



An applicant for an Air Operator's Certificate (AOC) must complete this form if applying for an initial issue of an AOC or if nominating a new Chief Executive Officer (CEO).

Part A – Details of Air Operator's Certificate (AOC) Holder

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. For more information on the CEO requirements, refer to the [AOC Handbook Volume 2](#), Chapter 3.2.

It is mandatory to answer questions marked with an asterisk (*).

A1 AOC Holder's Details

If you are a holder of a current AOC, you will need to provide the details in this section as they appear on your current AOC. If you are applying for an initial issue of an AOC, provide the details as they appear in Part A of your AOC application.

Name of AOC holder(s)*			
ACN or ARBN*		ARN*	
AOC Number*		Job No (if available)	

Part B – Details of the Chief Executive Officer

B1 Name and contact details

Name in full*			
ARN*		Email	
Phone (business hours) *		Fax	
Phone (after hours) *		Mobile	

B2 Management experience, preferably in aviation and relevant to the proposed type of operation.

Use a separate sheet if necessary

Organisation	Period	Position held	Description of role and responsibilities

Other information you wish to provide as evidence of the CEO's management experience.

B3 Aviation qualifications – List any formal education relevant to the position, aviation licences and endorsements obtained, including foreign issued permissions. Use a separate sheet if necessary.

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Part C – Submission Checklist

CASA requires evidence of flying and management experience of the CEO. This may be in the form of pilot logbook, proof of delegations, current authorisations held, certificates of training or overseas licences and ratings.

- | | |
|---|---|
| 1. Have you attached evidence to support your claims in Part B? | Yes <input type="checkbox"/> <i>This is mandatory for all applications.</i> |
| 2. Have you provided in the Operations Manual a statement of the role, responsibilities and accountabilities of the CEO position? | Yes <input type="checkbox"/> <i>This is mandatory for all applications.</i> |

Part D – Nominee Declaration

Giving false or misleading information is a serious offence.

- I declare that I have accepted the position of Chief Executive Officer (or its equivalent) and accept the responsibilities of the appointment as outlined under the [Civil Aviation Act 1988](#), [Civil Aviation Regulations 1988](#), [Civil Aviation Safety Regulations 1998](#) and the [Civil Aviation Orders](#).
- I hereby authorise CASA to make the necessary enquiries with any organisation or individual to verify the information provided in this application.
- I declare the information provided in Part B of this application is true and correct.

Name		Signature		Date	
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Part E – AOC Applicant / Holder Declaration

Giving false or misleading information is a serious offence.

I nominate the person indicated in Part B1 as Chief Executive Officer and confirm that the nominee:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Meets the requirements as outlined the AOC Handbook Volume 2 , Chapter 3.2 – Chief Executive Officer | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Has a working knowledge of the AOC holder's operations manual | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Has been inducted and trained into the AOC holder's operation in accordance with the holder's operations manual | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Gives permission for CASA to send material relating to this application by email | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

I am signing this section as:

> The individuals named in Part A1

> The Directors of the company(s) named in Part A1; or

> The agent appointed under a Power of Attorney

If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the AOC holder(s).

Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

You must provide the name/s and signature/s for CASA to accept this application.

What to do now

Post, fax or email the complete set of documents to CASA using one or a combination of the following, as appropriate:

Postal address	Permission Application Centre (Brisbane) GPO Box 2005 CANBERRA ACT 2601
Fax	(07) 3144 7333
Email	regservices@casa.gov.au

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

This completes your application.