



Aerodromes Certification, Registration and Approved Persons Procedures Manual

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This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and is available to the public for information purposes only.

You should not rely on this manual as a legal reference. Refer to the civil aviation legislation—including the Civil Aviation Act 1988 (Cth), its related regulations and any other legislative instruments—to ascertain the requirements of, and the obligations imposed by or under, the law.

Preface

As a Commonwealth government authority, CASA must ensure that the decisions we make, and the processes by which we make them, are effective, efficient, fair, timely, transparent, properly documented and otherwise comply with the requirements of the law. At the same time, we are committed to ensuring that all of our actions are consistent with the principles reflected in our Regulatory Philosophy.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will lead to the achievement of these outcomes. Frequently, however, CASA decision-makers will encounter situations in which the strict application of policy may not be appropriate. In such cases, striking a proper balance between the need for consistency and a corresponding need for flexibility, the responsible exercise of discretion is required.

In conjunction with a clear understanding of the considerations mentioned above, and a thorough knowledge of the relevant provisions of the civil aviation legislation, adherence to the procedures described in this manual will help to guide and inform the decisions you make, with a view to better ensuring the achievement of optimal outcomes in the interest of safety and fairness alike.

Mark Skidmore AM
Chief Executive Officer and
Director of Aviation Safety

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Glossary

Acronyms and abbreviations

Acronym / abbreviation	Description
AC	Advisory Circular
AIP	Aeronautical Information Publication
AIS	Aeronautical Information Service
ANAA	Air Navigation, Airspace and Aerodromes
ARN	Aviation Reference Number
ASI	Aerodrome Safety Inspection
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
ERSA	En Route Supplement Australia
LARPIS	Legal Affairs Regulatory Policy and International Strategy
MOS	Manual of Standards
NOTAM	Notice to airmen

Definitions

Term	Definition
Advisory Circulars	Guidance material on the means of achieving the minimum compliance with the CASRs and MOS.
Aerodrome	A defined area of land or water (including any buildings, installations and equipment) intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft (<i>Civil Aviation Act 1988</i>).
ANAA Manager	Manager Air Navigation, Airspace & Aerodromes Branch.
Manual of Standards (MOS)	A document containing the aerodrome standards, published by CASA (under CASR Part 139), as in force from time to time.
Notice to airmen (NOTAM)	A notice issued by the Aeronautical Information Service (AIS) NOTAM Office and containing information or instruction concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard.

Forms

Form number	Title
Form 1162	Aviation Reference Number (ARN) Application - Individual
Form 1170	Aviation Reference Number (ARN) Application - Organisation
Form 1173	Aerodrome Certificate Issue Checklist (Sample)
Form 1174	Aerodrome Registration Checklist (Sample)
Form 1175	Approved Persons Application Checklist (Sample)
Form 1186	Aerodrome Certificate Application
Form 1187	Aerodrome Registration Application

Reference material

- *Civil Aviation Act 1988 (CAA):*
 - Part II – Establishment, functions etc of CASA, Section 9 (CAA 9)
 - Part VIII – Miscellaneous, Section 98 (CAA 98)
- *Civil Aviation Safety Regulations 1998 (CASR):*
 - Part 11 (CASR Part 11)
 - Part 139 (CASR Part 139)
- Manual of Standards (MOS):
 - Part 139—Aerodromes (Part139 MOS)
- Advisory Circular (AC)
 - [AC 139-03](#) - Application for Approval to Conduct Safety Inspections of Registered and Certain Other Aerodromes
- Air Operator Certification Manual Suite, AOC Handbook Volume 4, Section 3
- AIP Request for Change Procedures Manual
- Airservices NOTAM Originators Manual
- ICAO Annex 14.

Revision history

Amendments/revisions of this manual are recorded below in order of most recent first.

Version No.	Date	Parts/Sections	Details
1.2	September 2016	All	Complete revision
1.1	November 2010	Table of Contents	Preface added
1.0	July 2003	All	First release

1. About this manual

1.1 Purpose and scope of the manual

This procedures manual provides guidance to CASA staff on the procedures to be followed, as required under the provisions of Part 139 of CASR, for the review, assessment, approval and processing of applications for:

- aerodrome certificates
- aerodrome registration
- persons approved for the conduct of Aerodrome Safety Inspections (ASIs).

Additionally, guidance is provided for answering enquiries related to the requirements of these actions.

Ref: CASR Part 139

This manual:

- defines the applicable regulations
- clearly sets out the:
 - responsibilities of CASA staff
 - standards and procedures CASA staff must follow when processing an application.

Adherence to the standards and procedures contained in this manual ensures that:

- applications for an aerodrome certificate, registration or an approved person are dealt with in an effective, efficient and consistent manner nationally
- aerodrome certificates, registration or approvals are issued in a common legal format.

1.2 Target audience

This procedures manual is provided for the guidance of:

- CASA staff, to assist in handling enquiries and applications related to:
 - aerodrome certification
 - aerodrome registration
 - persons approved for the conduct of ASIs.
- Both Aerodrome and Flying Operations Inspectors, for the assessment of applications for:
 - aerodrome certification
 - registration of an aerodrome.
- Aerodrome Inspectors, for the assessment of applications for approved persons to conduct ASIs at registered and certain other aerodromes.

- Aerodrome operators seeking to apply for aerodrome certification or registration.
- Aerodrome consultants seeking to apply for approval to conduct ASIs at registered or certain other aerodromes.

1.3 Regulatory basis

- Subpart 139.B of CASR specifies the requirements to be complied with by aerodrome operators seeking a certificate.

Ref: CASR Subpart 139.B

- Subpart 139.C of CASR specifies the requirements to be complied with by aerodrome operators seeking to be registered.

Ref: CASR Subpart 139.C

- Regulation 139.320 of CASR allows CASA to approve persons to conduct ASIs and mandates the qualification, knowledge and experience levels required.

Ref: CASR 139.320

1.4 Introduction to entry control procedures

The operational requirement for aerodrome operators, in the broadest terms, is to ensure that:

- the facilities being provided meet the standards specified in the Part 139 MOS
- aerodrome operational staff are trained to carry out the functions specified in the Part 139 MOS
- appropriately documented procedures are in place at certified aerodromes.

Ref: Part 139 MOS

Prior to a validation of any approved persons, CASA must be satisfied that:

- qualifications, experience levels and knowledge meet the requirements in regulation 139.320 of CASR and that they are properly able to carry out ASIs.

Ref: CASR 139.320

2. Approval procedures – aerodrome entry control

2.1 Introduction

This chapter describes the procedures for:

- issuing a permanent and temporary Aerodrome Certificate
- cancelling an Aerodrome Certificate
- changing the owner of an Aerodrome Certificate
- registering an aerodrome
- deregistering an aerodrome.

Note: Some of these procedures involve coordination with other CASA business units.

For ease of reference, hyperlinks to CASA forms have been provided as well as pertinent regulatory citations and links to other procedures and manuals.

2.2 Handling enquiries

2.2.1 Certified aerodromes

New Applicants

An aerodrome operator who seeks to certify an aerodrome should first obtain a copy of Parts 99, 139 and 175 of CASR, and the Part 139 MOS.

Ref: CASR Part 99, CASR Part 139, CASR Part 175, Part 139 MOS

Applicants must then:

- make an application using the approved [Form 1186](#) - Application for an Aerodrome Certificate
- pay the quotation fee once an estimate is provided by CASA, upon assessment of the application
- prepare and submit one copy of an aerodrome manual meeting the requirements of regulations 139.090 and 139.095 of CASR
- prepare and submit documentation to demonstrate compliance with all applicable requirements of Part 139 of CASR and the Part 139 MOS
- prepare and submit one copy of their Drug and Alcohol Management Plan meeting the requirements of Subpart 99.B of CASR, unless exempted
- provide details of the Notice To Airmen (NOTAM) authorised persons and the Aeronautical Information Publication (AIP) responsible persons meeting the requirements of Subpart 175.D of CASR
- prepare the particulars to be included in the AIP En-route Supplement Australia (ERSA) in accordance with the requirements of Subpart 175.D of CASR and the relevant Data Product Specification.

Ref: CASR 139.090, CASR 139.095, CASR Part 139, Part 139 MOS, CASR Subpart 99.B

Note: The assigned *Aerodrome Inspector* will forward the relevant information to the AIS provider for publication upon CASA being satisfied with the application.

Applicants who are required to take further steps during the application process, in order to correct any deficiencies before an aerodrome certificate can be issued, must demonstrate that the work has been completed to the *Aerodrome Inspector*—when required.

2.2.2 Registered aerodromes

An aerodrome operator who seeks to register an aerodrome should first obtain a copy of Parts 99, 139 and 175 of CASR, and the Part 139 MOS.

Applicants must then:

- make an application using the approved [Form 1187](#) - Applying for Aerodrome Registration
- pay the quotation fee once an estimate is provided by CASA, upon assessment of the application
- submit documentation containing the information required by regulation 139.260 of CASR and accompanied by a statement of compliance, following an ASI.

Note: The ASI must be conducted by a person qualified under regulation 139.320 of CASR.

- prepare and submit one copy of the Drug and Alcohol Management Plan meeting the requirements of Subpart 99.B of CASR, unless exempted
- provide details of the NOTAM authorised persons and AIP responsible persons meeting the requirements of Subpart 175.D of CASR.

Ref: CASR 139.260, CASR 139.320, CASR Subpart 99.B, CASR Subpart 175.D

2.3 Issuing an aerodrome certificate

2.3.1 Flowchart – Approval procedure for Aerodrome Certification

Reserved

2.3.2 New aerodromes certified under the provisions of Part 139 of CASR

This section applies to aerodrome operators that must obtain a certificate under the provisions of Part 139 of CASR, and other new applicants applying for an aerodrome certificate.

Ref: CASR Subpart 139.B

Regulatory Policy

Pursuant to regulation 139.040 of CASR, an operator of an aerodrome with a runway that is suitable for use, available to aircraft in regular public transport or charter operations, and has:

- a maximum passenger seating capacity of more than 30 seats; or
- a maximum carrying capacity of more than 3,400 kilograms

must have an aerodrome certificate.

Ref: CASR 139.040

Note: CASA's Air Navigation, Airspace and Aerodromes (ANAA) branch is the initial contact point for an aerodrome operator seeking a certificate for their aerodrome.

The workflow process must be coordinated through the ANAA branch who will track the progress of the application. An application must be made on the approved [Form 1186](#) - Application for an Aerodrome Certificate.

Procedure

Note: The process below may also be used for the issue of Temporary Certificates under regulation 139.085 of CASR.

Receipt of application and initial steps:

The ANAA branch must receive the application package.

The *ANAA Manager* then assigns an *Aerodrome Inspector* to the application task through the applicable *Team Leader–Aerodromes*.

Upon receipt, the ANAA *administration team* must:

1. Open separate files in the electronic document records management system for:
 - the application
 - the aerodrome manual
 - any other compliance documents submitted.
2. Liaise with the applicant for the generation of an Aviation Reference Number (ARN) using [Form 1170](#) - Aviation Reference Number (ARN) Application—Organisation, if one has not yet been assigned to the applicant.
3. Establish the proposed details of the applicant in the [EAP system](#), if not yet recorded.
4. Confirm that the applicant is the owner of the land or has the permission of the land-owner to operate the site as an aerodrome (refer application form).
5. Prepare the [regulatory estimate](#) in conjunction with the assigned *Aerodrome Inspector*.

6. Provide advice to the assigned *Aerodrome Inspector* that payment has been received from the applicant.
7. Advise the assigned *Aerodrome Inspector* of the relevant file numbers in the electronic document records management system.

The application package is then forwarded to the assigned *Aerodrome Inspector* for review.

Assessment and recommendation:

Upon receiving the application package the *Aerodrome Inspector* must:

1. Proceed with the assessment upon confirmation that payment has been received from the applicant.
2. Make an assessment of the aerodrome operator's documentation:
 - ensuring the aerodrome manual has been received as per regulation 139.090 of CASR
 - ensuring the aerodrome manual contains the information required by regulation 139.095 of CASR
 - ensuring the aerodrome manual is in the approved form as per regulation 139.100 of CASR
 - ensuring the Safety Management System contains the required information as per regulation 139.250 of CASR and the Part 139 MOS
 - reviewing the Drug and Alcohol Management Plan and confirming that it meets the requirements of Subpart 99.B of CASR, unless exempted.

Note: Further information regarding how to review the compliance of a Drug and Alcohol Management Plan is contained in the Air Operator Certification Manual Suite, in AOC Handbook Volume 4, Section 3.

- ensure the details provided for the NOTAM authorised persons and AIP responsible persons meet the requirements of Subpart 175.D of CASR
 - ensuring the suitability of their organisation structure and the capabilities of nominated personnel in the aerodrome manual
 - ensuring the suitability of any procedures identified in the aerodrome manual
 - ensuring the suitability of any plans, diagrams and technical specifications documented in the aerodrome manual.
- Ref:** CASR 139.090, CASR 139.095, CASR 139.100, CASR 139.250, Part 139 MOS
3. Liaise with the relevant region of the *Safety Assurance Branch* to identify potential issues, hazards or operational limitations at the applicant's aerodrome.
 4. Conduct an on-site assessment of the aerodrome facility against Subpart 139.B of CASR.
 5. Provide a recommendation to the *Team Leader–Aerodromes* using checklist [Form 1173](#) - Aerodrome Certificate Issue Checklist, including any conditions.

6. Record appropriate notes and documents in the assigned files in the electronic document records management system.

Team Leader review and certificate preparation:

The applicable *Team Leader–Aerodromes* must then:

1. Provide the recommendation to the delegate to accept, conditionally accept or refuse the application (as applicable).
2. Provide the Aerodrome Certificate in the [EAP system](#) and send a copy to the delegate for approval.

Other than temporary certificates, certificates must be granted in perpetuity, subject only to CASA's powers to suspend or cancel the certificate.

Note: Conditions may be placed on an aerodrome certificate under regulations 11.056 or 11.067 of CASR. If conditions are being considered, the *Aerodrome Inspector* should consult with the *ANAA Manager* through the applicable Team Leader.

Ref: CASR 139.070, CASR 11.056, CASR 11.067

Approval and final issue:

If the aerodrome certificate is approved or conditionally approved by the delegate:

1. The assigned *Aerodrome Inspector* must then:
 - advise the applicant of any conditions assigned to the certificate (as applicable)
 - raise a NOTAM containing the provided particulars to be published in AIP ERSA, in accordance with:
 - Subpart 175.D of CASR
 - the relevant Data Product Specification and any relevant operational restrictions
 - the AIP Request for Change Procedures Manual
 - the [NOTAM Originators Manual](#).
2. The ANAA *administration team* must then:
 - provide the applicant with a signed copy of the Aerodrome Certificate and cover letter. The required letter is generated by the [EAP system](#)
 - update the CASA surveillance system with the applicant details.

2.3.3 Aerodrome Certificate Issue Checklist

The *Aerodrome Inspector* must complete the [Form 1173](#) - Aerodrome Certificate Issue Checklist to ensure that each step of the aerodrome certification procedure is completed.

Satisfactory completion and acceptance of each item is indicated by a tick mark in the relevant checkbox. The date on which the item was accepted must be indicated against each checkbox.

On completion of processing, the *Aerodrome Inspector* must sign and date the completed form and present it to the *Team Leader–Aerodromes* for review.

Once reviewed and approved by the delegate, the checklist must be recorded with the application file (refer step 1 in section 2.3.2 of this manual).

2.4 Request for change of certificate holder

For this sub-section, the following definitions apply:

Existing operator: *The holder of the existing Aerodrome Certificate.*

Incoming operator: *The new applicant seeking an Aerodrome Certificate for an existing certified aerodrome.*

Regulation 11.080 of CASR prevents an aerodrome certificate from being transferred. To facilitate a change of aerodrome operator, the existing operator must request the cancellation of their existing certificate in conjunction with the approval of the application for a new certificate from the incoming operator.

The entry control assessment of the incoming operator can be performed whilst the current operator maintains operations in accordance with their existing certificate. Ideally, the cancellation of the existing certificate and the issue of the new certificate to the incoming operator will occur concurrently and can be coordinated between both parties.

In the event that a concurrent cancellation and issue of the certificate is not possible, regulation 139.085 of CASR allows CASA to issue a temporary certificate for a maximum period of 60 days. This provision supports the continuation of operations during the entry control process for the new owner.

Procedure

If ANAA receives a request for a change of ownership for an existing aerodrome certificate, the following procedure applies:

1. Commence entry control with the incoming operator as per the procedure in section 2.3 of this manual.
2. If the delegate is satisfied that the application submitted from the incoming operator can be approved, the assigned *Aerodrome Inspector* contacts the existing operator to confirm when they intend to proceed with cancelling the existing Aerodrome Certificate.
3. The existing operator must first request the cancellation of their certificate before the delegate can formally approve the application from the incoming operator.
4. Upon receiving a request to cancel the certificate, the certificate can be cancelled as per the procedure in section 2.6 of this manual.
5. Once cancelled, the delegate is then able to complete the issue of the new certificate to the incoming operator as per the procedure in section 2.3 of this manual.

In the event that the original operator wishes to cancel their certificate (in accordance with regulation 11.130 of CASR) before ANAA can fully consider the application from the incoming operator, the following procedure applies:

1. The assigned *Aerodrome Inspector* assesses the submitted application against regulation 139.085 of CASR and makes a recommendation on [Form 1173](#) - Aerodrome Certificate Issue Checklist to the delegate, through the *Team Leader– Aerodromes*, to issue a **Temporary Certificate**.
2. Once the delegate has reviewed the application and is satisfied in accordance with regulation 139.085 of CASR, the temporary certificate can be approved and issued.

Note: This type of certificate is titled as a “temporary certificate” and will be granted for a period of no longer than 60 days from issue, before it will automatically expire.

3. The incoming operator must then satisfy the delegate, within 60 days and by completing the entry control procedure in section 2.3 of this manual, that their permanent certificate can be approved and issued.
4. If the delegate is not satisfied within 60 days that the application for a permanent certificate can be approved for issue, the temporary certificate will automatically expire. In such cases, the assigned *Aerodrome Inspector* must:
 - firstly obtain instruction from the *ANAA Manager*, in conjunction with Legal Affairs Regulatory Policy and International Strategy (LARPIS), that the aerodrome is no longer certified
 - advise the incoming applicant accordingly
 - if applicable, request a NOTAM advising ‘aerodrome not certified’ in accordance with:
 - the AIP Request for Change Procedures Manual
 - the [NOTAM Originators Manual](#).

2.5 Refusal to issue an aerodrome certificate

The decision to refuse an application is a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant the certificate.

LARPIS must review all notifications advising refusal to issue an aerodrome certificate, before notice of such decision is sent to the applicant.

The notification of refusal to grant a certificate must be sent to the applicant within 14 days of making the decision. The required letter is generated by the [EAP system](#).

2.6 Cancellation of an aerodrome certificate

An aerodrome operator may request the cancellation of their Aerodrome Certificate, in accordance with regulation 11.130 of CASR, at any time.

Note: There is no requirement for any minimum advance notice to be provided to CASA.

The key steps required in processing a request for certificate cancellation are:

1. The Certificate is ‘revoked’ in the [EAP system](#).
2. The assigned *Aerodrome Inspector* is to request a NOTAM advising ‘aerodrome not certified’ in accordance with the AIP Request for Change Procedures Manual and [NOTAM Originators Manual](#).

3. The ANAA *administration team* must:
 - provide the applicant with letter advising of the cancellation with a copy of the issued NOTAM (provided by the assigned *Aerodrome Inspector*)
 - update the CASA surveillance system with the change to the authorisation holder details.

2.7 Registration of aerodromes

2.7.1 New aerodromes registered under the Provisions of Part 139 of CASR

Regulatory Policy

Regulation 139.030 of CASR requires that an aerodrome that has an terminal instrument flight procedure must be registered (if not already certified).

Pursuant to regulation 139.260 of CASR, any person who operates an aerodrome (and does not require it to be certified) may also apply to CASA to register that aerodrome.

Ref: CASR 139.030, CASR 139.260

Note: ANAA is normally the initial contact point for an aerodrome operator to register their aerodrome.

The workflow process must be coordinated through ANAA who will track the progress of the application. An application must be made on the approved [Form 1187](#)- Application for an Aerodrome Registration.

Flowchart – Approval procedure for Aerodrome Registration

Reserved

2.7.2 Registered aerodrome – new applicants

Receipt of application and initial steps

ANAA must receive the application package.

The *ANAA Manager* then assigns an *Aerodrome Inspector* to the application task through the applicable *Team Leader–Aerodromes*.

On receipt, the ANAA *administration team* must:

1. Open separate files in the electronic document records management system for the application, and any other compliance documents submitted.
2. Liaise with the applicant for the generation of an ARN using [Form 1170](#) - Aviation Reference Number (ARN) Application—Organisation if one has not yet been assigned to the applicant.
3. Establish the proposed details of the applicant in the [EAP system](#), if not yet recorded.
4. Confirm that the applicant is the owner of the land or has the permission of the landowner to operate the site as an aerodrome (see application).
5. Prepare the [regulatory fee estimate](#) in conjunction with the assigned *Aerodrome Inspector*.
6. Provide advice to the assigned *Aerodrome Inspector* that payment has been received from the applicant.
7. Advise the assigned *Aerodrome Inspector* of the relevant file numbers in the electronic document records management system.

The application package must then be forwarded to the assigned *Aerodrome Inspector* for review.

Assessment and recommendation

Upon receiving the application package the assigned *Aerodrome Inspector* must:

1. Review the statement of compliance by the Approved Person.
2. Make an assessment of the aerodrome operator's documentation:
 - ensuring the suitability of the organisation structure and the capabilities of nominated personnel
 - ensuring the suitability of any documented procedures
 - ensuring the suitability of any plans, diagrams and technical specifications.

Ref: CASR 139.295, CASR 139.300, CASR 139.320, Part 139 MOS

3. Review the Drug and Alcohol Management Plan and confirm that it meets the requirements of Subpart 99.B of CASR, unless exempted.

Note: Further information regarding how to review the compliance of a Drug and Alcohol Management Plan is contained in the Air Operator Certification Manual Suite, in AOC Handbook Volume 4, Section 3.

4. Ensure the details provided for the NOTAM authorised persons and AIP responsible persons meet the requirements of Subpart 175.D of CASR.
5. Liaise with the relevant region of the Safety Assurance Branch to identify potential issues, hazards or operational limitations at the applicant's aerodrome.
6. (Discretionary) Conduct an on-site assessment of the aerodrome facility against Subpart 139.C of CASR.
7. Provide a recommendation to the *Team Leader–Aerodromes* using checklist [Form 1174](#) - Aerodrome Registration Checklist.
8. Record appropriate notes and documents in the assigned files in electronic document records management system.

Team Leader review and certificate preparation

The applicable *Team Leader–Aerodromes* must provide to the delegate the recommendation to either accept or refuse the application (as applicable).

Approval and final issue

If the aerodrome registration is approved by the delegate:

1. The assigned *Aerodrome Inspector* must then request a NOTAM containing the provided particulars to be published in AIP ERSA, including any relevant operational restrictions, in accordance in accordance with:
 - Subpart 175.D of CASR
 - the AIP Request for Change Procedures Manual, and
 - the [NOTAM Originators Manual](#).
2. ANAA *administration team*:
 - submits a request to amend the aerodromes register on the CASA website in accordance with Regulation 139.275 of CASR
 - updates the CASA surveillance system with the applicant particulars.

2.7.3 Aerodrome registration checklist

The assigned *Aerodrome Inspector* must complete [Form 1174](#) - Aerodrome Registration Checklist to ensure that each step of the aerodrome registration procedure is completed.

Satisfactory completion and acceptance of each item is indicated by a tick mark in the relevant checkbox. The date on which the item was accepted must be indicated against each checkbox.

On completion of processing, the *Aerodrome Inspector* must sign and date the completed form and record it in the electronic document records management system.

2.7.4 Refusing an application

If the *Aerodrome Inspector* is not satisfied that the aerodrome meets the requirements of regulation 139.260 of CASR, the application must be refused. Written notification of the reason(s) of refusal to grant registration must be provided within 14 days, in accordance with regulation 139.270 of CASR. The required letter is generated by the [EAP system](#).

Ref: CASR 139.260, 139.265, 139.270

The decision to refuse an application is a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to grant registration. All notifications advising of refusal to register an aerodrome must be reviewed by LARPIS before being sent to the applicant.

Applicants who must take further steps to correct any deficiencies before an aerodrome can be registered are responsible for advising the *Aerodrome Inspector* when the required work has been completed.

2.8 Cancellation of an aerodrome registration

An aerodrome operator may request the cancellation of their Aerodrome Registration, in accordance with regulation 139.285 of CASR.

Note: This request requires not less than 30 days written notice.

In the event that a cancellation request is received by the aerodrome operator, the assigned *Aerodrome Inspector* must:

1. Release a permanent NOTAM advising 'aerodrome not registered' in accordance with:
 - Subpart 175.D of CASR
 - the AIP Request for Change Procedures Manual
 - the [NOTAM Originators Manual](#).

The ANAA *administration team* must then:

1. Ensure the Registration is 'revoked' in the [EAP system](#).
2. Update the CASA surveillance system with the applicant details.
3. Arrange for the removal of the aerodrome's entry from the "Aerodrome Register" hosted on the CASA website.
4. Write a letter to the aerodrome operator advising that their registration is now cancelled, complete with a copy of the NOTAM for the cancellation (from the assigned *Aerodrome Inspector*).

2.9 Change between certified and registered aerodrome status

Note: There is no legislative mechanism to transfer an aerodrome from Certified to Registered status or vice versa. The existing aerodrome operator must request the cancellation of their existing certificate or registration and also have an application for the new authorisation approved.

Where the requested change is from **Certified** to **Registered**, the requirement for a Safety Inspection may be satisfied by an Aerodrome Technical Inspection but only if:

- it was completed within the previous 12 months; and
- it was conducted by an Approved Person under regulation 139.320 of CASR.

3. Approval procedure for authorising approved persons

3.1 Introduction

This chapter describes the procedures to be followed for authorising approved persons.

Part 139 of CASR requires that persons conducting an ASI for registered or certain other aerodromes must be approved under the provisions of regulation 139.320 of CASR.

An approval granted under regulation 139.320 of CASR remains in force for five years unless the approval is cancelled or suspended under regulation 139.325 of CASR.

3.2 Handling enquiries

When a potential applicant seeks authorisation to be an approved person, they must be advised that:

- An application fee applies.
- Written applications are required however there is no standard application form.
- Applications must be sent to:
Manager Air Navigation, Airspace and Aerodromes
PO Box 2005
Canberra ACT 2601
- The application must adequately address the following items regarding the applicant:
 - contact and business details
 - their ARN or the need to apply for one using [Form 1162](#) - Aviation Reference Number (ARN) Application—Individual
 - any tertiary qualifications
 - other appropriate courses completed
 - relevant industry experience
 - recent and current positions held
 - recent ASIs completed (if applicable)
 - any referees that they wish to nominate.
- An interview and test will be undertaken to verify the applicant's knowledge.

Ref: CASR Subpart 139.C, CASR 139.320

Ref: CASR Part 139

- Applicants should obtain a copy of Part 139 of CASR, the Part 139 MOS and [AC 139-03](#) - Application for Approval to Conduct Safety Inspections of Registered and Certain Other Aerodromes - that outlines the application information.

Ref: CASR Subpart 139.C

- Ongoing verification of an approved person's work will be conducted by CASA.
- An approval granted under the CASR may be suspended or cancelled if the person has not properly carried out, or is no longer properly carrying out, the ASI function.

Ref: CASR Subpart 139.C

- Applicants that do not satisfy the assessment of the required knowledge (test) may reapply for approval after 14 days.
- An approval granted under the provisions of Part 139 of CASR remains valid for **five years** from the date of approval.

3.3 Approval procedure – Approved Persons

3.3.1 Flowchart – Approval procedure for authorising Approved Persons

Reserved

3.3.2 Procedure

The *ANAA Manager* receives the application and assigns an *Aerodrome Inspector* through the relevant *Team Leader–Aerodromes*.

Application processing

Upon receipt, the *ANAA administration team*:

1. Creates a new file in the electronic document records management system and records all supplied documentation.
2. Checks the application has adequate administrative and contact details.
3. Commences completion of [Form 1175](#) - Approved Person Application Checklist.
4. Prepares the [regulatory estimate](#) in conjunction with the assigned *Aerodrome Inspector*.
5. Provides advice to the assigned *Aerodrome Inspector* that payment has been received.
6. Refers the application package and the active [Form 1175](#) - Approved Person Application Checklist to the assigned *Aerodrome Inspector*.

Application review

Upon receipt of the application, the assigned *Aerodrome Inspector*:

1. Makes an assessment of the applicant's recognised qualifications to determine if they are in accordance with subregulation 139.320(2) of CASR.

Ref: CASR 139.320(2)(a)(i)

2. If these aspects are not accepted, makes a recommendation on the [Form 1175](#) - Approved Person Application Checklist, not to approve the application, and forwards the document to the *Team Leader–Aerodromes*.
3. If the qualifications and experience are accepted, the applicant will then be assessed by an interview and assessment (test) as per procedure in section 3.3.3 of this manual.

Application referral

If the application is accepted, the assigned *Aerodrome Inspector* must forward the completed [Form 1175](#) - Approved Person Application Checklist to the *ANAA Manager* for approval, through the *Team Leader–Aerodromes*.

The *Team Leader–Aerodromes* must then generate the draft approval in the [EAP system](#).

If refusing an application, refer to section 3.3.4 of this manual for the required procedure.

Note: The approval may be issued subject to conditions.

If an approval subject to conditions is required, the *Team Leader–Aerodromes* must liaise with the *ANAA Manager*.

Application approval

The *ANAA Manager* reviews the process and if satisfied:

1. Endorses the approved person application checklist.
2. Approves the authorisation in the [EAP system](#).

Issue of approval

If approved, the *ANAA administration team* must:

1. Dispatch the approval letter to the applicant, including any conditions to which the approval is subject.
2. Arrange for an update of the list of approved persons on the CASA web site.
3. Place the approved person application checklist and a copy of the approval letter on the applicant's file in the electronic document records management system.

3.3.3 Interview and test procedure

The interview and testing should be scheduled at a mutually agreeable time at a CASA office.

The interview

The interview is conducted prior to the assessment (test) by the assigned *Aerodrome Inspector*. The purpose of the interview is to verify the claims made in the application.

After the interview (e.g. during the assessment/test period), referee checks can be made.

The assessment

Several versions of the assessment paper and answer sheets are contained in the electronic document records management system.

The assessment is of 3 hours duration.

The assessment is 'open book', this means:

- calculators and portable computers are allowed
- copies of the CASR and MOS are allowed
- all such materials are to be provided by the applicant.

No communication with others is allowed during the exam.

The assessment (test) involves two parts:

- **Part one** covers knowledge of regulations and standards. Answers must also include regulatory references.
- **Part two** will assess survey knowledge, calculations and OLS penetrations.

Satisfactory completion of the assessment (test) requires a minimum pass mark (70%) in each part.

Feedback

At the conclusion of the assessment (test) the assigned *Aerodrome Inspector* should, wherever possible, complete marking before the applicant leaves. If this is not possible, marking must be completed within 3 business days.

For key areas where the applicant's knowledge is obviously deficient, the assigned *Aerodrome Inspector* should provide appropriate feedback wherever possible.

3.3.4 Refusal to authorise an Approved Person

The decision to refuse an application is a reviewable decision. Unsuccessful applicants must be advised in writing of the reasons for the refusal to authorise them as an approved person.

LARPIS must review all notifications advising of a refusal before they are sent to the applicant.

The notification of any refusal to approve a person must be sent to the applicant within 14 days of making the decision. The letter of refusal is generated in the [EAP system](#).

An applicant who was unsuccessful in meeting the knowledge component (assessment) may reapply for approval as an authorised person after 14 days.

3.3.5 Renewal of approvals

There is no legislative ability to renew an approval under regulation 139.320 of CASR. The approval is valid for five years. At the end of this period, an Approved Person may make a new application. The new application is processed as per section 3.3.3 of this manual, including full application, interview and testing.

3.3.6 Approved Person application checklist

[Form 1175](#) - Approved Person Application Checklist is a guide for the *Aerodrome Inspector* and applicant to ensure that the application adequately covers the assessment criteria.

Without limiting the amount of supporting documentation to be provided, the onus is on the applicant to verify their claims of knowledge, experience and qualifications.