



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. 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 to make false declaration. For more information, refer to the [AOC Handbook, Volumes 2 and 4](#).

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

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 | | | |
| Contact Manager* | | Phone | | Email | |
| Aircraft types on AOC* | | | | | |
| Course type* | | Course Location* | | | |
| Proposed date and time of interview | | Course duration* | | | |
| Proposed date and time of assessment | | Instructor (being assessed by Senior) Name | | | |

Part B – Nomination

B1 Nominee Details - Provide the details of your Senior Instructor nominee in this section

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

B2 Nominee's qualifications, experience and training – Provide a summary below and the details of the supporting documentation provided with this application

| | |
|--|----------------------------------|
| B2.1 Qualifications | Supporting documentation details |
| | |
| B2.1 Experience | Supporting documentation details |
| | |

| | |
|-------------------------------------|----------------------------------|
| B2.2 Training and Assessment | Supporting documentation details |
| | |

Part C – Submission Checklist

CASA requires evidence of the training, qualifications and experience of the nominee.

- | | |
|---|--|
| 1. Have you attached all the evidence to support your claims in Part B? | Yes <input type="checkbox"/> <i>This is applicable to applications and is compulsory for CASA to process your application.</i> |
|---|--|

Part D – Nominee Declaration

Giving false or misleading information is a serious offence.

- I declare that I have accepted the nomination for the CAO 20.11 Senior Instructor 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 | |
|------|--|-----------|--|------|--|

Part E – Head of Training and Checking Request and Declaration

Giving false or misleading information is a serious offence.

- I am satisfied that the nominee has the necessary levels of training, qualification and experience to undertake the role and responsibilities of a CAO 20.11 Senior Instructor (however called) as detailed in company documentation.
- I hereby request CASA assessment for approval of the nominee to assess proficiency and competence of persons who will be recommended for approval to conduct proficiency tests of crew members In accordance with CAO 20.11(12).
- I give permission for CASA to send material relating to this application by email.

I am signing this section as:

> The Head of Training and Checking of the AOC holder named in Part A1

> A delegate

| | | | | | |
|------|--|-----------|--|------|--|
| 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 the relevant [CASA Office](#).

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

This completes your application.