



ANNEX TO PRINCIPLE (DEL.08)

Annex F to Principle (DEL.08) CASR 21.176 - Issue a special certificate of airworthiness for restricted category aircraft

January 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. CASR 21.176 - Issue a special certificate of airworthiness for restricted category 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 issue a special certificate of airworthiness (CofA) for an Australian aircraft in the restricted category in compliance with regulation 21.185 of the *Civil Aviation Safety Regulations 1998 (CASR)*.

Note: Annex F is an annex to [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#) and is supported by Worksheet (DEL.08) Annex F - CASR 21.176 - Issue a special certificate of airworthiness for restricted category 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 issue a special CofA in the restricted category for:

- aircraft (generally), or
- an aeroplane that has a certificated seating capacity of more than 38 seats (high capacity) or
- unmanned aerial vehicles (UAV).

1.3 Qualifications

For initial appointment, 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 CASR are exempt from this requirement while their instrument remains valid.
This exemption does not apply to the renewal requirements for any instrument.

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 21.10 - Experimental certificates](#)
- current technical knowledge and experience commensurate with that required for issuing a special CofA in the restricted category

- 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 special 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, particularly 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 Applicant can issue certificates of airworthiness

Where the applicant, at the time of application is authorised to issue standard or other special CofA, must have carried out, under the supervision of CASA or a person authorised to issue special CofA in the restricted category, the functions leading up to the issue of at least one special CofA for aircraft similar to the scope being sought (e.g. more than 38 seats or less).

1.6.2 Applicant cannot issue certificates of airworthiness

Where the applicant, at the time of application is not authorised to issue standard or other special CofA, must have carried out, under the supervision of CASA or a person authorised to issue special CofA in the restricted category, the functions leading up to the issue of at least 2 special CofA for aircraft similar to the scope being sought (e.g. more than 38 seats or less).

1.6.3 Applicant wishes to issue certificates to UAVs

For persons who wish to issue experimental certificates to UAVs only, must have carried out, under the supervision of CASA or a person authorised to issue special CofA in the restricted category, the functions leading up to the issue of at least one special CofA for a UAV.

Note: Evidence of equivalent aviation experience may be considered and will be subject to review by CASA on a case-by-case basis.

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 21-6 refers)
- there is a process to:
 - determine eligibility of proposed aircraft for restricted category CofA
 - 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
- Requirement stated to comply with [AC 21-6 - Certification of restricted category aircraft](#)
- Procedures to manage multiple category certification stated (regulation 21.187 of CASR)
- 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 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 there is sufficient evidence 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 the authorisation holders register to ensure tasks are within approved scope. Comparing the authorisation holders register against DMNS.
- Sample outputs to validate that any limitations or conditions specific to the IOA have been complied with
- Sample outputs to validate the process has been undertaken in accordance with the approved procedures manual and relevant AC (21.6)
- Verifying the restricted category aircraft CofA was issued for a prescribed purpose (AC 21.6)
- Sampling of tasks to establish the evidence provided sufficiently supports the issue of the certificate, such as:
 - History of operation
 - Compliance to TCDS
 - STCs, Modifications, Airworthiness Directives (ADs) and repairs reviewed and are compliant
 - Authorisation holders specific worksheets completed
 - Evidence of aircraft inspection, demonstrating aspects that show compliance to CASA regulations such as:
 - » Registration Markings
 - » Fireproof data plates of aircraft and major components
 - » LOPA
 - » Role equipment
 - » Major repairs
- For restricted category aircraft conducting overweight flights for agricultural or fire and water bombing exceeding the MTOW:

- Does the application include an operating proposal with relevant data
 - Was the aircraft type manufacturer involved in the assessment
 - The assessment involved a review of the aircraft structural load, fatigue and flight handling studies and flight tests
 - Operating conditions are included in the CofA annex, and the required amendments made to the flight manual.
- Reviewing the DMNS and authorisation holders register to ensure tasks are forwarded to CASA within specified timeframes.

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
- 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.

Revision history

Table 1. Revision history table

Version No.	Date	Parts / Sections	Details
1.1	January 2025	1.7.6 / 1.8	Remote Inspections/ Surveillance
1.0	September 2024	All	First issue