



ANNEX TO PRINCIPLE (DEL.08)

Annex G to Principle (DEL.08) CASR 21.176 - Issue a special certificate of airworthiness for light sports 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 light sports 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 light sport aircraft (LSA) in compliance with regulation 21.186 of the *Civil Aviation Safety Regulations 1998* (CASR).

Note: Annex G is an annex to [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#) and is supported by Worksheet (DEL.08) Annex G - CASR 21.176 - Issue a special certificate of airworthiness for light sports 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 for an LSA that is one or more of the following:

- Fixed wing aircraft
- Powered parachutes
- Weight shift aircraft
- Gliders
- Balloons
- Airships
- Gyroplanes.

1.3 Qualifications

For initial issue, the applicant must have successfully completed within 12 calendar months prior to their application:

- a mentoring program with a suitably qualified mentor and either
- the CASA CofA course, or
- a CofA course delivered by a recognised representative organisation such as Sports Aviation Federation of Australia (SAAA), Recreational Aviation Australia (RA Aus) etc. that has been endorsed by CASA.

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.

Applicants with substantial experience in the design, certification, manufacture, modification or maintenance of LSA (or similar e.g. *Civil Aviation Order* (CAO) 95.55) may request consideration be given to substitute the completion of a CofA course with an assessment (by interview) to determine their knowledge level.

1.4 Knowledge

The applicant must obtain a written declaration that they have suitable underpinning and specific knowledge to be authorised to issue special CofA to LSA from a:

- person authorised to issue special CofA to LSA, or
- recognised representative organisation (SAAA, RA Aus etc.).

1.5 Experience

The applicant must obtain a declaration of competence to issue special CofA to LSA from a:

- person authorised to issue special CofA to LSA, or
- recognised representative organisation (SAAA, RA Aus etc.).

Note: A declaration of competence must account for both CofA processes, and specific aircraft type experience and be based on the functions leading up to the issue of at least one LSA CofA and either one additional LSA CofA or an experimental certificate for a similar aircraft type. Applicants must provide evidence of experience in relation to each aircraft LSA type (aeroplanes, powered parachutes, weight shift aircraft etc.). The scope of experience will determine the scope of any proposed instrument. A lack of experience in a particular type may result in that type being excluded.

1.6 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.

1.6.1 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.

1.6.2 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 21-41 refers)
- there is a process to:
 - determine eligibility of proposed aircraft for special category CofA.

1.6.3 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 21-41 – Light sport aircraft certificate of airworthiness](#)
- Inspection of the aircraft
- Inspection of aircraft records (manufacturing records, logbooks etc.).

1.6.4 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.

1.6.5 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.

1.6.6 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
- The documentation to ensure there is sufficient evidence and all requirements of the inspection are captured for assessment by the authorised person

1.7 Surveillance of IOAs

1.7.1 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 listed in their instrument
- Validating that the authorised person follows a process to ensure certificates are issued for aircraft that meet the LSA manufacturing requirements, such as ensuring:
 - The manufacturer holds a production certificate for a similar aircraft to the manufactured LSA; or
 - If the manufacturer does not hold a production certificate, the manufacturer has declared in writing:
 - » they have the contracted engineering personnel with relevant experience to ensure compliance with the LSA standards
 - » facilities and tools suitable for the production of the aircraft
 - » competent personnel with appropriate training, skills and experience to perform the work
 - For overseas manufacturers, the aircraft is manufactured in a contracting state and evidence has been provided that they meet similar requirements to local manufacturers, such as holding a production approval for a similar aircraft that was issued by their NAA, or organisation that was approved by their NAA.
 - Does the aircraft have a statement of compliance from the manufacturer that indicates:
 - » The aircraft's make model serial number and date of manufacture
 - » The design of the aircraft complies with the LSA standards
 - » The manufacturer's quality assurance system complies with the LSA standards and based on that system, the aircraft conforms to the manufacturer's design data
 - » The manufacturer will make available to any interested person the aircraft's operating instructions, the aircraft's maintenance and inspection procedures and the aircraft's flight training supplement that complies with the LSA standards
 - » The manufacturer will monitor the continuing airworthiness of the aircraft and will issue directions or requirements that comply with the LSA standards to correct any unsafe condition
 - » A copy of the manufacturer's assembly instructions
 - » Evidence of manufacturer's qualification to manufacture a LSA
- Sampling of tasks to establish the evidence provided sufficiently supports the issue of the certificate, such as:
 - History of the aircraft
 - Any manufacturer safety directions have been actioned
 - Modifications or repairs, AD's are reviewed, and the aircraft is maintained in accordance with the manufacturer requirements and not modified unless approved by the manufacturer
 - Authorisation holders specific worksheets completed
 - Evidence of aircraft inspection, demonstrating aspects that show compliance to CASA and ASAO regulations such as:
 - » Registration/ Listing markings
 - » Fireproof data plates of aircraft and major components
 - » Placards

Reviewing the DMNS and authorisation holders register to ensure tasks are forwarded to CASA within specified timeframes.

1.7.2 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.

1.7.3 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.

1.7.4 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 these conditions may be validated by reviewing records within the evidence package to establish a reference point.

1.7.5 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.

1.7.6 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.

1.7.7 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	Added Surveillance section
1.0	September 2024	All	First issue