



ANNEX TO PRINCIPLE (DEL.08)

**Annex K to Principle
(DEL.08) CASR 21.195A -
Issue an experimental
certificate for amateur or
kit-built aircraft**

December 2024



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.

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1. CASR 21.195A - Issue an experimental certificate for amateur or kit-built 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 an experimental certificate for an Australian aircraft for the purpose of operating an amateur-built aircraft under subregulation 21.191(g) and kit-built aircraft under regulation 21.191(h) of the *Civil Aviation Safety Regulations 1998 (CASR)*.

Note: Annex K is an annex to [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#) and is supported by Worksheet (DEL.08) Annex K - CASR 21.195A - Issue an experimental certificate for amateur or kit-built aircraft.

1.2 Scope

An instrument of appointment (IOA) issued for the purpose of issuing an experimental certificate for operating an amateur-built and kit-built (in the primary category) aircraft will allow the person to issue a certificate where the major portion of the aircraft has been fabricated and assembled by a person who undertook the construction project solely for the person's own education or recreation.

1.3 Qualifications

For initial appointment, the applicant must have successfully completed the:

- CASA Certificate of Airworthiness (CofA) course within 12 calendar months prior to application; or
- CofA course endorsed by CASA and delivered by a recognised representative organisation such as Australian Warbirds Association Limited (AWAL), Sport Aircraft Association of Australia (SAAA) and Recreational Aviation Australia (RA Aus) etc.

Note: Applicants with substantial experience in the design, certification, manufacture, modification or maintenance of amateur or kit-built aircraft may request consideration be given to substitute the completion of a CofA course with an assessment (by interview) to determine their knowledge level.

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.

1.4 Knowledge

The applicant must obtain a written declaration that they have suitable underpinning and specific knowledge to be authorised to issue experimental certificates for amateur-built or kit-built (in the primary category) aircraft from a:

- person authorised to issue experimental certificates for amateur-built or kit-built (in the primary category) aircraft; or
- recognised representative organisation (AWAL, SAAA, RA Aus etc.).

1.5 Experience

The applicant must obtain a declaration of competence to issue experimental certificates for amateur-built or kit-built (in the primary category) aircraft from a:

- person authorised to issue experimental certificates for amateur-built or kit-built (in the primary category) aircraft or,
- recognised representative organisation (AWAL, SAAA, RA Aus etc.).

Note: A declaration of competence must account for both experimental certificate processes, and specific aircraft type experience and be based on the functions leading up to the issue of at least one experimental certificate.

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 experimental certificate, stating the:

- name of the holder of the certificate of registration
- 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 are sent to the CASA Australian Civil Aircraft Register.

1.6.2 Application procedures

Procedures to ensure that:

- the application is from the certificate of registration (CofR) holder
- form of application described
- the application has all the information required (specific to the instrument)
- the aircraft is registered prior to application
- eligibility of proposed aircraft is determined for an Australian experimental certificate.

1.6.3 Application procedure assessment

- Description of the assessment process (e.g. flow charts, work sheets etc.)
- Description of the process for considering applications for multiple purposes
- Technical matters to be considered during assessment stated
- Risk assessment and risk management procedures to consider all the following items to ensure relevant conditions and operational limitations are applied to the experimental certificate.

Note: Assessment checklists must record all relevant information applicable to the aircraft.

- Review of information contained in the aircraft design and construction data, flight test standards, airworthiness limitations, service letters and bulletins, aircraft flight manuals (AFM) and other relevant manufacturers' airworthiness data applicable to the aircraft
- Review of relevant national airworthiness authority (NAA) information relating aircraft design and construction, airworthiness limitations, airworthiness directives (AD) and flight testing
- Review of repair and modification data applicable to the aircraft (aeronautical engineering Subpart 21.M and regulation 21.303 of CASR and Part 35 of CAR)
- Evaluation and interpretation of structural analysis test data
- Systems evaluation for complexity (e.g. pressurisation, retractable undercarriage, non-certificated engines, piston, turbine or jet engines)
- Analysis and determination of safe operation of the aircraft
 - Consideration of aircraft's operational safe history
 - Consideration of aircraft's nominated pilot(s) qualifications and experience
- Raising work/assessment package
- Inspection of aircraft
- Inspection of aircraft records
- Inspection of manufacturing records
- Placards and markings requirements
- Procedures for considering areas of operation (including noise, in and out of airports etc.).

1.6.4 Issuing certificate

- Numbering/identifying the experimental CofA document
- Completing / assessing completed work packages and log books
- Certifications for maintenance carried out
- Completion of checklists
- Description of the process for issuing the certificate (flow charts etc.)
- Relevant conditions stated in section 11 of [AC 21.10 - Experimental certificates](#) to be included on each certificate
- Duration of certificate stated.

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 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

- 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 authorisation holders register to ensure tasks are within approved scope.
- Sample outputs to validate the process has been undertaken in accordance with the approved procedures manual and any relevant AC's as stated in the individual's instrument
- Sampling outputs to verify the authorised person has complied with any conditions or limitations specific to the individual's instrument
- Verifying aircraft have been fabricated and assembled by an individual purely for education or recreation purposes.
- 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 this 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 21.195A. This will enable reporting against that delegation.

1.8 Revision history

Table 1. Revision history table

Version No.	Date	Parts / Sections	Details
1.1	December 2024	1.6.6 / 1.7	Remote Inspections / Surveillance
1.0	September 2024	All	First issue