



CASA Stamp:

**IMPORTANT INFORMATION FOR APPLICANTS**

- 1: This form is to be used by the CFI of a flying school/training organisation to apply to be the principal PEXO exam Registrar and Invigilator for that organisation.
- 2: If additional Registrar(s) and/or Invigilator(s) are required, please complete [CASA Form 1355, Application for an additional PEXO exam Registrar and/or Invigilator](#), for each additional individual.
- 3: The CFI is responsible for the overall management of the conduct of PEXO exams and the management of all Registrars and Invigilators at the flying school/training organisation.
- 4: The CFI of the flying school or training organisation is responsible for notifying CASA of any change to the contact details of the organisation or the individuals who are approved to administer PEXO exams. All correspondence regarding PEXO exams will be sent to the current contact details, according to CASA's records.
- 5: If the CFI ceases to be employed by the flying school/training organisation, they must advise CASA.
- 6: Before returning this form to CASA, it MUST have Section C completed by the relevant CASA FOI. If not completed, this form will be returned to the submitting organisation.
- 7: The approval requested **must be appropriate** for the training conducted under the Company Training AOC.

**Applicant Details as per Birth Certificate / Passport:**

Title:\* \_\_\_\_\_  
 Family Name:\* \_\_\_\_\_  
 Given Names:\* \_\_\_\_\_  
 Date of Birth:\* \_\_\_\_\_

**Applicant ARN:\***

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**CONTACT DETAILS**

You are required to notify of any changes to your personal contact information (refer to [CASR 11.70](#)), information on how to change your contact details is available on CASA website <https://www.casa.gov.au/services/standard-page/changing-your-details>.

All correspondence, including permissions issued as a result of this application, will be sent by email or post to your current contact details according to CASA's records.

**Privacy Statement:** Any personal information you provide to CASA is protected by the *Privacy Act 1988* (Cth). CASA can only collect, use and disclose that information in accordance with that Act. CASA will use the information collected in this form for purposes associated with performing its functions under the *Civil Aviation Act 1988*, the *Airspace Act 2007*, the *Aviation Transport Security Act 2004* or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

**Application Type:**

- New CFI and new organisation  
 New CFI for an existing organisation

Previous CFI's Name: \_\_\_\_\_

Previous CFI's ARN:

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**Section A: Applicant Contact Details**

Phone:		Mobile:	
Email:			

As CFI, I wish to conduct PEXO exams for the following flying school/training organisation:

Name of School / Organisation:						
Street Address:						
Suburb:		State:		Postcode:		
Postal Address: (if different to above)						
Suburb:		State:		Postcode:		
Phone:			Fax:			
Company Training AOC Number:				Date of Issue:		

ARN for Billing Purposes:

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Owner of Billing ARN (*tick*):  Self  Company

Note: Invoices will be sent to the current postal address for the owner of the Billing according to CASA's records.

Approvals Requested (*tick*):  RPLA  RPLH  RPLN  PPLA  PPLH  PIFR

**Section B: Declaration**

As principal PEXO officer for this organisation, I agree to abide by the terms and conditions required by CASA in relation to the conduct and supervision of PEXO exams.

In the event that I become aware of any impropriety occurring during the conduct of an examination, I will immediately contact Flight Crew Licensing for advice.

CFI Signature:	Date: ____ / ____ / ____
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**Section C: CASA FOI Recommendation** (This section ***must be completed*** prior to submission to FCL.)

Air Operator Operating Certificate Applies to (tick more than one, if necessary):

- Aeroplane*   
  *Helicopter*                     
  *VFR Training*   
  *Instrument Training*

I have completed a physical inspection of the proposed 'exam facility' at the above address and am satisfied that the following points have been considered:

- adequate safety for the occupants (OHS)
- adequate lighting
- adequate ventilation and heating/cooling
- an environment free from unacceptable noise levels, distractions and non-exam activity
- access to the room(s) may be controlled whilst exams are in progress
- a separate desk for each candidate, but not smaller than 1350 x 750 mm
- a minimum of 1.5 m between the sides of any adjacent monitors
- each individual computer has a Uninterruptible Power Supply (UPS)
- have flat screen (non-CRT) monitors at least 15-inch in screen size
- comfortable seating for candidates
- clean toilet facilities nearby
- table and chair for the supervisor
- general security aspects are satisfactory

(If not satisfactory, state reason, if necessary attach separate page)

- Application Recommended                     
  Application Not Recommended (State reason on below)

(If necessary attach additional page)

CASA Officer Recommending:

Signature	Date ____ / ____ / ____	Printed Name	ARN <table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>								

Position (tick more than one if necessary):       Team Leader       FOI

(When completed, forward to [FCL.exams@casa.gov.au](mailto:FCL.exams@casa.gov.au) or by post to FCL- CASA, GPO Box 2005, Canberra City, ACT 2601)

**Section D: Flight Crew Licensing Actions**

Details entered in PEXO data base:                       Yes     No                      Date: \_\_\_\_\_

Previous CFI: \_\_\_\_\_                       Active     Inactive

Instructions forwarded to CFI:                       Yes     No                      Date: \_\_\_\_\_

Signature of PEXO Administrator: \_\_\_\_\_                      Date: \_\_\_\_\_