



ANNEX TO PRINCIPLE (DEL.08)

Annex N to Principle (DEL.08) CASR 21.324 - Issue an export airworthiness approval

December 2024



Acknowledgement of Country

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1. CASR 21.324 - Issue of an export airworthiness approval

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 export airworthiness approval in the form of an export certificate of airworthiness (CofA) for an Australian aircraft or manned free balloon, or an authorised release certificate (ARC) for a Class I and Class II component (that is not an aircraft).

Note: Annex N is an annex to [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#) and is supported by Worksheet (DEL.08) Annex N - CASR 21.324 - Issue an export airworthiness approval.

1.2 Scope

A person may apply to issue an export CofA for an aeroplane, a helicopter or a balloon that is:

- of a type referred to in paragraph 21.325(4)(b) of CASR (a used aircraft) and
- not of a type referred to in paragraph 21.325(4)(b) of CASR (a new aircraft off a production line)
- an aeroplane with a certificated seating capacity of more than 38 seats (high capacity) or
- an aeroplane with a certificated seating capacity of 38 seats or less (not high capacity).

Note: Persons outside CASA will not be authorised to issue an export CofA to an aircraft in a special class of aircraft.

A person may apply to issue an ARC for a Class I or Class II component that is:

- of a type referred to in paragraph 21.325(4)(b) of CASR (a used aircraft) and
- not of a type referred to in paragraph 21.325(4)(b) of CASR (a new aircraft off a production line).

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

1.3 Qualifications

For initial issue, the applicant must have successfully completed the CASA Certificate of Airworthiness 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.

For initial issue to issue an ARC for a component, the applicant must have substantial experience in the design, certification, manufacture, modification or maintenance of components.

1.4 Knowledge

The applicant will be asked to demonstrate at interview:

- a sound knowledge of ICAO requirements relating to export CofA
- a sound knowledge regarding the application of CASRs, relevant advisory circulars (AC), CASA policies and procedures
- a working knowledge of [AC 21.17 – Export airworthiness approvals](#)
- current technical knowledge and experience commensurate with that required for issuing a special flight permit (SFP)
- 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 and
- an understanding of the conditions under which an export CofA may be suspended or cancelled.

1.5 Competence

The applicant will be asked to demonstrate competence in the following:

- The application of policies, methodologies and processes described in the applicant's written procedures
- 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
- Ability to assess and interpret legislation from the importing country that relates to the issue of an Australian Export Certificate of Airworthiness.

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.

- In relation to non-high capacity aeroplanes, helicopters or manned free balloons, a minimum of 3 years' experience in airworthiness and maintenance or maintenance control of type certificated aircraft of the type applied for.

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.

- In relation to high capacity aeroplanes, a minimum of 5 years' experience in airworthiness and maintenance or maintenance control of type certificated aircraft, with a minimum of 3 years' experience on transport category aircraft.

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

Initial issue (to satisfy either of the above paragraphs)

The applicant must have carried out, under the supervision of CASA or a person authorised to issue an export certificate, the functions leading up to the issue of at least 2 certificates for aircraft similar to the type certification category of the scope of the instrument of appointment (IOA).

Upgrading to high capacity

- The applicant must have carried out, under the supervision of CASA or a person authorised to issue an export certificate, the functions leading up to the issue of at least 2 certificates for aircraft classified as high capacity.
- In relation to the issue an ARC for a component, the applicant must have substantial experience in the design, certification, manufacture, modification or maintenance of components.

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 export certificate issued, stating the:

- 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 Civil Aircraft Register.

1.7.2 Application procedures

Procedures to ensure that:

- Application form is required
- Eligibility of applicant to apply to satisfy Subpart 21.L of CASR
- Information needed in support of application to satisfy Subpart 21.L of CASR stated
- Aircraft that are not eligible for export CofA stated
- Determine eligibility of the aircraft for export CofA (regulation 21.329 of CASR)
- Procedures to confirm with the receiving National Aviation Authorities (NAAs) that they will accept the aircraft with an export CofA issued by an authorised person.

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](#).
- Process to assess application stated
- Checklists setting out what must be checked included (must be based on CASA forms)
- Raising work/assessment package
- Inspection of aircraft to satisfy Subpart 21.L of CASR
- Inspection of aircraft records to satisfy Subpart 21.L of CASR
- Assessing completed work packages and log books (used aircraft)

- Reporting deficiencies in aircraft, equipment and/or records to CofR holder
- Certifications for maintenance carried out as result of export CofA process
- Completion of checklists.

1.7.4 Approval

- Completing assessment documentation
- Completion of checklists: numbering of export CofA
- Completing and signing (issuing) the export 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
- 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 the approved scope and align with the scope of powers held
- Sampling tasks to verify processes are undertaken in accordance with the approved procedures manual
- Sampling outputs to ensure the authorised person has complied with any limitations or conditions specific to their individual instrument
- Comparing tasks against the DNMS system to verify documentation has been forwarded to CASA within the 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
- Whether the aircraft is of a 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 21.324. This will enable reporting against that delegation.

1.9 Revision history

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