



ANNEX TO PRINCIPLE (DEL.08)

Annex E to Principle (DEL.08) CASR 21.176 - Issue a standard certificate of airworthiness



Acknowledgement of Country

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1. CASR 21.176 - Issue a standard certificate of airworthiness

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 issue a standard certificate of airworthiness (CofA) for an Australian aeroplane, helicopter or manned free balloon, except where the proposed certificate is the first to be issued following release of the aircraft from the production line of an Australian production certificate (PC) holder.

Note: Annex E is an annex to [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#) and is supported by Worksheet (DEL.08) Annex E - CASR 21.176 - Issue a standard certificate of airworthiness.

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 issue a standard CofA for one or more of the following:

- An aeroplane that has a certificated seating capacity of less than 38 seats (not high capacity) or
- An aeroplane that has a certificated seating capacity of more than 38 seats (high capacity) or
- A helicopter or
- A manned free balloon or
- An aircraft that is the first of its type registered in the Australian Civil Aircraft Register.

Persons outside CASA will not be authorised to issue a CofA to a special category aircraft.

1.3 Qualifications

For initial issue, the applicant must have successfully completed the CASA CofA course and a mentoring program with a suitably qualified mentor within 12 calendar months prior to application.

Note: Holders of a valid instrument for the purpose of any other provision of regulation 21.176 of the *Civil Aviation Safety Regulations 1998 (CASR)* are exempt from this requirement while their instrument remains valid.

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 [AC 21.02 – Standard certificates of airworthiness](#)
- current technical knowledge and experience commensurate with that required for issuing a CofA

- a working knowledge of the information contained in aircraft type certification standards, information contained in aircraft type certificates (TC) and type certificate data sheets (TCDS), airworthiness limitations and certification maintenance requirements (CMR), aircraft flight manuals (AFM), airworthiness directives (AD) or other airworthiness and maintenance data applicable to the type of aircraft and prescribed purpose of operation
- a sound knowledge of the appropriate conditions that may be set in the interests of safety, including operational limitations
- an understanding of the conditions under which a CofA may be suspended or cancelled.

1.5 Competence

The applicant will be asked to demonstrate competence in:

- the application of policies, methodologies and processes described in the applicant's written procedures
- their ability to find and interpret information in the Australian civil aviation legislation related to airworthiness, maintenance and operational requirements, in particular those relating to the approval sought
- their ability to find and interpret information from foreign national airworthiness authorities (NAAs) related to airworthiness, maintenance and operational requirements.

1.6 Experience

Each applicant should submit, attached to their application, a resume setting out details of their experience that satisfies the relevant subparagraph below.

1.6.1 38 seats or less

In relation to aeroplanes with 38 seats or less, helicopters or manned free balloons, the applicant must have:

- a minimum of 3 years' experience in airworthiness management, maintenance or maintenance control of type certificated aircraft of the type applied for and
- carried out, under the supervision of CASA or a person authorised to issue standard CofA, the functions leading up to the issue of at least 2 standard CofA for aircraft similar to the type certification category of the scope of the instrument of appointment (IOA).

1.6.2 More than 38 seats

In relation to aeroplanes with more than 38 seats, the applicant must have:

- a minimum of 5 years' experience in airworthiness management, maintenance or maintenance control of type certificated aircraft with a minimum of 3 years' experience on transport category aeroplanes and
- carried out, under the supervision of CASA or a person authorised to issue standard CofA, the functions leading up to the issue of at least 3 standard CofA, one of which must be for an aeroplane with more than 38 seats.

Note: Applicants must provide evidence of experience in relation to each aircraft type (aeroplanes, helicopters and balloons). The scope of experience will determine the scope of any proposed instrument. A lack of experience in a particular type will result in that type being excluded. Evidence of equivalent aviation experience may be considered and will be subject to review by CASA on a case-by-case basis.

1.6.3 Upgrading to more than 38 seats

Where the applicant, at the time of application is authorised to issue standard CofA for aeroplanes with 38 seats or less and is upgrading to aeroplanes with more than 38 seats, the applicant must have carried out,

under the supervision of CASA or a person authorised to issue standard CofA, the functions leading up to the issue of at least one standard CofA for an aeroplane with more than 38 seats.

In relation to issuing a certificate to an aircraft that is the first of its type on the Australian Civil Aircraft Register, the applicant must have carried out, under the supervision of CASA or a person authorised to issue a standard CofA, the functions leading up to the issue of at least one standard CofA for an aircraft that was the first of its type in Australia.

Note: The requirement set out in the previous paragraph is in addition to the experience requirements above, unless one of those samples was for an aircraft that is first of type.

1.7 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.

1.7.1 Reporting

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

- name of the holder of the certificate of registration (CofR)
- manufacturer, type, model and serial number of the aircraft
- registration marking
- date of issue, and expiry (if applicable) of each certificate

A procedure to ensure that all documents relating to the certificate is sent to the CASA Australian Civil Aircraft Register

For first or type and model aircraft, a procedure to ensure that:

- Ground inspection report (GIR) and summary of unique features are sent to CASA
- Any deficiencies in aircraft, equipment and/or records are sent to the CofR holder.

1.7.2 Application procedures

Procedures to ensure that:

- the application is from the CofR holder
- the application has all the information required in support of the application (AC 21-02 refers)
- there is a process to:
 - establish Australian TC or TAC and process if not available
 - determine first of type/model in the proposed category.

1.7.3 Application procedure assessment

- Technical requirements address the same subject matter set out in or refer to CASA [Protocol \(COA.01\) – Certificate of airworthiness](#) as appropriate
- Description of a work/assessment package and how to compile a package
- Inspection of the aircraft
- Inspection of aircraft records (manufacturing records, logbooks etc.).

1.7.4 Issuing certificate

- Assessing completed work packages and logbooks
- Certifications for maintenance carried out as result of CofA process
- Completion of CofA checklists and forms (work package)
- Numbering/identifying the CofA document:
- Process for completing and signing (issuing) the CofA.

1.7.5 Specific forms

- List and description of each form/checklist used during assessment included
- Description on the use of each form/checklist
- Copy of each form to be used during assessment included.

1.7.6 Remote Inspections

If a remote inspection procedure is included, it must only be for circumstances where travel is not possible due to extenuating circumstances. Procedures must detail:

- The limited circumstances where remote inspections may apply
- How third parties are coordinated
- The capacity of the person inspecting the aircraft
- The independence of the individual inspecting the aircraft; and
- The documentation to ensure sufficient evidence is captured and all requirements of the inspection are captured for assessment by the authorised person

1.8 Surveillance of IOAs

1.8.1 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 appointment
- Requirement to comply with an approved procedures manual; and
- A requirement to ensure all documents and checklists used in the application, assessment and issue of the certificate, are sent to the Civil Aviation Registrar within 7 days after issue.

For Surveillance activities, these areas may be validated by:

- Reviewing the DMNS and authorisation holders register to ensure tasks are within approved scope.
- Sampling tasks to verify processes have been undertaken in accordance with the approved procedures manual
- Where conditions require CASA approval prior to tasks being commenced this may be demonstrated by emails contained within the work package. i.e., First of Type or Model.
- Sampling of tasks against each power held under the instrument. The review of each sampled task should establish if the evidence provided to CASA sufficiently supported the issue of the certificate. Examples of evidence expected may be:
 - History of operation
 - Compliance to TCDS

- Demonstrated compliance to relevant MOS operational airworthiness requirements (91, 119, 121, 131, 133, 135)
- CASA TAC or supporting documentation when no TAC is issued by CASA
- Life Limited items reviewed and within limits
- AMP / SOM in place
- STC's, Modifications and repairs reviewed and compliant to Part 21 requirements
- AD compliance, including "greasy prints" identifying completion.
- Continuing airworthiness records / maintenance records demonstrate maintained compliance. Any deficiencies noted and evidence of issues corrected captured. are correct and the aircraft still complies to the type certification data sheet.
- CASA C of A coordination and certification sheets
- Authorisation holders specific worksheets
- Evidence of aircraft inspection, demonstrating aspects that show compliance to TCDS and CASA regulations such as:
 - » Registration Markings
 - » Fireproof data plates of aircraft and major components
 - » Configuration compliant to Continuing Airworthiness records
 - » LOPA
 - » Role equipment
 - » Major repairs and STC's

The evidence package provided to CASA is stored in RMS and referenced by the DMNS job number or registration. This package should contain all maintenance data, records, forms etc that demonstrate the basis on which the assessment determined compliance and subsequent issue of the certificate.

Note: Recent records may not be uploaded to RMS immediately. Contact Aircraft Registrar for any missing records.

1.8.2 Condition - Maintaining a register

The delegate must maintain a register containing the following information:

- The name of the registered operator
- The manufacturer, type, model and serial number of the aircraft
- The registration marking
- The category and purpose (as applicable) of each certificate
- Whether the aircraft is of type that has not previously been issued with a certificate of airworthiness
- The date of issue and date of expiry (if applicable) of each document

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

1.8.3 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.

1.8.4 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.

1.8.5 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.

1.8.6 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.

1.8.7 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 CASR 21.176. This will enable reporting against that delegation.

1.9 Revision history

Table 1. Revision history table

Version No.	Date	Parts / Sections	Details
1.1	December 2024	1.7.6 / 1.8	Remote inspections / Surveillance
1.0	September 2024	All	First issue