training, contracted training and contracted checking* of the *Civil Aviation Safety Regulations 1998* (CASR). Use this protocol for the assessment of an initial AOC or certificate application, or a variation to an existing AOC or certificate – which is a significant change under regulation 142.030 of CASR. The protocol has been designed to work in conjunction with other protocols for specific approvals, such as key personnel. This protocol enables standardisation of the assessment process.

2. Concept and philosophy

Part 142 activities are activities conducted in an aircraft or a flight simulation training device as defined in regulation 142.015. In this protocol:

- an AOC is a permission granted by CASA under section 27 of the *Civil Aviation Act 1988* to conduct a Part 142 activity in an aircraft, and
- a certificate is a permission granted by CASA under Part 142 of CASR to conduct a Part 142 activity in a flight simulation training device.

CASA will issue a Part 142 authorisation if satisfied that the matters referred to in regulation 142.085 (for an AOC) and regulation 142.110 (for a certificate) have been complied with, and the applicant can conduct the proposed activities safely. Regulation 142.340 outlines the material that must be in an operator's exposition.

All AOCs and certificates are issued for a specified period. To continue operating, the holder must apply for and be issued with a new AOC or certificate, prior to the expiry of the existing AOC or certificate.

The elements required to be assessed for an AOC or a certificate application will depend on the size, nature and complexity of operations and involve verification of the applicant's claims through a range of activities, including:

- desktop assessments of the documentation provided
- site inspection of facilities
- assessment of key personnel.

An initial application for a Part 142 authorisation may involve several inspectors from different disciplines forming a project team, whereas a significant change to an existing Part 142 authorisation may consist of only one inspector depending on the application.

Before the issue of a Part 142 authorisation or variation to an existing Part 142 authorisation can be recommended, the project team will verify the application meets the requirements for the proposed activities.

Where the application is for a significant change (variation) that is not covered by a separate approval protocol, the inspector should complete the sections of the (OPS.142) worksheet appropriate to the application. The inspector must detail the scope of the assessment on the worksheet.

3. Process

All administration tasks should follow standard regulatory service administration procedures (as applicable), in addition to the following:

- If required, CASA will facilitate a pre-application meeting (see section 3.2 of this protocol).
- For an initial issue Part 142 authorisation, operators will submit the Flight Training Operator Certificate form (CASA-04-5389) to CASA for an approval.
- For a significant change to a Part 142 authorisation, operators will submit the Flight Training Operator Certificate form (CASA-04-5389) to CASA for an approval.
- Regservices will create a case in EAP to be assigned to a CASA inspector as either the project manager or the assessor, depending on the application.
- Regservices and the inspector should confirm that an EAP stop alert is not active.

- f. If required, the project manager will review the application and form a project team to conduct the assessment.
- g. All associated CASA staff must be knowledgeable of, and competent with, Principle (OPS.142), which provides details for the assessment of an initial issue Part 142 authorisation or significant change to an existing Part 142 authorisation.
- h. The relevant sections (determined by scope) of Worksheet (OPS.142) must be completed by the CASA inspector and saved as a PDF document in RMS, including:
 - i. the assessment summary
 - ii. the approval data sheet.
- i. If the application is a significant change, the inspector must complete the relevant section on the approval data sheet and provide the revision details for the exposition.
- j. The inspector must complete EAP in accordance with the EAP OAS Case Management - Regulatory Oversight Division (ROD) handbook (CASA-03-550).

The assessment must be endorsed by an independent person. See section 3.1 of this Protocol.

3.1 Recommendation endorsement

All recommendations must be endorsed by a separate person, normally a Manager Regulatory Services, prior to the delegate issuing the authorisation.

The Manager Regulatory Services may assign the endorsement to another inspector.

The role of the endorser is to:

- ensure all sections of the worksheets have been completed
- the assessment summary page has been completed
- the approval data sheet has been completed
- all worksheets and relevant documents have been filed in RMS
- the "Assessment" section of EAP has been fulfilled
- the "Create recommendation" section of EAP has been fulfilled.

If satisfied the endorser will complete the "Endorse recommendation" section of EAP and forward the task to the delegate.

If the assessing inspector holds the delegation for the authorisation, they can issue the authorisation.

3.2 Pre-application meeting

Depending on the size of the organisation and complexity of the proposed activities, a pre-application meeting may be conducted by CASA to help the applicant understand the certification process and the requirements to obtain a Part 142 authorisation.

The applicant may also request a pre-application meeting with CASA through Regservices.

A pre-application meeting is recommended for the initial issue of any Part 142 authorisation and for the addition of complex activities. Regservices will consult with the national manager to determine if the activities are deemed complex.

It is recommended that the pre-application meeting, chaired by the CASA project manager, be attended by all project team members and the applicant or their representatives.

The conduct of the meeting must give due consideration to the applicant's capabilities and expertise.

The following items must be included in the agenda for discussion at the pre-application meeting:

- a. The proposed activities.
- b. The proposed management structure and the qualifications and experience of the personnel proposed to conduct the activities.
- c. The proposed location and facilities. The facilities need to be in a ready state for on-site inspection and testing, if required.
- d. The certification process, and the roles and responsibilities of CASA and the applicant during the certification process. The applicant should be advised of situations that may cause delays and the suspension of the assessment process (e.g. incomplete or unsatisfactory documents, unsatisfactory inspections and tests and/or payment delays). The applicant must clearly understand that the documentation must be submitted in sufficient time to allow CASA to complete the assessment process and to issue the AOC before the intended commencement date of the applicant's operations. Delay by the applicant in responding to CASA will adversely impact on the time taken to complete the assessment phase and may result in suspension or cancellation of the application.
- e. Regulatory service fees. The applicant must clearly understand the distinction between the provision of advice at the pre-application meeting (which does not attract a regulatory service fee), however, the provision of assessments, checks, inspections and consultancy advice, after the pre-application meeting attract a regulatory service fee.

Note: Minutes should be taken during the pre-application meeting and distributed to all participants.

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](#)
- [Worksheet](#).

5. Scope

This Protocol is for the assessment of an initial issue AOC or certificate application under Part 142 of CASR. This protocol may also be used for certain significant change variations to an existing AOC or certificate, such as:

- the opening or closing of training bases
- the authorised Part 142 activities
- the addition of certain aircraft, for example an aircraft covered by a class rating, being the first aircraft of that class to be used by the operator in an authorised Part 142 activity
- the types of flight simulation training devices used to conduct the activities
- any other matter requiring assessment under this worksheet.

6. Competency requirements

To conduct the assessment, inspectors must have successfully completed the foundation training and advanced regulatory assessment training programs. Flight operations inspectors (FOIs) and airworthiness inspectors must hold the appropriate qualifications for the assessment of their specific areas.

Inspectors must also complete additional training in any other protocols related to the assessment.

7. Associated legislation

Table 1. Legislation associated with this protocol

Document	Title
Part 61 of CASR	Flight crew licensing
Part 61 MOS	Part 61 Manual of Standards 2014
Part 91 of CASR	General operating and flight rules
Part 91 MOS	Part 91 (General operating and flight rules) Manual of Standards 2020
Part 142 of CASR	Integrated and multi-crew pilot flight training, contracted training and contracted checking
CAO 45.0	Flight crew standards—Synthetic trainers—General
CAO 48.1	Civil Aviation Order 48.1 Instrument 2019
CASA EX42/22	Flight training and test (low-fidelity simulators) exemption 2022
CASA EX49/22	Multi-Engine Helicopters Exemption 2022
CASA EX64/22	Flight Training and Flight Tests by Grade 1 Training Endorsement Holders (Exemptions and Approvals) Instrument 2022
CASA EX28/23	Class 1 Medical Certificate (Certain Flights by Holders of a Commercial Pilot Licence or Air Transport Pilot Licence) Exemption 2023
CASA EX56/23	Implementation of Drug and Alcohol Management Plans (Micro-businesses and DAMP Organisations) Exemption 2023
Part 61 of CASR	Part 61 Flight Crew Licensing (Prescribed Aircraft and Type Ratings) (Edition 10) Instrument 2025
Part 142 of CASR	Type Ratings excluded from Part 142 Flight Training (Edition 8) Instrument 2023
CASA EX32/24	Flight Crew Licensing and Other Matters (Miscellaneous Exemptions) Instrument 2024
CASA EX67/24	Part 91 of CASR - Supplementary Exemptions and Directions Instrument 2024

8. Guidance references

Table 2. Guidance material relevant to this protocol

Document	Title
AC 1-02	Guide to the development of expositions and operations manuals
AC 61-05	Night VFR rating
AC 61-07	Flight instructor training
AC 61-08	Teaching and assessing non-technical skills for single-pilot operations
AC 61-09	Competency-based training and assessment for flight crew
AC 61-16	Spin avoidance and stall recovery training
AC 61-20	Pilot supervision and mentoring
AC 91-02	Guidelines for aeroplanes with MTOW not exceeding 5700kg - suitable places to take-off and land
AC 91-17	Electronic flight bags
AC 91-29	Guidelines for helicopters – suitable places to take off and land
CAAP 5.23-1	Multi-engine aeroplane operations and training
CAAP 5.216-1	Multi-crew pilot licence
CASA-04-2177	Part 142 sample exposition
CASA-04-2178	Guide to Part 142 sample exposition
CASA resource kit	Safety behaviours: human factors for pilots

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	February 2025	All	First release