



ANNEX TO PRINCIPLE (DEL.08)

**Annex D - CAR 42ZC(7) -
Approve a person to carry
out maintenance on a
Class A aircraft**



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. CAR 42ZC(7) - Approve a person to carry out maintenance on a Class A aircraft

1.1 Purpose

This annex describes the specific scope of the provision and supporting appointment criteria to appoint an applicant as an authorised person to authorise another person to carry out maintenance on a Class A aircraft.

Note: Annex D is an annex to [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#) and is supported by Worksheet (DEL.08) Annex D - CAR 42ZC(7) - Approve a person to carry out maintenance on a Class A aircraft.

1.2 Scope

Note: The scope of an instrument is dependent on the applicant's qualifications, experience and in some cases, employment conditions.

A person may apply to authorise another person to carry out maintenance on a Class A aircraft:

- for aircraft that have a certificated seating capacity of 38 seats or more (high capacity) or
- for aircraft that have a certificated seating capacity of less than 38 seats (not high capacity) and
- where the applicant is employed by the operator or maintainer of the aircraft and
- where the person being authorised is also employed by the same operator or maintainer of the aircraft.

The scope of maintenance that may be authorised by the appointed person must be detailed in the operator's or maintenance organisation's written procedures approved for use by the instrument holder.

1.3 Qualifications

No professional or technical qualifications are required for this authorisation.

1.4 Knowledge

The applicant will be asked to demonstrate at interview:

- a sound knowledge regarding the application of the CAR and the CASRs, as well as relevant advisory circulars (AC), CASA policies and procedures
- a working knowledge of [CAAP 30-4 – Certificate of approval maintenance organisations](#) as it relates to the control of work carried out on an aircraft
- administrative knowledge and experience commensurate with that required for issuing an authorisation
- a sound knowledge of the appropriate conditions that may be set in the interests of safety, including conditions specifically related to the requirements of the CofA holder's:
 - procedures manual, or the operators MCM or
 - system of certification (as applicable)
- an understanding of the conditions under which an authorisation may be suspended or cancelled.

Note: An interview of the applicant is required to ensure they can demonstrate they meet the criteria. Evidence of equivalent aviation experience may be considered and will be subject to review by CASA Airworthiness and Engineering Branch (AEB) on a case-by-case basis.

1.5 Procedures manual - Specific criteria

In addition to the criteria listed at Appendix A in Principle (DEL.08) Managing airworthiness-related external delegates and authorised persons, the applicant will be required to include the following in their procedures manual.

1.5.1 Reporting

Details of a register to record the following information about each authorisation issued, stating:

- the name of each person authorised to carry out maintenance, and in relation to each person
 - their ARN
 - a description of the maintenance authorised
 - the date of issue, and date of expiry, of each authorisation.

1.5.2 Nomination procedures

- Description of the nomination process
- Prerequisites to be met by the candidate
- Procedures for acceptance/rejection of a candidate.

1.5.3 Assessment

- Checklists setting out what must be checked during assessment
- Compilation of work/assessment package.

1.5.4 Authorisation

- Completing assessment documentation
- Method of authorisation detailed
- Procedures for authorising the candidate: (i.e. who must sign what and when etc.)

1.6 Surveillance of IOAs

1.6.1 Condition – Individual conditions, scope and limitations

Each Instrument of Appointment contains conditions and limitations specific to the individual. Common to these conditions are:

- The scope of the delegation
- Requirement to comply with an approved procedures manual

For Surveillance activities, these areas may be validated by:

- Sampling persons authorised to ensure they were authorised in accordance with the conditions of the instrument
- Sampling persons authorised to ensure they have demonstrated the required competencies for the authorisation

- Verifying persons authorised are employed by the relevant company
- Sampling authorisations to verify expiry dates do not exceed that of the period stated in the instrument
- Sampling documentation to verify persons are authorised in accordance with the approved procedures

1.6.2 Condition - Maintaining a register

The delegate must maintain a register containing the following information:

- The name of the person authorised to carry out the maintenance
- Their ARN
- A description of the maintenance authorised
- The date of each authorisation

During surveillance, the register is validated by reviewing the DMNS records against the register held by the authorisation holder.

1.6.3 Condition - Maintaining records

The delegate must maintain copies of all documents associated with the exercise of power for at least 5 years after the date of issue. The inspector may review the following documents to determine whether the records are adequately maintained. Storage conditions and the content maintained should be accessible on site to the inspector. This can be paper based or electronic, however should be consistent with the authorisation holders procedures. If electronic (soft copy) then suitable back up files should be maintained.

1.6.4 Condition - Notification to CASA of intent to exercise powers

On engagement by a client, and prior to exercising their powers, the delegate must notify CASA through the Delegate Management Notification System. Compliance with this conditions may be validated by reviewing records within the evidence package to establish a reference point.

1.6.5 Condition - Notification of outcomes to CASA

The delegate must record the details of the outcome to CASA into the DMNS within 14 days after a power is exercised. Compliance with this condition may be verified by comparing the DMNS records task completed date against the date identified on the certificate issued.

1.6.6 Condition - Availability of records

It is a condition of an authorisation that a delegate must make their register and all documents available to a CASA inspector for inspection. Surveillance should validate that the register contains all the required documentation.

1.6.7 Relating a regulatory breach to a delegation

If a breach of a condition is found during a surveillance event, the inspector is to record the deficiency against the relevant condition and use the relate function in EAP to relate the breach to the regulation CAR 422C (7). This will enable reporting against that delegation.

Revision history

Amendments/revisions for this annex are recorded below in order of the most recent first.

Table 1. Revision history table

Version No.	Date	Parts / Sections	Details
1.1	December 2024	1.6	Added Surveillance section
1.0	September 2024	All	First issue