



PROTOCOL

(DEL.08) Managing airworthiness-related external delegates and authorised persons

September 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.

Inside front cover artwork: James Baban.

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1. Purpose

CASA appoints individuals and legal entities¹ who are not CASA officers to exercise CASA's airworthiness-related powers or powers specified in the legislation. These individuals and legal entities are appointed by way of an instrument of delegation (IOD) or an instrument of appointment (IOA) and are then referred to as external (or industry) delegates and authorised persons (EDAP), respectively. This protocol:

- lists the airworthiness-related powers and functions CASA grants to individuals and legal entities as EDAP
- defines the authority and ongoing responsibilities of EDAP in exercising CASA's airworthiness-related powers or powers specified in the legislation
- describes the integrated elements and activities associated with the assessment, appointment, oversight and ongoing management of CASA's airworthiness-related EDAP
- applies to the following CASA branches as the responsible business units (RBUs)
 - Regulatory Services 1 (RS1) Branch
 - Regulatory Services 2 (RS2) Branch
 - Surveillance Branch
 - Airworthiness and Engineering Branch (AEB).

2. Concept and philosophy

Under Annex 8 to the Convention on International Civil Aviation (the Chicago Convention), Airworthiness of Aircraft, 'airworthy' (airworthiness) is:

'The status of an aircraft, engine, propeller or part when it conforms to its approved design and is in a condition for safe operation.'

Airworthiness defines the condition of an aircraft and its suitability for flight, in that it has been designed with engineering rigor, constructed, maintained and is expected to be operated to approved standards and limitations, by competent and approved individuals, who are acting as members of an approved organisation and whose work is both certified as correct and accepted on behalf of CASA.

When appointing individuals and legal entities as EDAP to perform airworthiness-related activities for aircraft, CASA may do so subject to conditions and appointment criteria. These requirements impose limitations on the manner in which the EDAP may exercise the particular power or function being given to them. The conditions are imposed under subregulation 201.001(2), regulation 11.260 and Parts 21 and 91 of the *Civil Aviation Safety Regulations 1998 (CASR)* and Subdivision 1 of Division 2 of Part 4A and Division 3 of Part 4 of the *Civil Aviation Regulations 1988 (CAR)*.

The specific functions and activities associated with CASA's airworthiness-related EDAP are captured within the external delegate/authorised persons' (EDAP) management framework and implemented in the framework through a sequence of consistent process stages in the EDAP lifecycle.

For the RBUs, the stages of the EDAP lifecycle include the standard set of core operational activities that all of CASA's EDAP move through, from the time of application, assessment and granting of an external delegation or authorisation (entry) until such time as the instrument holder ceases to hold such authorisations and exits the lifecycle (exit).

In an airworthiness context, through each of the EDAP lifecycle stages the RBUs conduct:

- their lower-level unit and subject-specific operational activities related to the assessment, appointment, management and oversight of airworthiness-related EDAP.

¹ 'Individuals and legal entities' (i.e. 'natural persons' (human beings including operating as sole traders) or other legal entities (corporation, government body or incorporated association') apply to CASA for appointment to exercise CASA's powers or powers specified in the legislation. On appointment, they are then referred to as an 'external delegate' or 'authorised person' (EDAP).

- other activities such as risk assessments, which are not directly associated with the EDAP lifecycle but are required to support the lifecycle-associated governance and reporting activities.

The Capability Support Team (CST) in the Air Navigation, Transformation and Risk (ANTR) Division provides the centralised support and coordination (governance) function for the RBUs, as each of the units authorises and manages individuals and legal entities through the stages of the EDAP lifecycle. The CST's governance function aims to complement the established operations for each unit and enables the unit to focus on operational activities such as entry control and surveillance.

In support of the EDAP management framework, this protocol:

- provides the RBUs with guidance for the appointment and ongoing management of the airworthiness-related EDAP and activities through the EDAP lifecycle stages
- ensures transparency and accountability through a consistent approach to managing activities associated with airworthiness-related EDAP
- provides CASA with a level of assurance and risk management to ensure the efficient and systematic appointment, management and oversight of airworthiness-related EDAP and their ongoing compliance with their legislative and regulatory requirements, roles and responsibilities.

3. Process

1. For an initial issue, variation or renewal of an instrument, applicants must complete and submit [Form 1155 - Application for grant, change or re-issue of a delegation or appointment](#) (CASA-04-0029) in full, with all supporting documents listed in Principle (DEL.08) Managing airworthiness-related external delegates and authorised persons. No other format for an application is acceptable.
2. Applications should be sent to CASA Regulatory Services (Regservices) for processing. All administration tasks should follow standard regulatory service administration procedures (as applicable).
3. Regservices will create a case in EAP to be assigned to an airworthiness inspector (AWI) in the Regulatory Oversight Division (ROD).
4. All CASA staff that may undertake activities in the EDAP lifecycle for airworthiness-related EDAP must satisfy the competency requirements prescribed by Section 6 of this protocol.
5. All associated CASA staff must be knowledgeable of, and familiar and competent with the supplements listed in Section 4 of this protocol.
6. A competent AWI in ROD RS1 or RS2 (a CASA officer) that satisfies the competency requirements in Section 6 of this protocol, must assess applications and confirm all steps as satisfactory (or otherwise).
7. The documents listed in Section 4 of this protocol provide the detailed steps and appointment criteria for the assessment of an application for the initial issue, variation or renewal of an instrument.
8. An initial issue, variation or renewal of an instrument must be approved by the ROD RS2 airworthiness team manager and RS1 or RS2 national manager (based on specialisation). Approval is provided by the RS2 airworthiness team manager and relevant RS national manager by signing a Standard form of recommendation (SFR) and minute prepared by a competent AWI.
9. AEB personnel are available to offer advice about airworthiness policy and regulations if required.
10. Following approval by the relevant RS national manager, the relevant CASA instrument must be used for formal notification of the appointment to the airworthiness-related EDAP.

4. List of supplements

Only the following supplements may be used in support of this protocol. The most recently approved versions will be found on the CASA intranet website. Approved forms are located on CASA's external website.

- [Principle \(DEL.08\) Managing airworthiness-related external delegates and authorised persons](#)
 - Worksheet (DEL.08) Managing airworthiness-related external delegates and authorised persons
 - [Annex A to Principle \(DEL.08\) CAR 29A - Conduct a welding examination](#)

- » Worksheet (DEL.08) Annex A - CAR 29A - Conduct a welding examination
- [Annex B to Principle \(DEL.08\) CAR 42M and R - Approval and changes to a system of maintenance](#)
 - » Worksheet (DEL.08) Annex B - CAR 42M and R - Approval and changes to a system of maintenance
- [Annex C to Principle \(DEL.08\) CAR 42R - Changes to a system of maintenance](#)
 - » Worksheet (DEL.08) Annex C - CAR 42R - Changes to a system of maintenance
- [Annex D to Principle \(DEL.08\) CAR 42ZC\(7\) - Approve a person to carry out maintenance on a class A aircraft](#)
 - » Worksheet (DEL.08) Annex D - CAR 42ZC(7) - Approve a person to carry out maintenance on a class A aircraft
- [Annex E to Principle \(DEL.08\) CASR 21.176 - Issue a standard certificate of airworthiness](#)
 - » Worksheet (DEL.08) Annex E - CASR 21.176 - Issue a standard certificate of airworthiness
- [Annex F to Principle \(DEL.08\) CASR 21.176 - Issue a special certificate of airworthiness for restricted category aircraft](#)
 - » Worksheet (DEL.08) Annex F - CASR 21.176 - Issue a special certificate of airworthiness for restricted category aircraft
- [Annex G to Principle \(DEL.08\) CASR 21.176 - Issue a special certificate of airworthiness for light sports aircraft](#)
 - » Worksheet (DEL.08) Annex G - CASR 21.176 - Issue a special certificate of airworthiness for light sports aircraft
- [Annex H to Principle \(DEL.08\) CASR 21.195A - Issue an experimental certificate for research and development](#)
 - » Worksheet (DEL.08) Annex H - CASR 21.195A - Issue an experimental certificate for research and development
- [Annex I to Principle \(DEL.08\) CASR 21.195A - Issue an experimental certificate for training or market survey](#)
 - » Worksheet (DEL.08) Annex I - CASR 21.195A - Issue an experimental certificate for training or market survey
- [Annex J to Principle \(DEL.08\) CASR 21.195A - Issue an experimental certificate for exhibition or air racing](#)
 - » Worksheet (DEL.08) Annex J - CASR 21.195A - Issue an experimental certificate for exhibition or air racing
- [Annex K to Principle \(DEL.08\) CASR 21.195A - Issue an experimental certificate for amateur or kit-built aircraft](#)
 - » Worksheet (DEL.08) Annex K - CASR 21.195A - Issue an experimental certificate for amateur or kit-built aircraft
- [Annex L to Principle \(DEL.08\) CASR 21.195A - Issue an experimental certificate for light sports aircraft](#)
 - » Worksheet (DEL.08) Annex L - CASR 21.195A - Issue an experimental certificate for light sports aircraft
- [Annex M to Principle \(DEL.08\) CASR 21.200 - Issue a special flight permit](#)
 - » Worksheet (DEL.08) Annex M - CASR 21.200 - Issue a special flight permit
- [Annex N to Principle \(DEL.08\) CASR 21.324 - Issue an export airworthiness approval](#)
 - » Worksheet (DEL.08) Annex N - CASR 21.324 - Issue an export airworthiness approval
- [Annex O to Principle \(DEL.08\) CASR 91.875\(2\)\(f\)/CASR 91.875\(2\)\(e\)\(ii\) - Authorise flight of experimental aircraft.](#)

- » Worksheet (DEL.08) Annex O - CASR 91.875(2)(f)/CASR 91.875(2)(e)(ii) - Authorise flight of experimental aircraft.
- [Annex W to Principle \(DEL.08\) CAR 42ZC\(6\) - Authorising persons to carry out maintenance \(NDT\)](#)
 - » Worksheet (DEL.08) Annex W - CAR 42ZC(6) - Authorising persons to carry out maintenance (NDT)
- [Annex X to Principle \(DEL.08\) CASR 91.Y - Minimum equipment lists](#)
 - » Worksheet (DEL.08) Annex X - CASR 91.Y - Minimum equipment lists
- Protocol (ORG.004) Capability support and guidelines for managing and overseeing CASA's external delegates and authorised persons
- Principle (ORG.004) Capability support for CASA's external delegates and authorised persons
- Work Instruction (ORG.004) Updating the external delegates and authorised persons' consolidated register
- [Form 1155 - Application for grant, change or re-issue of a delegation or appointment](#)
- Form 699 – Standard form of recommendation (SFR).

5. Scope

This protocol:

- provides guidance for managing operational activities associated with airworthiness-related EDAP
- outlines the application and integration of the mechanisms the RBUs uses to appoint and manage the airworthiness-related EDAP through the EDAP lifecycle stages.

In guiding the RBUs, this protocol also provides details of the:

- key principles and regulatory basis for appointing and managing airworthiness-related EDAP
- processes, roles and responsibilities for each stage of the EDAP lifecycle
- supporting application administration and assessment guidelines.

The protocol will be used to support Worksheet (DEL.08) Managing airworthiness-related external delegates and authorised persons for each assessment and appointment of an airworthiness-related EDAP.

Details of the specific purpose, scope and appointment criteria for each of the provisions listed at Section 7 of this protocol are described in supporting (DEL.08) annexes (A to X) listed at Section 4 of this protocol. Each annex is supported by a corresponding (DEL.08) worksheet listed at Section 4 of this protocol.

The standard guidelines CASA applies to the assessment, appointment, oversight and management of all EDAP are outlined in the CST (ORG.004) documents listed at Section 4. The CST documents describe CASA's overall approach to how RBUs are to manage and oversee activities that are directly associated with the EDAP lifecycle (such as entry control), as well as other activities (such as risk assessments) that are not directly associated with the lifecycle but are required to support the lifecycle-associated activities.

6. Competency requirements

Qualifications/experience

- AWIs must hold the appropriate qualifications covering the specific airworthiness-related provisions they are assessing for the appointment of EDAP.

Training

- Any member of CASA that is authorised to approve or authorise applicants as an airworthiness-related EDAP must complete and be current on the CASA External delegate and authorised person (EDAP) module.
- To conduct the assessment, an AWIs must have successfully completed the Foundation training program, Advanced Regulatory Assessment training programs and additional training in any other protocols related to the assessment.

7. Associated legislation

7.1 Authorised persons

An external person or legal entity may apply to CASA seeking to exercise airworthiness-related powers as an authorised person for the purpose of any of the following provisions of the *Civil Aviation Regulations 1988* (CAR) or the *Civil Aviation Safety Regulations 1998* (CASR).

Table 1. Authorised persons – Legislation associated with this protocol

Reference	Title
CAR 29A	Conduct a welding examination
CAR 42M and R	Approve or change a system of maintenance
CAR 42R	Approve changes to a system of maintenance
CAR 42ZC(7)	Approve a person to carry out maintenance on class A aircraft
CASR 21.176 for CASR 21.183	Issue a standard certificate of airworthiness
CASR 21.176 for CASR 21.185	Issue a special certificate of airworthiness for restricted category aircraft
CASR 21.176 for CASR 21.186	Issue a special certificate of airworthiness for light sport aircraft
CASR 21.195A	Issue an experimental certificate for research and development
CASR 21.195A	Issue an experimental certificate for training and market survey
CASR 21.195A	Issue an experimental certificate for exhibition and air racing
CASR 21.195A	Issue an experimental certificate for amateur or kit-built aircraft
CASR 21.195A	Issue an experimental certificate for light sport aircraft
CASR 21.200	Issue a special flight permit
CASR 21.324	Issue an export airworthiness approval (export certificate of airworthiness or authorised release certificate)
CASR 91.875(2)(f)	CASR 91.875(2)(f)/CASR 91.875(2)(e)(ii) - Authorise flight of an experimental aircraft over a populous area or other than by day and under the VFR.

7.2 External delegates

An external person or legal entity may apply to CASA seeking to be delegated CASA's powers and functions under any of the following regulations of the *Civil Aviation Regulations 1988 (CAR)*.

Table 2. External delegates – Legislation associated with this protocol

Reference	Title
CAR 42ZC(6)	Authorising persons to carry out maintenance (NDT).
CASR 91.935(4)	Approval of a minimum equipment list (MEL)
CASR 91.940(4)	Approval of a variation of an MEL
CASR 91.945(3)	Approval of an extension of category B and category C rectification intervals specified in an MEL

8. Guidance references

Table 3. Guidance material relevant to this protocol

Document	Title
AC 21.17	Export airworthiness approvals
AC 21-99	Aircraft wiring and bonding
AC 42-03	Reliability programs
AC 131-01	Manned free balloons - Continuing airworthiness
CAAP ADMIN-01	Indemnity arrangements for delegates, authorised persons and flight examiner rating holders
CAAP 30-04	Certificate of approval of maintenance organisations.
CAAP 33-1	Aircraft manual welding: Approvals and qualifications
CAAP 39-1	Maintenance requirements for class A aircraft
CAAP 41-1	Maintenance requirements for class B aircraft
CAAP 41-02	Maintenance requirements for class B aircraft
CAAP 42L-01	Inspection of aircraft after abnormal flight loads, heavy landing or lightning strike.
Airworthiness Protocol (COA.01)	Certificates of airworthiness
Airworthiness Protocol (SFP.01)	Special flight permit
Airworthiness Protocol (COA.02)	Experimental certificates

Document	Title
Airworthiness Protocol (DOR.03)	Approval of an ADO nominated person to issue experimental certificate

9. ICAO references

Table 4. ICAO references applicable to this protocol

Document	Title
Doc 9760	Airworthiness manual
Doc 9734	Delegation of safety oversight functions and activities (Part A, Chapter 3, Section 3.3.3).
Annex 8	Annex 8 to the Convention on International Civil Aviation - Airworthiness of aircraft

10. Revision history

Amendments/revisions of this protocol are recorded below in order of most recent first.

Table 5. Revision history table

Version No.	Date	Parts/Sections	Details
1.0	September 2024	All	First release