

9.1.1 About Airworthiness Authorities

Airworthiness Authorities provide permissions to conduct maintenance, non-destructive testing, examine aircraft maintenance engineers and control aircraft weight.

This chapter provides the procedures used by Maintenance Personnel Licensing (MPL) and Field Office staff to process Airworthiness Authorities. It:

- Lists the classes of Airworthiness Authorities and specifies the offices at which they are processed (9.2.1)
- Provides a flowchart of the issuing process (9.2.1)
- Provides step-by-step procedures for issuing an Airworthiness Authority (9.2)

The steps you use to issue an Authority are basically the same for all classes of Authorities. However, the prerequisites the applicants must meet before they can be granted an Authority vary.

- Provides a reference table and guidelines for assessing each type of Authority (9.3 to 9.7)
- Provides the procedures for renewing Airworthiness Authorities (9.8)
- Provides the procedures for suspending or cancelling an Authority before its expiry date (9.9)
- Provides the procedures for reissuing an Authority on loss, damage or change of address (9.10).
- Provides the procedures for processing an application for a CAO 100.66 Maintenance Authority rated A, B1 or B2.

The following acronyms are used in this chapter to denote the positions that may hold delegations for issuing Airworthiness Authorities:

Key:	ASO (C)	Licensing Assessor and Processors within MPL
	ASO (A)	Administrative Services Officer at a Field Office
	ASO (M)	Administrative Services Officer at MPL
	AWI	Airworthiness Inspector at MPL or a Field Office
	AWI (M)	Airworthiness Inspector at MPL
	SH	Section Head, Maintenance Personnel Licensing (MPL)
	CLARC	CASA Licensing and Registration Centre
	MPL	Maintenance Personnel Licensing.

9.2.1 Processing Applications for the Initial Issue of an Airworthiness Authority

The following procedure applies to applications for all classes of Airworthiness Authorities.

Applications for Maintenance, Aircraft Welding, Aircraft Weight Control and Non-Destructive Testing Airworthiness Authorities are processed at a Field Office.

Applications for Aircraft Maintenance Engineer Examiner Authorities are processed at MPL. Field Offices are responsible for forwarding any applications received to Central Office as soon as possible.

CAO 100.66 All applications for CAO 100.66 maintenance authorities are processed by MPL. See Section 9.11 for detailed procedures on issuing CAO 100.66 Maintenance authorities.

Classes of Airworthiness Authority	Processed at	
	MPL	Field Office
Maintenance (MA)		✓
Aircraft Welding (AWA)		✓
Aircraft Weight Control (WCA)		✓
Non-Destructive Testing (NDT)		✓
Aircraft Maintenance Engineer Examiner (EA)	✓	
Maintenance CAO 100.66 (A, B1 or B2) (MA)	✓	

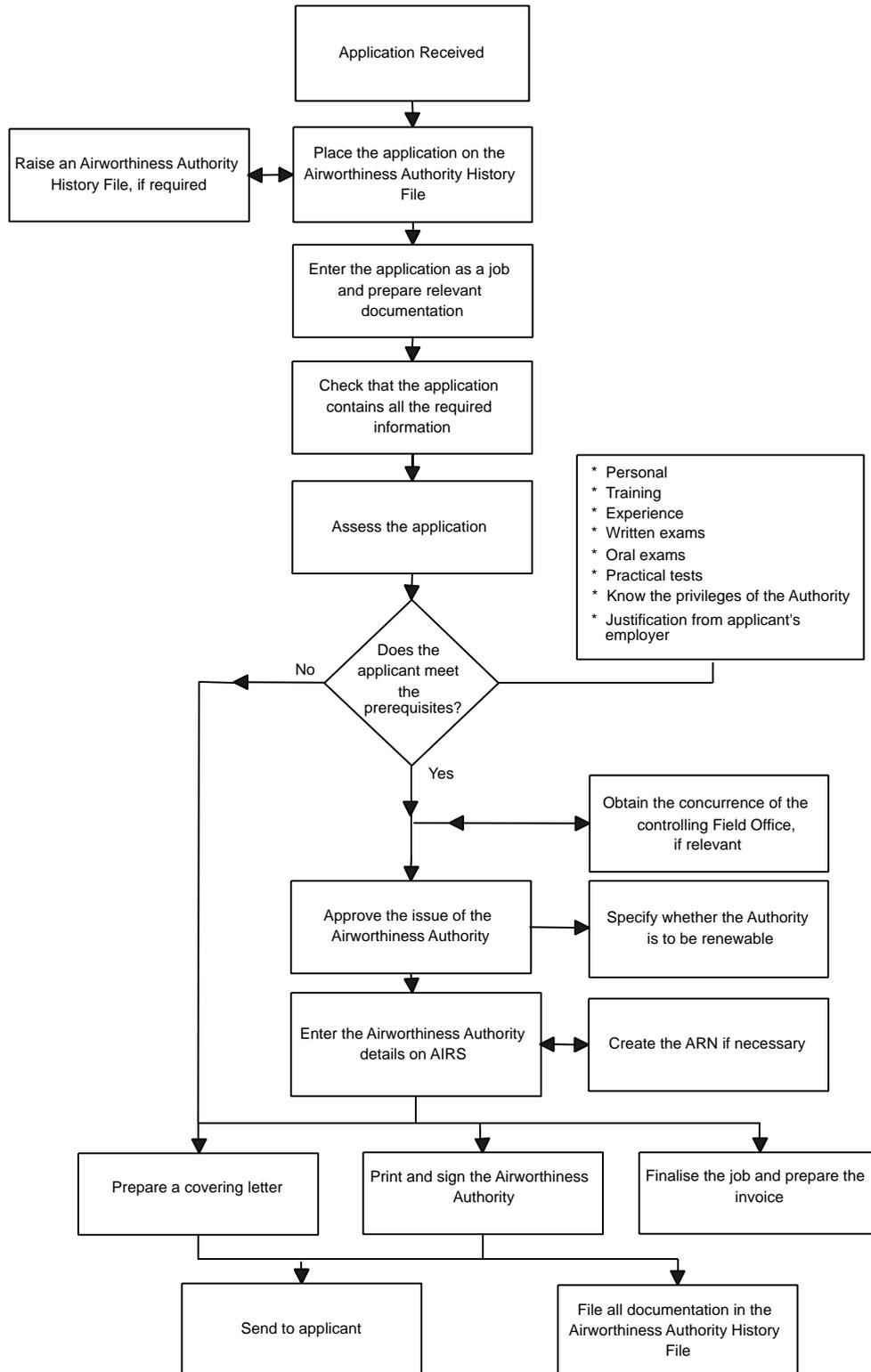
See 13.6.2 to 13.6.6 in Chapter 13 *Sample Documents* for samples of these Authorities.

It should take one to ten days to process the application at a Field Office or MPL, whichever is appropriate for the type of application and depending on workload at the office.

An AWI may perform the steps assigned to the ASO in the procedure over page if appropriate, given workload and normal work practices at the Central Office or Field Office.



Flowchart for Processing Application for Issue of an Airworthiness Authority



Procedure for Processing Applications for Initial Issue of an Airworthiness Authority

ASO

1. File the documentation in the applicant's Airworthiness Authority History File, raising a new file if necessary.
2. If an AME History File is also held by the applicant, cross-reference the files.
3. Register the application according to the procedures described in the Records Management and Correspondence Manual.
4. Send the file to the assigned AWI.

AWI

5. Check the application to confirm that it contains all the required information.
6. Assess the application against the criteria specified in the reference table and the guidelines for the type of Airworthiness Authority.

Use the table below as a quick reference guide to the reference table and guidelines.

Class of Authority	Pract. Exam	Written Exam	Specific Course	Experience/ Training	Interview	Visual Acuity Test
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Maintenance

Issue	*	*	*	✓	*	
Change				✓		
Renewal				*		

Welding

Issue	✓			✓		
Change	✓			✓		
Renewal	✓					

Weight Control

Issue		✓		✓		
Change				✓		
Renewal				✓		



Class of Authority	Pract. Exam	Written Exam	Specific Course	Experience/ Training	Interview	Visual Acuity Test
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Non-Destructive Testing

Issue	✓	✓		✓		✓
Change	✓	✓		✓		
Renewal				✓		✓

AME Examiner

Issue		✓	✓		✓	
Change		✓	✓			
Renewal						

Whether the items marked with an asterisk (*) are carried out depends on the request received from the applicant and on the applicant's qualifications, training and experience.

7. If the applicant meets the requirements for the issue of an Airworthiness Authority:
 - a. Approve the application by completing the relevant sections of the application form and signing it.

CAR 33B, 33D

CAO 100.24 (1.1)

Note: Only officers holding an unlimited CAR 33B or CAR 33D delegation may approve the application and only officers holding an authorisation under CAO 100.24 (1.1) may issue an MA to other than a LAME (Section Head/Team leader level delegation).

- b. Specify whether the Authority is renewable.
 - c. If your office is not the applicant's controlling Field Office, contact the relevant office and obtain their concurrence for the issue of the Authority.
 - d. Go to step 9.
8. If the applicant does not meet the requirements for the issue of an Airworthiness Authority send a letter of refusal to the applicant stating the reasons.

ASO or AWI

9. Enter the Airworthiness Authority details within AIRS. Create an ARN if necessary.
10. Print a draft of the Airworthiness Authority to make sure that it is correct. If it is correct, print the final copy.



CAR 33B, 33D

Note: An officer with an unlimited CAR 33B or CAR 33D delegation (usually an AWI) may issue the Authority. Alternatively, an officer with a limited CAR 33B and 33D delegation (usually an ASO) may issue the Authority subject to prior approval by an AWI.

11. Prepare a covering letter (if required).
12. Mail the Airworthiness Authority and a covering letter to the applicant.
13. File all documentation on the Airworthiness Authority History File.
14. Prepare details to go to Accounts Payable in Central Office for dispatch of the invoice.

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9.3 Maintenance Authority

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Legislation CAO 100.23, 100.24 CAA 31(3), 33(3) CAR 33B(1), 33B(2), 297A(ba), 297A(bb) CAO 100.24	Issue	CAOs 100.23 and 100.24
	Renewal	CAO 100.23 subsection 4
	Withdrawal/ Cancellation	CAO 100.23 subsection 5
	Refusal to grant	CARs 33B(1) or 33B(2), 297A(ba) and 297A(bb) Civil Aviation Act, section 31(3) and section 33(3)
	Privileges	The privileges of the MA are restricted to: <ul style="list-style-type: none"> • Maintenance of aircraft systems and equipment not covered by CAO 100.24 maintenance scope statements—eg, ejection seats • Completing and certifying for maintenance that has personally been carried out — that is, no supervision of others
	Scope	<ul style="list-style-type: none"> • As appropriate for the applicant’s experience and training
	Duration	<ul style="list-style-type: none"> • Wherever possible, limited to the time required to cope with immediate requirements, as determined by the Field Office AWI or MPL for ex-military aircraft. • The actual period would generally not exceed 2 years. If the period exceeds two years, MPL should be contacted to approve the issue. The applicant (if licence coverage is applicable) is expected to work towards and gain licence ratings that apply to the privileges covered by the MA. • The expiry date should be arranged to fall at the end of a month and, where possible, the expiry date should align with the expiry/renewal of other authorities or an AME licence.
Approving Delegate CAR 33B CAO 100.24	Holder of an unlimited delegation under CAR 33B. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Note: Only the Section Head MPL and Team Leaders Airworthiness can issue an MA to a non LAME (CAO 100.24). </div>	
Issuing Delegate CAR 33B	Holder of a CAR 33B delegation. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Note: If the application for an MA (other than ex-military aircraft) is being processed at an office other than the controlling Field Office, the MA may only be granted with the concurrence of the applicant’s controlling Field Office. </div>	
Authority No.	Applicant’s ARN with an A prefix – for example, A123456; or Previous Authority number issued to the applicant.	



Forms	<ul style="list-style-type: none"> • Airworthiness Authority — <i>Application for Initial Issue or Amendment to Scope of a Maintenance Authority</i> (Form 350 – formerly AME 007) • Airworthiness Authority — <i>Application for Renewal</i> (Form 359 – formerly AME 013) • Plastic sleeve (DA 3271) • Airworthiness Authority cover (DA 1429). See 13.6.1 in Chapter 13 <i>Sample Documents</i>. • A4 Authority paper (DA 3269) • Treasury Tag 100 mm (stock no. 19193.5). 	
Prerequisites for Initial Issue	Operator/ Organisation	Show that it is not reasonably practicable to provide an appropriately rated LAME to certify the maintenance.
	Applicant	<p>Personal</p> <ul style="list-style-type: none"> • Be at least 21 years old (unless otherwise approved) • Be able to speak, read and write English • Not suffer from a disability that is likely to affect his or her technical skill or judgement. <p>Qualifications</p> <ul style="list-style-type: none"> • Appropriate experience and training for the type of maintenance for which the MA is required. <p>Exams</p> <ul style="list-style-type: none"> • Pass the written, oral and/or practical tests if required and set by the Field Office AWI or MPL for ex-military aircraft.
	Issuing delegate	If the delegate does not know the applicant personally, interview the applicant (if considered necessary and practicable) to ensure that applicant is competent in English and suffers no relevant disability.



Exam Description	<p>As necessary:</p> <ul style="list-style-type: none"> • Written, oral and/or practical tests as determined by the CASA office • For non-type certified aircraft, training requirements specified by MPL • Tests compiled by the Field Office AWI or MPL for ex-military aircraft • If applicable, an appropriate course by an approved training organisation. 	
Renewal Checklists	Standard renewal	<ul style="list-style-type: none"> • Is the MA renewable? • Did the MA holder exercise the privileges of the MA with reasonable frequency during the previous period of validity? • Is there a valid need for the continuance of the MA? • If applicable, during the previous period of validity, could the applicant reasonably have gained licence Ratings in the areas covered by the MA? • If the MA is for a non-type certified aircraft, has the MA holder worked in the industry for at least 6 months in the last 24 months? • Has a supporting statement from the company been provided?
	Lapsed renewal	<ul style="list-style-type: none"> • What is the nature of the duties undertaken by the applicant since the MA expired? • To what degree can these duties be considered as comparable to those for which the MA is to be granted? • Has a supporting statement from the company been provided?
Costs	<ul style="list-style-type: none"> • Hourly rate as per <i>Schedule of Fees and Charges</i> • The applicant must pay the cost of assessment regardless of whether he or she passes or fails the assessment. 	
Files	Airworthiness Authority History File, retained at the controlling Field Office or MPL.	

9.3.2 Maintenance Authority Guidelines

Limitations on the Issue of MAs

- The issue of Maintenance Authorities must be kept to a minimum to preclude the establishment of an alternative to the licensing system for the certification of maintenance unless the aircraft, engines and equipment are not catered for by the AME licensing system—eg, ejection seat
- The MA must specify:
 - The exact scope of maintenance it covers
 - Its period of validity (generally 2 years)
 - Limitations relating to its use.
- An MA issued to an applicant to cover a one-off situation must be entered in AIRS.
- The AWI must be satisfied that the:
 - Issue of the MA is justified — that is, that it is not reasonably practicable for the operator or organisation to provide an appropriately rated licensed aircraft maintenance engineer to certify the maintenance.
 - Applicant is appropriately qualified — that is, has formal technical qualifications, experience and training to the depth required to certify the type of maintenance for which the MA is being sought.
- In normal circumstances the MA should be limited to minor maintenance if the applicant:
 - Holds an AME licence in a different Category from the Category for which the Authority is required
 - Holds an AME licence in the same Category as the Category for which the Authority is required, but does not hold the appropriate Rating.

Note: Minor maintenance includes pre-flight/transit/overnight checks, ground handling, APU running, MEL implementation, replenishments, wheel/brake changes, batteries and landing/reading lights.

Applicants not personally known to the approving delegate:

- If the AWI does not personally know the applicant, he or she should:
 - Restrict the privileges of the MA according to the applicant's current technical qualifications, experience and training.
 - Issue the MA for a minimum period — that is, for only long enough to cover the operator's current needs, or for the period necessary for the applicant to obtain the experience required for a licence Rating.



- All applicants for a MA to cover aircraft engines and equipment not catered for by the AME Licensing system must meet the qualifications, experience and training specified by MPL.

"Extension" MAs

Maintenance authorities are not to be used for a de facto licensing system; however, CASA recognises that operational requirements and availability of resources and facilities at geographically isolated portions of Australia necessitate the issue of Maintenance Authorities which will allow flexibility in managing:

- Deployments of aircraft away from their home base, at times overseas
- Offshore or resident line-station LAMEs or LAMEs travelling to remote unmanned ports
- Tarmac and transit functions.

MAs issued for these purposes must:

- Be for specific purposes and for specified periods
- Be acceptable to the relevant controlling CASA Field Office.

Before CASA authorises an MA for these purposes, the employer requesting the authority must have provided to the personnel involved, training that covers the scope of the minor maintenance allowed by the MA. The training package proposed for such MA must be approved for use by the Central CASA Office – Maintenance Personnel Licensing. The training package would normally consist of basic theory, systems theory and practical tasks.

Airworthiness Administration (AA) Examinations

- A special AA examination paper can be produced for those MA applicants who do not hold an AME licence. The examination will be a multi-choice paper unless there is a specific request for written answer questions.
- Requests for the special AA examination should be forwarded to the SH MPL. Requests should include details of any specific areas of the Regulations where the applicant may need to demonstrate their knowledge.

Costs

- Applicants must be informed of the cost of issuing the MA.

Renewable Authorities

- The AWI must specify whether the MA is renewable. (This must be recorded in the appropriate place on the back of the application form.)



Approval of the Controlling Field Office

- If an application for an MA, other than for ex-military aircraft, is made to an office other than the applicant's controlling Field Office, the assessing AWI should only grant the Authority after obtaining the approval of the controlling Field Office.

Renewals

- The MA may be renewed subject to the conditions relating to the original issue.
- Before issuing a renewal, the AWI must review the MA to determine whether:
 - The applicant exercised the privileges of the Authority with reasonable frequency during the previous period of validity
 - There is a valid current need for the Authority
 - In the interim, the applicant for an AME Licence could have been reasonably expected to have gained licence ratings in the areas covered by the MA.

Issuing an MA for a New Type of Aircraft, Engine or System

- MAs may be issued to LAMEs to certify maintenance on a newly introduced aircraft, engine or system for which the experience requirements for the grant of an AME licence cannot be met. However, it is preferable to cater for this event via the use of an accelerated training program and licence issue. Refer to Section 6.3.1.
- Before an MA can be issued to cover the maintenance of a new type of aircraft, engine or system, the applicant must:
 - Hold the Core and Specific Group examinations credits appropriate to the aircraft, engine or system.
 - Complete an approved training course on the aircraft, engine or system
 - Gain relevant experience on the aircraft, engine or system prior to its being placed into service
 - Have existing Ratings on a similar group of aircraft or engines or systems.

CAR 214

Note: If you receive advance information that an operator is considering introducing a new type of aircraft, engine or system, you should encourage the operator to liaise with Central Office and the applicable Field Office for approval for the maintenance before he or she purchases new equipment, thereby avoiding problems obtaining the necessary licence cover associated with "accelerated training" (CAR 214 refers).

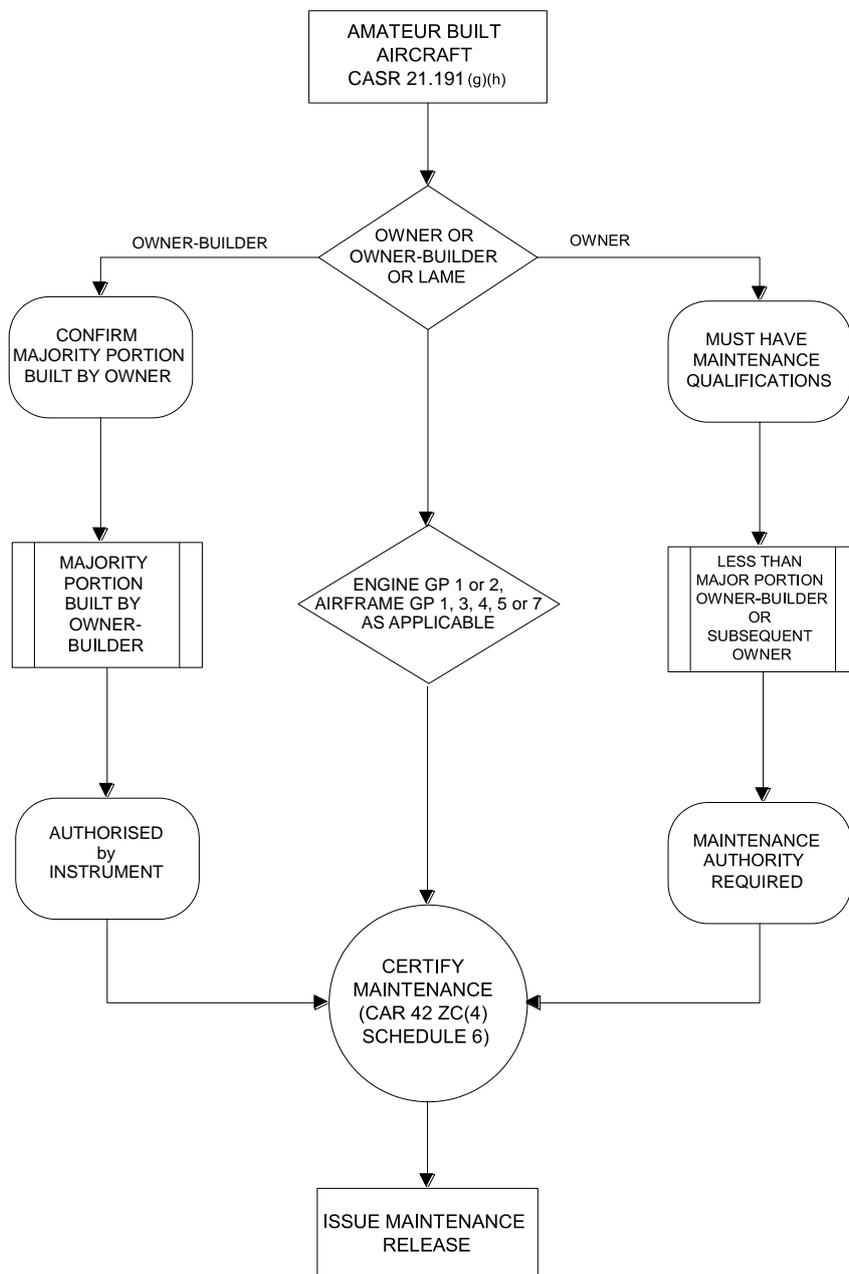


CAR 33B Maintenance Authority for the On-going Airworthiness of Amateur Built/Amateur Built Experimental Aircraft

CAR 1988
Sch 8

An Instrument of Authorisation is in place (519/04) to allow the holder of a current aircraft maintenance engineer licence, that is endorsed with Group 1 in any category or Group 2 in airframe category rating, to carry out the maintenance specified in [Schedule 8 of CAR 1988](#) on a class B aircraft.

AMATEUR BUILT AIRCRAFT MAINTENANCE



CASR 21.191(g), 21.191(h) An instrument has been issued (188/05), which gives the fabricator/assembler of CASR 21.191(g) amateur-built and CASR 21.191(h) kit-built aircraft, permission to carry out maintenance and issue maintenance releases on the aircraft they have fabricated/assembled.

CAR 30 A LAME with Engine Group 1 or 2 and Airframe Group 1, 3, 4, 5 or 7 as applicable may also conduct maintenance and certify maintenance releases (outside CAR 30).

CAO 100.23 100.24 A subsequent owner or a person who is not the major fabricator/assembler may apply to CASA for an MA. These people would need to have maintenance qualifications acceptable to CASA as per any maintenance authority.

Note: Aircraft manufacturing companies that produce kit aircraft (experimental) are not eligible for the issue of a maintenance authority to cover the maintenance of a kit aircraft (experimental).

Surrender of Previously Issued Maintenance Authority for Amateur Built Aircraft

The maintenance authority must be returned to CASA if CASA varies or cancels a maintenance authority. The maintenance authority must also be surrendered whenever the aircraft is destroyed and/or removed from the Civil Aircraft Register.

CAR 301 Upon notice in writing, the MA is to be surrendered to CASA. Events which may trigger the need to surrender the MA include:

- Variation or cancellation of the MA; and/or
- Destruction of the aircraft; and/or
- Removal of the aircraft from the Civil Aircraft Register.

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9.4 Aircraft Welding Authority

Approved by Group General Manager, Personnel Licensing, Education and Training Group Version 7.7: June 2012

9.4.1 AWA Reference Table

Purpose CAR 33D CAAP 33-1 (O)	Authorises an appropriately trained welder to carry out manual welding of aircraft components or aircraft materials.	
Restrictions/ Limitations CAR 29A, 33D CAAP 33-1	LAME qualifications	N/A — the Authority holder does not need to be a LAME.
	Privileges	Limited to the types of manual welding and parent metal groups specified in the Authority as per CAR 29A, 33D and CAAP 33-1.
Legislation CAR 33, 33D, 33E, 33G, 265, 269 CAAP 33-1	Issue	Australian civilians CAR 33D and CAAP 33-1 ADF applicants CAR 33D(1)(b) Overseas applicants CAR 33D(1)(b) and CAR 33E(1)
	Renewal	Current Authority CAR 33G Lapsed Authority (only if application made before expiry) CAR 33G(8)
	Withdrawal/ Cancellation	<ul style="list-style-type: none"> • CAR 33 (Testing competency) • CAR 265 • CAR 269
	Refusal to grant the AWA	CAR 297A
Approving Delegate CAR 33D	Holder of a CAR 33D delegation — usually an Airworthiness Inspector or Airworthiness Engineer.	
Issuing Delegate	As for the approving delegate.	
Authority No.	Applicant's ARN with an A prefix – for example, A123456 or Previous Authority number issued to the applicant.	



<p>Duration CAR 33F</p>	<p>Australian civilian</p> <ul style="list-style-type: none"> Up to 2 years in accordance with CAR 33F. <p>ADF and overseas applicants</p> <ul style="list-style-type: none"> Initial Issue — up to 2 years in accordance with CAR 33F, or for the duration of the applicant's current ADF or overseas qualification Renewal — up to 2 years in accordance with CAR 33F 	
<p>Forms</p>	<ul style="list-style-type: none"> Application for Issue, Change or Renewal of an Aircraft Welding Authority (Form 352 – formerly AME 011) Request for a Welding Test (Form 353 - formerly DA 1853) Airworthiness Authority cover (DA 1429). See 13.6.1 in Chapter 13 Sample Documents. Plastic sleeve (DA 2371) A4 Authority paper (DA 3269) Treasury Tag 100 mm (stock no. 19193.5). 	
<p>Prerequisites for Issue CAR 33D, 33E CAAP 33-1</p>	<p>Australian civilian applicant</p>	<p>As specified in CAR 33D(1)(a):</p> <ul style="list-style-type: none"> Training: Completion of training equivalent to the AS 1796 Theory Examination Syllabus (Section 2.2) for the relevant type of parent metal group and manual welding. The training may be carried out by any organisation that conducts welding training such as TAFE, welding equipment manufacturers, other accredited training organisations or institutes. Examinations: Pass in the Aircraft Welding examinations relevant to the type of manual welding and parent metal group.
	<p>ADF applicant</p>	<ul style="list-style-type: none"> Current qualification issued by ADF must meet the recognition criteria in CAR 33D(b) and CAAP 33-1. Applicants who do not hold a current qualification must pass the Aircraft Welding examination for the type of endorsement sought.
	<p>Overseas applicant</p>	<ul style="list-style-type: none"> Current qualification issued by overseas Authority must meet the recognition criteria in CAR 33D(b) and CAAP 33-1. Applicants who do not hold a current qualification must pass the Aircraft Welding examination for the type of endorsement sought in accordance with CAR 33E.



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9.4 Aircraft Welding Authority

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Exam Description CAR 29A CAAP 33-1 (O) Att A	<ul style="list-style-type: none">• Practical welding examination in accordance with Aircraft Welding Examination document as per CAR 29A and CAAP 33-1 (O) Attachment A• Conducted at a venue where welding would normally be done (as arranged by applicant).
Prerequisites for a Change to the Authority CAR 29A CAAP 33-1 (O)	<ul style="list-style-type: none">• At least meet the training requirements equivalent to that specified in AS 1796-1993, Section 2.1• Pass the required aircraft welding examinations specified in the Aircraft Welding Examinations publication under CAR 29A and CAAP 33-1 (O) Attachment A.
Prerequisites for Renewal of the Authority CAR 29A CAAP 33-1 (O)	<ul style="list-style-type: none">• Application may be made up to 3 months before the Authority expiry date• Pass the Aircraft Welding examinations for renewal specified in the Aircraft Welding Examinations Publication CAR 29A and in CAAP 33-1 (O) Attachment A.
Costs	Hourly rate as per <i>Schedule of Fees and Charges</i> : <ul style="list-style-type: none">• For processing initial application, renewal or change to the Authority• The applicant must pay the cost of assessment regardless of whether he or she passes or fails the aircraft welding examination.
Files	Airworthiness Authority History File, retained at the controlling Field Office.

9.4.2 Aircraft Welding Authority Guidelines

Training and Experience

- CAR 33D
 - The Airworthiness Officer (AWO) must be satisfied that the applicant meets the requirements of CAR 33D before granting the AWA.
 - Applicants must provide evidence that they have completed welding training based on the AS 1796 Theory Examination Syllabus (Section 2.2) for the type of parent metal group and manual welding sought. The training may be undertaken with any organisation that conducts welding training — for example, TAFE, welding equipment manufacturers and other accredited training organisations/institutes.
- CAR 33D
 - Applicants who have not successfully completed the necessary training, or those whose applications are based only on previous practical experience, do not meet the requirements of CAR 33D (1)(a)(ii). They are not entitled to undertake the practical tests.

Overseas and ADF Applicants

- CAR 33D
CAAP 33-1
 - Applications seeking recognition of overseas or defence welding qualifications under CAR 33D(1)(b) for the initial grant of an AWA must be assessed against equivalent recognition criteria contained in CAAP 33-1.
 - Applicants for the initial grant of an AWA who do not hold a current, valid qualification must complete the aircraft welding examinations relevant to the type of endorsement sought.
 - The AWA initially granted to an overseas or ADF applicant should generally only be issued for the duration of the applicant's existing qualification. However, no Authority should be issued for more than two years.
 - The overseas or ADF applicant may apply for the renewal of the AWA, but will be required to satisfy all renewal requirements regardless of whether or not his or her qualifications are current.

Costs

- The AWO must inform the applicant of the costs involved in obtaining an AWA:
 - This includes the costs of conducting the welding examinations for the type of manual welding and parent metal group sought — that is, the AWO's time and the issue of the AWA
 - The applicant is liable for costs involved in undertaking the examinations (provision of metals, welding equipment, venue, laboratory tests) even when these fail the laboratory analysis.



- The applicant should be advised of the various options open to him or her regarding the conduct of the examinations and laboratory tests so that he or she can decide on the most effective and/or least cost option.
- The AWO is responsible for advising the relevant ASO of costs involved in issuing or renewing the Authority.

Analysis of Examinations

- The AWO is responsible for:
 - Arranging the time and venue for conducting the necessary aircraft welding examinations in conjunction with the applicant
 - Forwarding the welding examination test pieces to a NATA-approved laboratory of the applicant's choice for analysis.
- If the applicant has failed one or more of the examinations, further examination samples may be submitted as set out in the Aircraft Welding Examination Publication.
- If these samples also fail, the applicant should be counselled to undertake some form of practical welding before attempting any further examinations.

Renewal

- Only renewable AWAs may be renewed.
- AWA holders may apply for the renewal of their Authorities up to three months preceding the Authority expiry date.
- CAR 33G(8) provides for extension of an Authority for a reasonable period beyond the expiry date during the renewal application period due to unforeseen or extenuating circumstances, provided the application is made before the Authority expiry date. The AWO must expedite the application.
- Before the AWA can be renewed, the applicant must pass the aircraft welding examinations specified in the Aircraft Welding Examination Publication.
- The AWO is responsible for arranging and conducting the examinations for renewal and forwarding the examination test pieces to the relevant laboratory for analysis.
- If the applicant is employed by a CofA holder, there may be CASA-approved/acceptable arrangements in place allowing the applicant to complete the required renewal examinations over the period of validity.
 - In such circumstances the CofA holder is required to implement appropriate procedures for documenting the examination process and results.
 - Before issuing the renewal, the AWO is responsible for requesting and assessing the records held by the CofA holder to ensure all required examinations have been completed.



- CAR 33D
- Under the Aircraft Welding Examinations Publication and CAR 33D, if an applicant holding an unrestricted authority or more than one endorsement on the Authority fails an examination, he or she may request that restrictions be placed on the renewed Authority for the particular metal group or welding type in preference to submitting further aircraft welding examination samples. The restrictions placed on the renewed Authority depend on the examinations passed.

Lapsed AWAs

- If an AWA holder allows the Authority to lapse before applying for renewal, he or she must apply for the grant of an initial Authority and pass the aircraft welding examinations that approving delegate considers to be necessary in the interests of safety for the qualifications held.

9.4.3 Conduct of Examinations by an Authorised Person under CAR 6

CAR 6, 29A
CAAP 29A-1 Applications for an initial issue, renewal, or approval of changes that involve adding a type of manual welding or parent metal group, may be referred to persons appointed by CASA for the purposes of conducting aircraft welding examinations — that is, persons who have been issued with an appropriate Instrument of Appointment under CAR 6. (For more details refer to CAR 29A, *DASR Airworthiness Procedures for Appointment of Authorised Person to Conduct Aircraft Welding Examinations* [Airworthiness Instruction 6-30] and CAAP 29A-1.)

Following the conduct of the aircraft welding examinations by the Authorised Person, the AWO is responsible for reviewing the documents relating to the application and laboratory weld test for completeness. If satisfied, he or she should issue, renew or change the AWA in accordance with the recommendations of the Authorised Person.

When an Authorised Person conducts the examinations, the fee charged by CASA must only cover the time taken by airworthiness and administration staff to process the application and issue, renew or change the AWA.

9.5.1 Aircraft Weight Control Authority Reference Table

Purpose CAR 33B	Authorises the holder to conduct aircraft weight and balance checks and to approve loading systems in accordance with CAR 33B.	
Restrictions/ Limitations CAO 100.28	A WCA may be endorsed to exclude or include specific aircraft, classes of aircraft or rotorcraft in accordance with CAO 100.28 para 5.2 to accommodate applicants who meet the requirements for the issue of the Authority, but lack experience in certain aircraft, class of aircraft or rotorcraft.	
Legislation CAO 100.23, 100.28 Civil Aviation Act 31(3) CAR 33B, 297A	Issue	CAO 100.28
	Renewal	CAO 100.28
	Withdrawal/ Cancellation	CAO 100.23
	Refusal to grant the WCA	CAR 33B(1) or CAR 33B(2), CAR 297A(ba) and (bb) Civil Aviation Act section 31(3)
Approving Delegate CAR 33D	Holder of an unlimited delegation under CAR 33D — usually a Field Office AWI.	
Issuing Delegate CAR 33B	Holder of a CAR 33B delegation — usually a Field Office AWI.	
Authority No.	Applicant's ARN with an A prefix – for example, A123456 or Previous Authority number issued to the applicant.	
Duration CAO 100.23	Generally not to exceed 2 years in accordance with CAO 100.23.	



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9.5 Aircraft Weight Control Authority

Approved by Group General Manager, Personnel Licensing, Education and Training Group Version 7.7: June 2012

Forms	<ul style="list-style-type: none"> • Airworthiness Authority — <i>Application for Issue of an Aircraft Weight Control Authority</i> (Form 377 – formerly AME 010) • AME Licensing— <i>Application for Airworthiness Examinations</i> (Form 634 – formerly EXA 002) • Airworthiness Authority — <i>Application for Renewal</i> (Form 359 – formerly AME 013) • Aircraft Weight Control Authority (DA 2927). See 13.6.4 in Chapter 13 Sample Documents. • Airworthiness Authority Cover (DA 1429). See 13.6.1 in Chapter 13 Sample Documents. • Plastic sleeve (DA 3271) • A4 Authority paper (DA 3269) • Treasury Tag 100 mm (stock no 19193.5). 	
Prerequisites for Issue CAO 100.28	Personal	<ul style="list-style-type: none"> • Be at least 21 years old (unless otherwise approved) • Be able to speak, read and write English • Not suffer from a disability that is likely to affect his or her technical skill or judgement.
	Qualifications	<p>In accordance with CAO 100.28, during the previous 12 months have:</p> <ul style="list-style-type: none"> • Been adequately trained • Witnessed two or more aircraft weighing • Correctly compiled all documents associated with the weighing of those aircraft.
	Exams	<ul style="list-style-type: none"> • Score at least 75% in Part 1 and Part 2 of the weight control examination listed in CAO 100.28. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: An incorrect answer in certain questions results in a fail for the part.</p> </div>
Exam Description	<p>Scheduled and Special sittings:</p> <ul style="list-style-type: none"> • Part 1 – Weight Control Principles and Procedure (WCAPT1) • Part 2 – Weight Control Calculations (WCAPT2). 	
Renewal Checklists	Standard renewal	<ul style="list-style-type: none"> • Has the applicant provided acceptable evidence that he or she has maintained the required level of familiarity with, and proficiency in, the methods of aircraft weight control?
	Lapsed renewal	<p>N/A — treated as an initial issue.</p>



Costs	<ul style="list-style-type: none">Hourly rate as per the <i>Schedule of Fees and Charges</i>The applicant must pay the cost of assessment regardless of whether he or she passes or fails the assessment.
Files	Airworthiness Authority History File, retained at the controlling Field Office.

9.5.2 Aircraft Weight Control Authority Guidelines

Costs

- Applicants must be informed of the cost of the WCA examination sitting and the processing of the Authority.

Training

- Before being permitted to sit a CASA WCA examination, the applicant must successfully complete a course of training in aircraft weight control. The applicant must provide evidence of this training when submitting the application to sit the WCA examination.
- MPL will assess the acceptability of the aircraft weight control training.

Examinations

- Applicants must pass both Part 1 and Part 2 of the WCA examination to be issued with a credit.

Limitation Placed on the WCA

- Limitations may be placed on an Authority issued to applicants who lack experience in a certain class of aircraft, but who otherwise meet the requirements. The Authority may be endorsed to exclude, or include, specific aircraft, classes of aircraft or rotorcraft which the AWI considers appropriate in the circumstances.

Changes to WCAs

- When applying for a change or addition to the WCA, the applicant must provide documented evidence substantiating the extra experience.



Approval of Controlling Field Office

- If an application for a WCA is made to an office other than the applicant's controlling Field Office, the assessing AWI should only grant the Authority after obtaining the approval of the controlling Field Office.

Renewal

- A WCA holder must lodge the application to renew the Authority in the two months preceding its expiry date.



9.6.1 Non-Destructive Testing Authority Reference Table

Purpose	Allows the holder to carry out and certify for non-destructive testing of aircraft and aircraft components using the following methods: <ul style="list-style-type: none"> • Liquid penetrant • Magnetic particle • Eddy current • Ultrasonics • Radiography. 	
Restrictions/ Limitations CAOs 100.23 , 100.27	LAME qualifications	N/A — may be issued to persons who are not LAMEs.
	Privileges	Limited to the techniques specified in the Authority.
Legislation Civil Aviation Act CAR 33B , 297A	Issue	CAOs 100.23 and 100.27
	Renewal	CAO 100.27
	Withdrawal/ Cancellation	CAO 100.23
	Refusal to grant the AA	CAR 33B (1) or CAR 33B (2), CAR 297A (ba) and (bb) Civil Aviation Act section 31 (3)
Approving Delegate CAR 33B	Holder of an unlimited delegation under CAR 33B — usually a Field Office AWI.	
Issuing Delegate CAR 33B	Holder of a CAR 33B delegation — usually a Field Office AWI.	
Authority No.	Applicant's ARN with an A prefix – for example, A123456 – or previous Authority number issued to the applicant.	
Duration CAO 100.23	<ul style="list-style-type: none"> • Generally 2 years. 	



<p>Forms</p>	<ul style="list-style-type: none"> • Airworthiness Authority — <i>Application for Initial Issue of or Additional Method to a Non-Destructive Testing Authority</i> (Form 378 – formerly AME 009) • AME Licensing — <i>Application for Airworthiness Examinations</i> (Form 634 – formerly EXA 002) • Airworthiness Authority cover (DA 1429). See 13.6.1 in Chapter 13 Sample Documents. • Plastic sleeve (DA 3271) • A4 Authority paper (DA 3269) • Treasury Tag 100 mm (stock no. 19193.5). 	
<p>Prerequisites for Issue CAO 100.27</p>	<p>Personal</p>	<ul style="list-style-type: none"> • Be at least 21 years old • Be able to speak, read and write English • Not suffer from a disability that is likely to affect his or her technical skill or judgement.
	<p>Employer</p>	<p>Where appropriate, the employer may:</p> <ul style="list-style-type: none"> • Endorse the application • Provide details of the company's requirements and their recommendation.
	<p>Training/ Examinations</p>	<p>Training</p> <ul style="list-style-type: none"> • Applicants must successfully complete an acceptable training course, including an assessment, relevant to the Authority sought. The assessment can be the CASA written NDT examinations that require a candidate to score a minimum of 70% in both Part 1 and Part 2. <p>Competency Assessment</p> <ul style="list-style-type: none"> • Assessed as competent by the training organisation or CASA Field Office in the applicable method. <p>Annual Visual Acuity Test</p> <ul style="list-style-type: none"> • Proof of visual acuity in accordance with CAO 100.27 to be carried out annually • An optometrist's certificate, provided the certificate adequately reflects current NDT standards • The ability to read Jaeger 1 letters or equivalent.



<p>Prerequisites for Issue (cont)</p>	<p>Experience</p>	<ul style="list-style-type: none"> The following are the minimum levels of practical experience for the issue of an unrestricted NDT Authority in each method: <ul style="list-style-type: none"> Liquid penetrant 3 months Magnetic particle 3 months Eddy current (general) 9 months Ultrasonics 9 months Radiography 9 months <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: Time spent in training may count towards experience.</p> </div> <ul style="list-style-type: none"> Applicants who cannot provide evidence of the minimum experience requirement may be issued with an NDT Authority with a condition that they work under the supervision of an experienced NDT person. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Note: An experienced NDT person means a person who holds, or has held, an unrestricted NDT Authority for the relevant method for a minimum of two years.</p> </div>
<p>Prerequisites for Addition of Extra Methods</p>		<ul style="list-style-type: none"> The prerequisites for additional methods are the same as for an original issue of the Authority.
<p>Exam Description</p>	<p>CASA Theory</p>	<ul style="list-style-type: none"> Written examination conducted at a special sitting supervised by CASA (usually an ASO) and marked by the CLARC.
	<p>Competency Assessment</p>	<ul style="list-style-type: none"> Conducted by an appropriate NDT person, or Conducted by a Field Office AWI at a venue organised by the applicant Specimens to be examined may be supplied by CASA Candidate is required to detect the defect(s) using the correct procedures in the correct sequence for the particular NDT method.
	<p>Visual Acuity</p>	<ul style="list-style-type: none"> Usually conducted by an optometrist, but may be carried out by the Field Office AWI, using the eye charts supplied by CASA.



Renewal Checklists	Current Experience	<ul style="list-style-type: none">• The following are the minimum levels of current experience for the renewal of an Authority. The applicant must attest in writing that in the past 24 months they have had the following experience:<ul style="list-style-type: none">• Liquid penetrant 3 months• Magnetic particle 3 months• Eddy current (general) 9 months• Ultrasonics 9 months• Radiography 9 months• Applicants who do not have the minimum experience requirement may have a competency assessment and may be issued with an NDT Authority with a condition that they work under the supervision of an experienced NDT person, pending regaining the required experience.
Costs	<ul style="list-style-type: none">• Fixed charge for written examination as per <i>Schedule of Fees and Charges</i>• Hourly rate for competency assessment as per <i>Schedule of Fees and Charges</i>• The applicant must pay the cost of assessment regardless of whether he or she passes or fails the assessment.	
Files	<ul style="list-style-type: none">• Airworthiness Authority History File, retained at the controlling Field Office.	

9.6.2 Non-Destructive Testing Authority Guidelines

Initial Issue

- To enable an assessment to be made, the application for an NDT Authority must:
 - Specify the NDT method being sought
 - Provide details of experience, training and qualifications.

Employer Endorsement

- To assist in the assessment of the application, the applicant's employer may supply details of the company's needs and recommendation, and may endorse the application.

Costs

- Applicants must be informed of the cost of the NDT examination sitting and the processing of the Authority.

Training

"Acceptable training" is a course meeting the requirements for NDT Level 2 for the method, including assessment, as described in Australian Standard 3669, which has been approved by:

- A person having the qualifications and experience to be accepted by the Australian Aerospace Non-destructive Testing Committee as Non-destructive Testing Level 3 person for the relevant method, or
- The Australian Institute for Non-destructive Testing (AINDT), or
- The Australian Defence Forces.

Examinations

The Field Office is responsible for arranging the venue and a supervisor for the CASA examinations. The Field Office is also responsible for advising the applicant of the time and place of the examinations, and the result.

Maintenance Personnel Licensing, Canberra, is responsible for:

- Determining the appropriate examination and dispatching it to the Field Office
- Marking the examination and advising the Field Office of the results
- Notating the NDT authorisations file accordingly.

Only applicants who have successfully completed an appropriate training course or passed Parts 1 and 2 of the theory examinations may sit for the competency assessment.

Applicants must pass the visual acuity test.



Competency Assessments

If possible the competency assessment should be conducted at the premises of the applicant's employer so that the facilities, equipment, and data that are available as part of the applicant's usual or expected employment are utilised.

The assessment should involve the physical examination of an aircraft part, supplied by the training organisation or CASA, containing one or more natural or artificial defects.

The applicants will be assessed for their ability to:

- Identify components
- Interpret company and manufacture's data
- Set up and check for serviceability of test equipment
- Assess the serviceability of components and detect the defect(s) using the correct procedures
- Certify for the tasks and record findings.

These assessments can be carried out by:

- The organisation that conducted the training, or
- A person who is determined by the applicant's Regulation 30 Approved Organisation as having the qualifications and experience to be accepted by the Australian Aerospace Non-destructive Testing Committee as Non-destructive Testing Level 3 person for the processes
- An AW1, or
- A person who:
 - Is determined by the applicant's Regulation 30 Approved Organisation as having the qualifications and experience of a NDT Level 2 person for the processes, within the meaning of Australian Standard 3669, and
 - Has been qualified at this level for three years, and
 - Is a qualified Workplace Assessor.

Note: The Field Offices should keep a selection of suitable test specimens for the expected NDT methods.

In order to ascertain the applicant's level of knowledge and ability, the applicant may be questioned orally during the competency assessment.

A list of suitable oral questions and advice regarding any aspect of the examination are available from MPL.



Visual Acuity

The holder of an NDT Authority must ensure that they have appropriate visual acuity to carry out any particular NDT task.

An acceptable level of visual acuity is indicated by an optometrist's report that shows the applicant is able to read the Jaeger No. 1 letters of a standard Jaeger Test Chart at a distance of not less than 30 cm with at least one eye, either corrected or uncorrected.

If the applicant is required to wear spectacles or other optical aids this must be noted on the certificate.

The visual acuity test is usually conducted by an optometrist, OH nurse, doctor etc., who has been trained to carry out the test. However, the Field Office AWI may conduct this test.

When conducting the test, Field Office AWIs should use the original test chart supplied by MPL. The Field Office AWI may select one of the cards for the applicant to read. The applicant may specify the level of lighting and distance that he or she finds comfortable for the test.

If the applicant is required to wear spectacles or other optical aids:

- This must be noted on the NDT Authority as a condition on the Authority, and
- The applicant must be advised that he or she may only make inspections while wearing the spectacles or other optical aids.

Applications for Radiography, Ultrasonics or General Eddy Current

CASA does not conduct examinations or assessments for the more complex NDT methods of radiography, ultrasonics or general eddy current.

Limitations

Applicants who do not have the minimum experience requirement must be issued with an NDT Authority with a condition that they work under the supervision of an experienced NDT person and this must be endorsed on the Authority as a condition.

If the applicant is required to wear spectacles or other optical aids this must be noted on the NDT Authority as a condition.



Changes to the Authority

Any change to an NDT Authority (other than the lifting of limitations) requires an applicant to comply with all of the relevant requirements for an initial issue.

Renewal

An applicant for the renewal of an unrestricted NDT Authority is not required to undergo examinations, however they must have the appropriate continuity of experience in the NDT method(s) in the preceding two-year period.

The applicant must attest to having continuing practice with the relevant method when making the application for renewal.

If the applicant does not meet the experience requirements in the preceding two-year period, he/she may undertake a competency assessment of the method and have a condition placed on the Authority that they work under the supervision of an experienced NDT person.

All applicants for renewal of an NDT Authority must pass a visual acuity test.



9.7.1 AME Examiner Authority Reference Table

Purpose Schedule 8	Issued to persons to conduct examinations for Specific Type subjects for the issue of an AME licence or an additional Rating on an AME licence.	
Restrictions/ Limitations 100.26	Certificate of Approval	Under CAO 100.26, valid only while the person is employed by a CofA holder for training and examinations or personally holds a CofA for training and examinations.
	Privileges	In accordance with CAO 100.26, subsection 2, the privileges of the Authority are limited to: <ul style="list-style-type: none"> • Preparing and maintaining an examination question library • Approving examinations • Marking Specific Type examinations • Reviewing and analysing examination results • Approving examination results.
Legislation CAOs 100.23, 100.26 Civil Aviation Act CAR 33B, 297A	Issue	CAOs 100.23 and 100.26
	Renewal	CAO 100.23, subsection 4 and 100.26 subsection 4
	Withdrawal Cancellation	CAO 100.23 sub-section 5
	Refusal to grant	CARs 33B(1) or 33B(2), 297A(ba) and 297A(bb) Civil Aviation Act, section 31(3) and section 33(3)
Approving Delegate CAR 33B	Holder of an unlimited delegation under CAR 33B — usually a MPL AWI.	
Issuing Delegate CAR 33B	As for the approving delegate.	
Authority No.	Applicant's ARN with an A prefix – for example, A123456 or Previous Authority number issued to the applicant.	
Duration	Up to two years.	



AME Licensing Procedures Manual

9. Issuing Airworthiness Authorities

9.7 AME Examiner Authority

Approved by Group General Manager, Personnel Licensing, Education and Training Group Version 7.7: June 2012

Documentation	<ul style="list-style-type: none">• Airworthiness Authority — <i>Application for Aircraft Maintenance Engineer Examiner Authority</i> (Form 636 – formerly AME 008)• AME Licensing — <i>Application for Airworthiness Examinations</i> (Form 634 – formerly EXA 002)• Airworthiness Authority Cover (DA 1429). See 13.6.1 in Chapter 13 <i>Sample Documents</i>.• Plastic sleeve (DA 3271)• A4 Authority paper (DA 3269)• Treasury Tag 100 mm (stock no. 19193.5).
Prerequisites for Initial Issue	<p>Applicant</p> <ul style="list-style-type: none">• Be at least 21 years old (unless otherwise approved)• Be able to speak, read and write English• Not suffer from a disability that is likely to affect his or her technical skill or judgement. <p>Qualifications</p> <ul style="list-style-type: none">• Be an appropriately licensed AME or have completed a manufacturer or CASA-approved training course on the subject• Hold a CofA for training and examinations or work for a CofA holder for training and examinations. <p>Interview</p> <ul style="list-style-type: none">• The AWI must interview the applicant to confirm the applicant's understanding and knowledge of the privileges of the EA as detailed in the CARs.
Prerequisites for Change to the Authority	<ul style="list-style-type: none">• Be appropriately licensed or have completed a manufacturer's course on the subject approved by CASA• Hold a CofA for training and examinations or works for a CofA holder for training and examinations.



Renewal Checklists	Standard renewal	<ul style="list-style-type: none"> Does the applicant hold a current CofA for training and examinations, or is the applicant employed by a current CofA holder for training and examinations? Does the applicant suffer from any disability that is likely to affect his or her technical skill or judgement?
	Lapsed renewal	<ul style="list-style-type: none"> Applicant must apply for an issue of the EA.
Costs	<ul style="list-style-type: none"> Hourly rate as per <i>Schedule of Fees and Charges</i>. The applicant must pay the cost of assessment regardless of whether he or she passes or fails the assessment. 	
Files	Airworthiness Authority History File, retained at MPL.	

9.7.2 AME Examiner Authority Guidelines

Relevant Subjects

- CAO 100.26
- In accordance with CAO 100.26 paragraph 3.2, EAs may only be issued for Specific Type subjects (that is, not common Core or Specific Group subjects).

Initial Issue

- An EA is valid only while the holder is employed by a CofA or personally holds a CofA covering training and examinations for a particular aircraft, engine or system.
- If the person holds an EA for an aircraft operated by his or her employer, and the employer ceases to operate the aircraft, then that aircraft endorsement must be deleted from the EA.
- Before granting the EA, the AWI must make sure that the applicant:
 - Has appropriate knowledge of the subjects in which he or she is to conduct airworthiness examinations
An appropriately licensed AME or a person who has completed a manufacturer's or CASA-approved training course on the type is considered as having appropriate knowledge of the subject.
 - Is working for a CofA holder for the purposes of training and examinations or personally holds a CofA for the purposes of training and examinations.

Additional Rating

- EA holders may have additional Ratings added to their Authorities when they have gained the required knowledge, provided they are employed by a CofA holder for the purposes of training and examinations or personally hold an appropriate current CofA.
- The application for the additional Rating must be assessed with the same rigour as the initial issue.

Renewal

- An EA may only be renewed if the holder:
 - Is still employed by a CofA holder for the purposes of training and examinations or personally holds an appropriate current CofA
 - and
 - Is not suffering from any disability that is likely to adversely affect his or her technical skills or judgement.



9.8.1 Guidelines for Renewing Airworthiness Authorities

An Airworthiness Authority may be issued as being renewable or non-renewable.

Renewable Airworthiness Authorities are usually renewed if the holder has been exercising the privileges of the Authority. In the case of Airworthiness Welding Authorities, applicants for renewal must also perform a practical welding test before the Authority can be renewed.

Renewable Airworthiness Authorities are usually only renewed if an application for renewal is received from the Authority holder before the current Authority's expiry date. If an application is not received by the current Authority expiry date, the Authority lapses.

Classes of Airworthiness Authority		Renewed at Field or Central Office during the:			
		2 Months preceding the Expiry Date		3 Months preceding the Expiry Date	
Maintenance	MA	✓	Field Office		
Aircraft Welding	AWA			✓	Field Office
Aircraft Weight Control	WCA	✓	Field Office		
Non-Destructive Testing	NDT	✓	Field Office		
Aircraft Maintenance Engineer Examiner	EA	✓	MPL		

9.8.2 Tracking Renewals

Renewals are tracked on AIRS.

On the first day of each month, the CLARC ASO runs a report to generate renewal notices for:

- EAs, MAs, WCAs and NDT Authorities due to expire in the following month
- AWAs due to expire in three months time.

The renewal notice report lists the names and communication addresses of persons whose Airworthiness Authorities expire in the period specified in the report.

An *Application for Renewal Form* ([Form 359](#) – formerly AME 013) for renewable Authorities should be forwarded to holders shown on the Renewal Notice Report.

9.8.3 Renewing Airworthiness Authorities

This procedure applies to:

- Aircraft Weight Control Authorities
- Aircraft Welding Authorities
- Examiner Authorities
- Maintenance Authorities
- NDT Authorities.

It should take one to ten working days to issue an Airworthiness Authority, depending on the workload at the Field Office or Central Office, whichever is relevant.

ASO

1. File the documentation in the applicant's Airworthiness Authority History File.

AWI

1. Check that the application for renewal is:
 - a. Received before the Authority's expiry date.
 - b. Made on the relevant form.
 - c. For MA and EA only, supported by the applicant's employer.
2. Arrange interviews, examinations, and practical and other tests, as required, for the type of Authority being renewed.
3. Assess the results of the interview, examinations and tests.
4. If the applicant passes the prerequisites for renewal of the Authority:
 - a. If the Field Office at which the renewal is being processed is not the controlling Field Office, contact the relevant Field Office to obtain their approval before renewing the Authority.
 - b. Renew the Authority for the appropriate period.
5. If you need to impose limitations on the Authority, make sure that the limitations:
 - a. Are stated on the renewed Authority.
 - b. Will be reflected in the employer's system of maintenance, if necessary.



AWI or ASO

1. Enter the renewal details on AIRS.
2. Issue the renewed Authority.

CAR 33B, 33D

Note: An officer with an unlimited CAR 33B or CAR 33D delegation (usually an AW1) may sign the Authority. Alternatively, an officer with a limited CAR 33B and 33D delegation (usually an ASO) may issue the Authority subject to prior approval of an AWI.

3. Place a copy of the renewed Authority on the applicant's Airworthiness Authority History File.
4. Check the Airworthiness Authority History File to make sure that it contains a copy of the previous Authority. If not, place a copy of the previous Authority on the file.

Note: The Authority submitted with the application for renewal should be returned to the applicant together with the renewed Authority.

5. Mail the Authority, previous Authority and a covering letter to the applicant.
6. Prepare details to go to Accounts Payable in Central Office for dispatch of the invoice.

9.9.1 Guidelines for Withdrawing/Cancelling an Airworthiness Authority

An Authority may be withdrawn or cancelled in any of the following circumstances:

- Where reason for the issue of the Authority no longer exists
- Where the withdrawal or cancellation is in the public interest
- Where the holder of the Authority is no longer considered competent by CASA
- At the request of the holder.

CAR 297A This action is a reviewable decision under CAR 297A.

If an Authority is withdrawn or cancelled, the AIRS system must be updated.



9.10.1 Who May Re-issue a Current Authority following Loss, Damage or Change of Address?

The following delegates may re-issue the Authorities:

CAR 33B,
33D, 33B

- An AWI holding an unlimited CAR 33B and CAR 33D delegation
- An ASO holding a limited CAR 33B and CAR 33D delegation, subject to the prior approval of the re-issue by an AWI.

9.10.2 How Are Applications Made?

To replace a lost or damaged current Authority, the applicant must submit:

- A written request for re-issue of his or her current Authority
- A Statutory Declaration as to the facts, made before a person authorised to witness Statutory Declarations
- The scheduled fee.

CAR 298,
299

In accordance with CAR 298 and CAR 299, the holder of a current Authority must notify CASA in writing of a change of his or her residential or communication address, and return the current Authority with the written notification.

9.10.3 Reissuing the Authority

It should take one to ten days to issue a replacement Authority, depending on the workload at the Field Office.

Procedure

ASO

1. Register the application or correspondence in accordance with the procedures described in the Records Management and Correspondence Manual
Check that a properly signed and witnessed Statutory Declaration and required fee accompanies the letter for the replacement of a lost or damaged Authority.
2. Process the fee as described in [Chapter 11 Administrative Procedures](#). For a change of address, no fee is payable.

AWI

3. Approve the re-issue of the Authority.

ASO/AWI

4. Update AIRS (new address details) and/or print a new Authority.
5. Check the details on the replacement Authority against the copy of the original Authority in the applicant's Airworthiness Authority History File to make sure that they are the same.
6. Photocopy the new Authority and covering letter, and file them on the Airworthiness Authority History File.
7. Send the original of the Authority and covering letter to the Authority holder.

AAC 9-66 See the CASA website and [AAC 9-66](#) for an introduction to, and overview of, [CAO 100.66](#).

Procedure for Processing Applications for Initial Issue of an Airworthiness Authority

ASO (M)

1. Register the application according to the procedures described in the Records Management and Correspondence Manual and raise a service request.
2. If an AME History File is also held by the applicant, cross-reference the files.
3. Check that [Form 053](#) has been supplied and receipt money. The correct fee to apply is Item 2.13 Issue of an airworthiness authority—processing and consideration of application, a per hour fee. If [Form 053](#) fee requirements have not been met, contact the applicant and ask them to satisfy fee requirements. If fee requirements are not satisfied within 10 business days, reject the application.
4. Check that a CASA [Form 465 A, B1 or B2 Category Notification to CASA of Training Outcomes](#) or Recognised Organisation equivalent has been supplied with CASA [Form 464 A, B1 or B2 Category Airworthiness Authority – application for Issue/Addition of Category or Ratings](#). If not, contact the applicant and ask to send [Form 465](#). If [Form 465](#) is not subsequently provided within 10 business days reject the application.
5. Check Section 1 Personal and contact details on [Form 464](#) and update AIRS with any changes.
6. Check that [Form 464](#) has been signed. If not signed, contact the applicant and ask for a signed copy of the application. If a signed [Form 464](#) is not subsequently provided within 10 business days reject the application.

AWI (M)

7. If the applicant is or is to become a B1 category holder, check whether the applicant holds the following competencies:
 - o MEA408B wooden structure
 - o MEA409B fabric surfaces
 - o MEA405B composites,
8. If any or all of the competencies have yet to be achieved, annotate the Notes to CLARC section of [Form 464](#) with the limitation, using words such as:
“The B1 Category holder does not have wooden structure, fabric surfaces or composites release to service or supervisory privileges.”



9. If the applicant is a B1.1 sub category holder, check whether the applicant holds the following competencies:
 - o MEA307B R&I propellers
 - o MEA315B I, T& T propellers.

If either of the propeller competencies have yet to be achieved, annotate the Notes to CLARC section of [Form 464](#) with the limitation, using words such as:

“The B1.1 Category holder does not have propeller release to service or supervisory privileges.”

10. Complete the checks within the CASA Use Only section of [Form 464](#). If the applicant holds the necessary pre-requisites for the category sought, approve the category being applied for by annotating an approval within the Notes to CLARC section of [Form 464](#).

- [AAC 9-66](#) 12. If the applicant has applied for type ratings, confirm that the applicant holds the appropriate type course credit. See [AAC 9-66](#) for the list of type courses and credit codes. If the appropriate type course credit is held for the rating, annotate approval within the Notes to CLARC section of [Form 464](#).

- [CAO 100.66](#) 13. If the applicant has applied for type ratings—based on overseas licences or authorities, confirm that the applicant replicates limitations and conditions or introduces limitations and conditions that will maintain [CAO 100.66](#) privileges equivalent to that which is provided by the overseas authority or licence rating. If a decision is made to approve the ratings, annotate approval and limitations/conditions within the Notes to CLARC section of the [Form 464](#).

- [CAO 100.66](#) 14. Pass the [CAO 100.66](#) Airworthiness Authority History File back to the ASO (M) for processing and issue.

ASO (C)

15. Update AIRS with the AWI (M) decisions and approval/rejection.



- CAO 100.66 16. Print a draft of the [CAO 100.66](#) Airworthiness Authority to make sure that it is correct. If it is correct, print the final copy and standard reply letter.
- CAO 100.66 17. If not done previously dispatch the receipt concurrently with the mail out of the covering letter and [CAO 100.66](#) Airworthiness Authority.
- CAO 100.66 18. Mail the [CAO 100.66](#) Airworthiness Authority, receipt and covering letter to the applicant.
- CAO 100.66 19. Pass the [CAO 100.66](#) Airworthiness Authority History File back to the ASO (A).
- CAO 100.66 20. Check documentation on the [CAO 100.66](#) Airworthiness Authority History File is complete.
- CAO 100.66 21. Return the [CAO 100.66](#) Airworthiness Authority History File back to the controlling Field Office for the authority holder.



Flowchart – Processing Applications for Initial Issue of an Airworthiness Authority

