



These guidelines are designed to assist you to complete this application form, and to provide you information on the FRMS approval process.

Guidance for the development and implementation of an FRMS is available on the ICAO and CASA websites.

About this application form and the application process

Application Process and forms

The following forms are relevant to your application for a CASA approval of your FRMS:

1. Form 824A – Statement of Intent to Request CASA Approval of an FRMS; *used to organise a pre-application meeting*
2. Form 824B – Application for Approval of an FRMS



Note: *Forms 824A and 824B do not apply to changes to your operations under Appendix 1-6 to CAO 48.1.*

1. **Attend a pre-application meeting.** The pre-application meeting is a voluntary meeting at no cost. The purpose of this meeting is to help you understand if an FRMS is the right choice for your organisation by providing information about the process and requirements involved in obtaining an FRMS. Organise a pre-application meeting by completing **Form 824A** and submitting to CASA's Permissions Issue team.
2. **Complete and submit your formal application.** Complete **Form 824B** (this form) and submit with the required supporting documentation to the Permissions Issue team. Contact details provided below.
3. **CASA will review your application.** As applicable, CASA will send you an estimate of cost to process your application and a list of any additional documents required to support your application. More information on the estimate process is provided below.
4. The **FRMS assessment process** takes place in two parts.
 - **Assessment for the issue of a trial FRMS implementation approval**
If the result of CASA's assessment is satisfactory, you will be issued an approval which will allow you to operate according to the processes and procedures prescribed in your proposed FRMS, within the trial period indicated in the approval. During the trial period you will need to apply the processes set out in your FRMS.
 - **Assessment for the issue of a full FRMS implementation approval**
CASA will monitor and review the conduct of your trial FRMS and the implementation of the required processes, and will assess these against the criteria outlined in Appendix 7 to CAO 48.1. CASA will provide advice if re-work is required. An operator who intends to apply for a full FRMS implementation approval will need to notify their CASA regional office to schedule a final assessment.

For a trial or full FRMS implementation approval, an FRMS must include CASA approval of the FRMS elements as outlined in Appendix 7 to CAO 48.1.

More detailed information on the application process is available at www.casa.gov.au/fatigue.

Estimate of Costs

As applicable, CASA will send you an estimate of costs to process your application and a list of required documents.

Transitioning operators seeking FRMS approval to continue existing operations on a 'like for like' basis will not be charged application and approval fees. However, any variation of scope requested during transition will incur fees as per the *Civil Aviation (Fees) Regulation 1995*.

New operators will be charged applicable fees as per the *Civil Aviation (Fees) Regulation 1995*.



A CASA estimate is calculated in good faith, on the basis that an applicant has reasonable knowledge of the Act, CARs, CASRs and CAOs applicable to the nature of the approval that is requested and that the applicant will provide a reasonable standard of documentation necessary to support the application.

The estimate of costs will outline the payment we require¹ before we can start the assessment of your application.

Before your application can be processed, you must:

- Pay the initial payment in accordance with the estimate, and
- Submit all supporting documents listed in the Estimate Letter sent to you.



Note: *The assessment cost is highly dependent on the nature of your proposed operation and the quality of your submission. At any time during the assessment of your application, CASA may provide you an updated estimate of costs to cover additional time that may be required to assess your proposed FRMS.*

Estimate valid for 30 days

The estimate is valid for 30 days from the date the estimate is sent. If we have not received your payment and any supporting documents required within 30 days, your job may be closed and your application returned to you. Where payment of the estimate is made outside the 30-day limit, CASA will review the estimate to ensure its continued validity.

Withdrawal of Application

You can withdraw your application in writing at any time however you will be charged for time spent on the assessment of your application up to the date of withdrawal. Refer to *Estimate of Cost* section of the Guidelines. We will send you an invoice or a refund as applicable.

Other information

Use of an Agent

You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete your application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purposes of signing application forms. CASA may deal with the nominated agent in ALL matters relating to your application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once your approval has been issued.

Submitting your Application Form

Submit your application to CASA's Permissions Issue team by email, fax or post.

By email: regservices@casa.gov.au

By fax: (07) 3144 7333

By post: Permissions Issue Client Services Centre (Brisbane)
GPO Box 2005
CANBERRA ACT 2601

You do not need to print and submit these guidelines with your application form.

¹ Item 24.7 in Schedule 1 of the Civil Aviation (Fees) Regulations 1995



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.

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

A1 AOC Holder’s Details

Provide the details in this section as they appear on your current AOC.

Name of AOC holder(s)*			
ACN or ARBN*		ARN*	
Phone*		Email*	
AOC Number*			

A1.2 Changes to main contact details

Have your main contact details changed since the last time you applied for a CASA permission? *	Yes <input type="checkbox"/> > Provide details below	No <input type="checkbox"/> > Go to Part B
Street		
Suburb	State	Postcode
Phone (business hours)	Fax	
Phone (after hours)	Mobile	
Email		

Part B – Details of FRMS Manager and Nominated Contact Person

B1 FRMS Manager - Provide details of your FRMS manager

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

B2 Nominated contact person - Provide details of the nominated contact person, if different from above.

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

Part C – Submission Checklist

> Gap analysis

> FRMS implementation plan

> Form 817 – FRMS Applicant Assessment Checklist

The use of Form 817 is not mandatory, an operator may present the information to CASA through another format

> An FRMS policy statement with safety objectives, approved in writing by the AOC holder or the Chief Executive Officer.
This may be incorporated in one of the manuals listed in the next page.

For the purposes of subparagraph 5.9 (a) of CAO 48.1 Instrument 2019, CASA does not require an application submitted by 30 November 2019 to include an FRMS policy statement



> Operations Manual identifying where the FRMS is being incorporated within it; OR

> FRMS Manual; OR

> Safety Management System Manual identifying where the FRMS is being incorporated within it.

Note: If the AOC holder has an SMS, the FRMS must be integrated with the SMS (refer to subclause 1.3 of CAO 48.1).

Any manual used to incorporate the FRMS must contain all elements as prescribed in paragraph 1.2(a) to (f) of Appendix 7 in the CAO 48.1 before CASA will grant an approval for a trial or a full FRMS implementation.

For the purposes of subparagraph 5.9 (a) of CAO 48.1 Instrument 2019, CASA does not require an application submitted by 30 November 2019 to include a completed draft manual for the FRMS (whether part of an operations manual or SMS manual, a standalone FRMS manual, or other document covering the FRMS)

Part D – Applicant Declaration

1. I / We understand that the information provided in this Form is true and correct. *Please note that giving false or misleading information is an offence under Chapter 7, Part 7.4 of the Criminal Code Act 1995 (see in particular s.136.1 and 137.1 of the Criminal Code).*

2. I / We understand that CASA will provide an estimate of costs for the service based on the information provided in this application and supporting documents, and the cost estimate may change if:

- The application does not accurately and completely identify my / our requirements; or
- The details in this application are subsequently changed; or
- Inadequate supporting documentation has been provided;

If this occurs, I / we accept that processing of this application may be delayed and additional costs may be incurred.

3. I / We understand and agree that for CASA to proceed with this application:

- I / We must accept the cost estimate; and
- Forward for prescribed payment(s); and
- Forward all supporting documentation to the Permission Application Centre.

This application will not progress to the assessment phase until ALL three conditions are met.

I am signing this section as:

> The individual(s) named as AOC holders in A1

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

> 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	

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's Permissions Issue team.

Postal address	Permissions Issue Client Services 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 the application for a FRMS approval.