



These guidelines are designed to assist you to complete the form and the application process for the issue of approval(s) of Maintenance program(s) under Subpart 42.J of the Civil Aviation Safety Regulations 1998.

IMPORTANT

It is the applicant's responsibility to apply for CASA approval only if they have an operational requirement for the approval and can demonstrate compliance with, all the relevant regulatory requirements. Please carefully read this document and any relevant Acceptable Means of Compliance, Guidance Material or Advisory Circular issued by CASA and available on the CASA website www.casa.gov.au.

About this application form and the application process

Application Process

Completing this application form is the first step in the application process. After receiving a completed Application Form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. **Applicants can complete the PDF version of this application form electronically, however, the application form will need to be printed, signed and submitted to CASA by email (scanned), fax or post.**

Should you wish to formally proceed with your application, you will need to pay the cost estimate and send all supporting documentation with your payment.



NOTE:

CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with (CASR 11.055 (1B)).

Form 42-02

Form 42-02 is the form approved by CASA for an application for either:

- the approval of a proposed maintenance program for the aircraft; or
- the approval of proposed variations of the approved maintenance program for the aircraft

This Application Form, once filled out correctly and supported by relevant documentation and evidence, satisfies the requirements of Division 42.J.3 and Division 42.J.5 of CASR.

List of abbreviations:

AD	Airworthiness Directive
AOC	Air Operator Certificate
AMM	Aircraft Maintenance Manual
ARN	Aviation Reference Number
CAR	Civil Aviation Regulations
CASA	Civil Aviation Safety Authority
CASR	Civil Aviation Safety Regulations
CAMO	Continuing Airworthiness Management Organisation

CDCCL	Critical Design Configuration Control Limitation
EDTO	Extended Diversion Time Operations
ICA	Instructions for Continuing Airworthiness
MOS	Manual of Standards
MPD	Maintenance Planning Document
MRBR	Maintenance Review Board Report
RVSM	Reduced Vertical Separation Minima
SB	Service Bulletin

Relevant legislation:

Regulation 42.140 of CASR – Approved maintenance program required – aircraft authorised to operate under AOCs and large aircraft

Division 42.J.3 of CASR – Approval of maintenance programs by CASA

Division 42.J.5 of CASR – Approval of variations of approved maintenance programs by CASA

Subpart 42.K of CASR – Directions to vary approved maintenance programs

Chapter 2 of Part 42 MOS – Requirements for a maintenance program for large aircraft and aircraft operated under an AOC

Instructions for completion:

The form is made up of Seven (7) parts:

Part A – Details of Applicant(s)	Completion of this part is mandatory
Part B – Purpose of the application	Completion of this part is mandatory
Part C – Information about the proposed maintenance program	Completion of this part is mandatory, as applicable to application purpose indicated at Part B
Part D – Information about the proposed variation(s) to the approved maintenance program	Completion of this part is mandatory, as applicable to application purpose indicated at Part B
Part E – Checklist	Completion of this part is mandatory, as applicable to the application purpose indicated at Part C or Part D.
Part F – Supporting documentation	Completion of this part is mandatory
Part G – Applicant’s Declaration and Submission	Completion of this part is mandatory

- **Application for approval of a maintenance program** – complete Parts A, B, C, E, F and G.
- **Application for approval of a variation of an approved maintenance program** – complete Parts A, B, D, E, F and G.

Cost Estimate

CASA is required under the *Civil Aviation (Fees) Regulations 1995* to charge for the hours it has spent assessing your application.

A cost estimate issued to you is calculated in good faith, on the basis that an applicant has reasonable knowledge of the Act, CARs, CASRs and CAOs applicable to the nature of the approval that is requested and that the applicant will provide a reasonable standard of documentation necessary to support the application.

The cost estimate will outline the payment we require before we can start the assessment of your application.

Before your application can be processed, you must:

- pay the initial payment in accordance with the estimate
 - If the estimate is less than \$8,000, then the full payment in advance is required.
 - If the estimate exceeds \$8,000, the minimum initial payment required is \$8,000, or 50% of the total estimated cost, whichever is greater.
 - Foreign operators are required to pay in full in advance
- submit all supporting documents, in addition to the documents already provided, listed in the cost estimate letter sent to you.

Cost Estimate valid for 30 days

The cost estimate is valid for 30 days from the date the cost estimate is sent. If we have not received your payment and further supporting documents required within 30 days, processing of your application may be discontinued and your application returned to you.

Where payment of the cost estimate is made outside the 30-day limit, CASA will review the cost estimate to ensure its continued validity.

Payment methods

CASA's preferred methods of payment are credit card (Visa or Mastercard) or Electronic Funds Transfer (EFT)

For EFT payments, please contact your CASA regional office. For contact information refer to the CASA website

www.casa.gov.au.

Assessment completion timeframes

The assessment timeframes are dependent on the following:

- Payment of the estimate
- Quality of your supporting documentation
- Availability of your personnel to respond to CASA's queries during the assessment
- Availability of CASA resources

Withdrawal of Application

You can withdraw your application at any time by written notice. However you will be charged for time spent on the assessment of your application up to the date of withdrawal.

We will send you an invoice or a refund as applicable.

Part A – Details of Applicant and Aircraft

Please note that in the guidelines and application form the '*person responsible for continuing airworthiness*' is the individual appointed by your organisation who has continuing airworthiness responsibility for your organisation and is referred to throughout Form 42-02 as the '*applicant*'. The applicant details at A1 must be completed. In addition to A1, additional contact details can be provided at A2.



Note: Once the approval has been issued, any changes to the maintenance program will void the program and its approval and a new application will need to be made and submitted to CASA as specified by the relevant legislation.

Aviation Reference Number (ARN), if previously allocated

An ARN or Aviation Reference Number is a CASA issued number. It is a six-digit reference number issued to individuals, companies or any legal entity who at any given time have CASA permissions or publications issued to them.

A1 - Person responsible for continuing airworthiness

Provide the full name of the person holding the position as nominated in the continuing airworthiness management organisation's exposition and contact details. Include the CAMO approval certificate number, ARN and postal address. If the person has their individual ARN include it in the box provided.

A2 - Contact person in relation to the application

The CAMO may have a contact person in relation to the application who is not the same person as at A1. This person must also provide full name and contact details and position held within the CAMO.

The contact person is not intended to replace the need for the person nominated at A1 but to provide for an alternate contact for any further communications in relation to the application. If the person has their individual ARN include it in the box provided.

A3 – Registered operator’s details

Complete all required mandatory sections.

A4 – AOC holder’s details

Complete all required mandatory sections.

A5 – Details of the aircraft

Provide the registration mark(s), type and model designator for the applicable aircraft. It is permitted to reproduce this section A5 if additional registrations or type and models are to be included. The additional section(s) should be identified by ticking the ‘YES’ box at Part F and attached to this application. Enter the number of attached sheets in the provided box.

Part B – Purpose of the application

This Part should be completed to indicate the application is for either: approval of a proposed maintenance program; or approval of proposed variation(s) to an approved maintenance program.

Part C – Information about the proposed maintenance program

Select all statements applicable to the proposed program and complete the checklist in Part C. Provide revision status and references where applicable.

Part D – Information about the proposed variations of approved maintenance program

Select all statements applicable to the proposed program and complete the checklist in Part D. Provide revision status and references where applicable.

Part E – Checklist

The applicant should complete the checklist in Part E to assess whether the proposed maintenance program complies with the minimum requirements set out in Part 42 MOS for the approval of a maintenance program for an aircraft under regulation 42.980 of CASR.

CASA will approve a proposed variation of the maintenance program under regulation 42.1025 of CASR if the varied program complies with the Part 42 MOS and in CASA’s opinion would adequately provide for the continuing airworthiness of the aircraft. So, when applying for a variation of an approved maintenance program, the relevant part of the checklist in Part E should be completed to assess compliance.

The checklist is provided to ensure that a maintenance program for an aircraft meets the minimum standards specified for it in the Part 42 MOS. The maintenance program should be enhanced as necessary to suit the particular types of operation the aircraft undertakes, the environment in which it operates and the rate of utilisation of the aircraft.

CASA will assess the applicants proposed maintenance program or variation to ensure compliance against the Part 42 MOS.

Further instructions for completion of the checklist are provided at the beginning of Part E.

Part F – Supporting Documentation

When ready to submit the application, ensure you have attached all documentation supporting your application. Part F provides CASA with an overview of provided documentation and allows CASA to assess whether further supporting

documentation is required. Document titles, revision status or any applicable reference should be included in your response to Part F.

Part G – Applicant’s declaration and submission

By signing the declaration in Part G, you acknowledge that you have:

1. read the guidelines
2. completed the application in full
3. accept the terms and conditions for processing your application.

This application must be signed by the applicant.

Privacy Policy

CASA is bound by the *Privacy Act 1988* to safeguard personal information within the terms of that Act. CASA has a policy of publishing approvals on its website.

Submitting your application form

Applicants can complete the PDF version of the application form electronically, however, the application form will need to be printed, signed and submitted to CASA either by email (scanned), fax or post.

Submit your application to your CASA regional office by email, fax or post. For CASA regional office contact information see the CASA website, www.casa.gov.au.

You do not need to print and submit these guidelines with your application form.



Part A – Details of the Applicant and Aircraft

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence under the Commonwealth Criminal Code to make false declaration.

Questions marked with an asterisk (*) are mandatory and must be completed.

A1 Person responsible for continuing airworthiness

Name in Full*			ARN	
CAMO Approval Certificate Number*:			ARN*	
Phone*		Email		
Mobile		Fax		
Postal Address*				

A2 Contact person in relation to the application

If the same as A1, write 'As Above'.

If different from A1, Questions marked with an asterisk (*) are mandatory and must be completed.

Name in Full*			ARN	
Phone*		Email		
Mobile		Fax		

A3 Registered Operator's Details

Registered Operator's Name*			ARN*	
Registered Operator's Address*	Street			
	Suburb		State	Postcode
	Country			
Phone*		Email		
Mobile		Fax		

A4 AOC Holder's Details

You will need to provide the details in this section as they appear on the holder's current AOC

Name of the AOC holder*			ARN*	
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A5 Details of the aircraft*

If required, make a copy of this A5 section for a greater number of aircraft registrations or various aircraft types and models than can be listed on this application. If a copy is included, complete the relevant supporting document boxes at Part F. Refer to the guidelines for further information.

Aircraft registration mark:				

Type and model designation:	
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Please identify, by ticking the appropriate checkbox(es) below, the type(s) of operation(s) the aircraft undertakes:

Yes <input type="checkbox"/>	Regular public transport
Yes <input type="checkbox"/>	Charter
Yes <input type="checkbox"/>	Aerial work
Yes <input type="checkbox"/>	Private
Yes <input type="checkbox"/>	Other – please specify:

Part B – Purpose of the application

Please indicate the purpose of this application: (select **one** option only).

Yes <input type="checkbox"/>	Approval of a proposed maintenance program – In addition to Part A and B, complete Parts C,E,F and G
Yes <input type="checkbox"/>	Approval of variation(s) to an approved maintenance program – In addition to Part A and B, complete Parts D,E,F and G

Part C – Information about the proposed maintenance program

Please identify the ICA and/or the existing maintenance program on which the proposed maintenance program is primarily based:

Yes <input type="checkbox"/>	Maintenance program for the same type and model of aircraft operated by the operator
Yes <input type="checkbox"/>	MRBR revision status:
Yes <input type="checkbox"/>	MPD revision status:
Yes <input type="checkbox"/>	AMM revision status:
Yes <input type="checkbox"/>	SB number(s) and revision status:

Yes <input type="checkbox"/>	Other – please specify, include any reference(s):

Does the proposed maintenance program comply with the ICA for the aircraft and aeronautical products fitted to the aircraft in relation to the regular maintenance requirements of the aircraft?

Yes <input type="checkbox"/>	Attach the completed checklist (Part E)
No <input type="checkbox"/>	Please attach technical justification for not complying with the particular aspects of the ICA and the completed checklist (Part E) where applicable

Part D – Information about the proposed variation(s) of an approved maintenance program

Please identify the reason(s) for the variation:

Yes <input type="checkbox"/>	Due to changes to instruction for ICA (regulation 42.150 of CASR)
Yes <input type="checkbox"/>	Based on data derived from reliability program (regulation 42.155 of CASR)
Yes <input type="checkbox"/>	Based on data derived from annual analysis of the approved maintenance program's effectiveness (regulation 42.160 of CASR)
Yes <input type="checkbox"/>	Direction from CASA to vary the approved maintenance program (regulation 42.1035 of CASR)
Yes <input type="checkbox"/>	Change of person responsible for continuing airworthiness for the aircraft
Yes <input type="checkbox"/>	Change of operator
Yes <input type="checkbox"/>	Change of operation (for example, private to air transport) and EDTO or RVSM authorisations
Yes <input type="checkbox"/>	Proposed by person responsible for continuing airworthiness
Yes <input type="checkbox"/>	Other – please specify, include any reference(s):

If the variation of the maintenance program is due to changes to ICA for the aircraft or aeronautical product for the aircraft, please identify the particular ICA including the amendment status of the document:

Yes <input type="checkbox"/>	MRBR revision status:	
Yes <input type="checkbox"/>	MPD revision status:	
Yes <input type="checkbox"/>	AMM revision status:	
Yes <input type="checkbox"/>	SB number(s) and revision status:	
Yes <input type="checkbox"/>	Other – please specify, include any reference(s):	

If the proposed variation were to be approved, would the maintenance program fully comply with the ICA for the aircraft and aeronautical products fitted to the aircraft in relation to the regular maintenance requirements of the aircraft?

Yes <input type="checkbox"/>	Attach the completed checklist (Part E)
No <input type="checkbox"/>	Please attach technical justification for not complying with the particular aspects of the ICA and the completed checklist (Part E) where applicable

Part E – Checklist

Instructions for completion of Part E:

Mark appropriate box(es) in the checklist to indicate if the proposed program or variation complies with the requirement. The fourth column in the checklist (Reference or Comment) should be used to record:

- reference to the particular section of the maintenance program that demonstrates compliance;
- if applicable, comments on how the maintenance program complies with particular requirements;

Refer to the guidelines for further information.

General Requirements

	Compliance		Reference or Comment
Does the maintenance program define the meaning of unique terms and acronyms used in the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the maintenance program include provisions for:			
(i) recording the approval of the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) recording the approval of subsequent variations to the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include a list of revisions made to the document, including the current revision status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include a contents list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program include a list of effective pages?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Identification and Applicability of the Maintenance Program

	Compliance		Reference or Comment
Does the maintenance program identify:			
the type, model, serial number and registration mark of the aircraft covered by the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the type and model of engine fitted to the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the type and model of each propeller fitted to the aircraft? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the type and model of each auxiliary power unit fitted to the aircraft? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the name and address of the registered operator?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
the name and approval certificate number of the CAMO responsible for the program?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Instructions for Continuing Airworthiness on which the Maintenance Program is based

	Compliance		Reference or Comment
Does the maintenance program identify by their latest revision date, the ICA on which the program is based (including, if applicable, MRBR, MPD, AMM etc)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the maintenance program is based on the existing program for the same type and model of aircraft operated by the operator, does the program take into account any possible difference in configuration and modification status of the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Aircraft Utilisation Limitations Affecting the Validity of the Maintenance Program			
	Compliance		Reference or Comment
Does the maintenance program state any limitations that may affect the effectiveness of the program such as: <ul style="list-style-type: none"> total flying hours or total number of flights? annual flying hours or annual number of flights? average duration of flights? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Schedule of Maintenance			
	Compliance		Reference or Comment
Does the program: <ul style="list-style-type: none"> include 1 or more schedules; or refer to another document that set out the maintenance tasks to be regularly carried out on the aircraft or its aeronautical products? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does each schedule include the following information for each task included in the schedule:			
(i) a description of the maintenance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) interval for the maintenance?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii) the source of the maintenance requirement such as: <ul style="list-style-type: none"> MRBR or MPD? airworthiness directive? EDTO or RVSM authorisation? operator's requirement? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iv) maintenance data or reference to maintenance data contained in another document?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(v) if the program applies to more than 1 aircraft – information showing how the maintenance applies to each aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(vi) if applicable, information that identifies maintenance as required by or under the approved design for the aircraft or an aeronautical product? Examples such as: <ul style="list-style-type: none"> certification maintenance requirements airworthiness limitations CDCCL'S 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Schedule of Life Limited Parts			
	Compliance		Reference or Comment
Does the maintenance program include a schedule for the life limited parts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the schedule for life limited parts include the following information for each life limited part:			
(i) a description of the part?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) location of parts on the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii) the appropriate interval for removal of the parts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Maintenance Requirements			
	Compliance		Reference or Comment
Does the maintenance program include all the maintenance requirements of the ICA that is applicable to the aircraft and aeronautical product fitted to the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the program does not comply with certain maintenance requirements of the ICA:			
(i) does it include another means of compliance with the requirement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) is technical justification provided which supports non-compliance to the requirement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the program comply with maintenance requirements of each AD that applies to the aircraft and aeronautical product fitted to the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the program does not comply with regular maintenance requirements of a particular AD, does it comply with the requirements of a means of compliance with the AD as mentioned in paragraph 39.002(c) or (d) of CASR 1998?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the maintenance program include the maintenance tasks required by the following operational approvals for the aircraft:			
(i) EDTO approval under Civil Aviation Order 82.0?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) RVSM operational approval under regulation 181M of CAR 1988?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii) Navigation authorisation under Subpart 91.U of CASR 1998?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the maintenance program require maintenance additional to the requirements of the ICA? (Note: This is to ensure scheduled tasks and maintenance data are adequate to provide continued airworthiness and safe operation of the aircraft)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Note: <ol style="list-style-type: none"> Section 2.9 of the Part 42 MOS sets out the criteria that must be used to determine if the maintenance program complies with the applicable requirements in the ICA for the aircraft and the aeronautical products fitted to the aircraft. Non-compliance with any requirement of the ICA must not have any adverse effect on the continuing airworthiness of the aircraft and must be supported by technical justification. 			
One-Off Extension to Maintenance Task Interval			
	Compliance		Reference or Comment
Does the maintenance program provide for a one-off extension to the interval for certain maintenance in the program? (Note: If answered YES complete the remaining questions in this section)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the maintenance program provides for a one-off extension to the interval for certain maintenance, is the extension interval:			
(i) in accordance with the ICA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) in accordance with the criteria set out in Chapter 2.10 of the Part 42 MOS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Confirm the maintenance program does not permit for one-off extensions to any of the following maintenance tasks:

(i) maintenance required by or under the approved design for the aircraft or aeronautical product (for example, airworthiness limitation, certification maintenance requirement)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) maintenance required by an AD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii) replacement of life limited parts?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Note:

Any one-off extension of interval must not extend the subsequent occurrence of the maintenance. For example, if as a result of an extension, certain maintenance having an interval of 1,000 hours is carried out at 1,050 hours, the maintenance must next be carried out no later than 950 hours after the previous occurrence of maintenance, to preserve the 1,000 hour interval.

Part F – Supporting documentation

Please identify any supporting documentation, by ticking the checkbox(es) below, attached to your application.

Yes <input type="checkbox"/>	Copy of the maintenance program on which the application is based, including references as applicable:	
Yes <input type="checkbox"/>	Technical justification for non-compliance with ICA, including references as applicable:	
Yes <input type="checkbox"/>	Copies of ICA, including references as applicable:	
Yes <input type="checkbox"/>	Report or data generated by the reliability program for the aircraft:	
Yes <input type="checkbox"/>	Copy of Part A section A5 of this Form due to the greater number of aircraft registration or various types and models to be listed	Enter number of attached sheets:
Yes <input type="checkbox"/>	Other – please specify, including references as applicable:	
Yes <input type="checkbox"/>	Part E checklist completed as relevant to your application.	

Note:

- Under regulations 42.980 and 42.1025 of CASR, CASA would approve an initial or variations to a maintenance program if the program complies with Part 42 MOS.
- So, when applying for an approval of a maintenance program or variations to a maintenance program the relevant parts of the checklist in Part E should be completed to assess compliance.

Part G – Applicant’s Declaration and Submission

Giving false or misleading information is a criminal offence under section 136.1 of the Commonwealth Criminal Code.

> I am the person responsible for the continuing airworthiness named in Part A1

DECLARATION

- I declare that the information provided on this form is true and correct.
- I understand that the information provided on this application will form the basis of the calculation of the fee for processing.
- I understand and accept that the cost estimate may change, and processing the application may be delayed if:
 - the application does not accurately and completely identify the requirements;
 - the details in this application are subsequently changed; or
 - adequate supporting documentation/evidence has not been provided.
- I understand and accept that for CASA to proceed with this application, I must:
 - accept the cost estimate;
 - forward the prescribed payment or have a valid account with CASA; and
 - supply all required supporting documentation to CASA.

Name *		Signature *		Date *	
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You must provide the name and signature for CASA to accept this application.

What to do now**Applications**

Applicants can complete the PDF version of the application form electronically, however, the application form will need to be printed, signed and submitted to CASA either by email (scanned), fax or post.

Submit your application with the complete set of documents to your CASA regional office.

For CASA regional office contact information, refer to the CASA website www.casa.gov.au.

After reviewing your application, CASA may require you to submit additional documents to support your application.

This completes your application.