



## Purpose of this form

Use this form to apply for a CASR Part 149 ASAO Certificate to perform aviation administration functions.

## Who is this form for?

This form is for existing sport aviation organisations seeking to transition to CASR Part 149.

## Information needed to complete this form

You must complete and attach CASA form 1608 Part 149 ASAO Compliance Matrix.

You should be familiar with the following:

- Part 149 Regulations
- Part 149 Manual of Standards (MOS)
- Advisory Circular (AC) 149-01

## Filling in this form

This form can be completed as a **fillable form**.

If printing this form:

- Please use black or blue pen
- Print in BLOCK LETTERS
- Mark boxes like this  with a ✓ or a ✗
- Where you see a direction like this ➔ **Go to 8**  
Skip to the question number shown  
You do not need to answer the questions in between

## Your contact details

CASR 11.070

All correspondence will be sent by email or post to the contact details provided by you and held in CASA's records.

You must notify CASA of any changes to your contact details. Information on how to change your contact details is available at [www.casa.gov.au/changing-your-details](http://www.casa.gov.au/changing-your-details).

## Privacy

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 civil aviation legislation and other Australian laws. For full details on how CASA collects, protects and uses personal information, please refer to CASA's Privacy Policy [www.casa.gov.au/privacy-policy](http://www.casa.gov.au/privacy-policy).

## For more information

Go to [www.casa.gov.au](http://www.casa.gov.au) or **call us on 131 757**.

- 1** **Type of application** (select one only)  
Like-for-Like Transition to Part 149  
Transition to Part 149 with additional functions
- 

## Organisation details

- 2** What are your **organisation details**?  
Aviation Reference Number (ARN)

Organisation name

ACN (if a company)

Registered business name

ABN

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## Address details

- 3** What is your **principal physical** address?  
Unit/number

Street name

Suburb

State/territory

Postcode

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- 4** Is your **postal** address the same as principal **physical** address?  
**No**  
**Yes**

- 5** What is your **postal** address?  
Unit/number

Street name

Suburb

State/territory

Postcode

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- 6** Is your **registered** business address the same as the **principal physical** or **postal** address?

**No**

**Yes**

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- 7** What is the **registered** business address?  
Unit/number

Street name

Suburb

State/territory

Postcode

## Corporate Officers

**8** What are the **Corporate Officers** details?

If a company, provide details of your Directors, Secretary and Executive Officer. If not a company, provide details of persons in an equivalent position


Family name/surname

First given name

Position

Contact number

Email address

 **Attach details of additional corporate officers**

## Contact person

**9** What are the **contact person's** details?

Family name/surname

First given name

Position

Contact number

Email address

## Key personnel

**10** What are the **accountable manager's** details?

ARN

If no ARN, date of birth (DD/MM/YYYY)

/ /

Family name/surname

First given name

Contact number

Email address

**11** Is the accountable manager's **physical work address where duties and responsibilities are performed** the same as in question 3?

**No**

**Yes**

**12** What is the **address where the accountable manager undertakes their duties and responsibilities?**

Unit/number

Street name

Suburb

State/territory

Postcode

### 13 What are the **safety manager's** details (if required)?

ARN

Family name/surname

First given name

Contact number

Email address

 **Attach details of additional key personnel**

## Functions

### 14 Complete the functions and any specific sub-functions and activities listed in each applicable section of the Part 149 Manual of Standards as relevant to your organisation (select with all that apply).

Please refer to table 1 and table 2 in section 3.3.1 and 3.3.2 respectively of AC 149-01 for further guidance on completion of this functions sections.

**Example:** A gliding (Sailplane) organisation wants to administer airworthiness authorisations, maintenance, modifications, special flight permits and airworthiness records.

**Airworthiness activities** (MOS, section 16)

**Specify the subfunction(s)** (MOS, section 16(2))

Section 16 (2) (a) (b) (d) (e)

**Specify the activities** (MOS, section 16(3))

Section 16 (3) (a) (b) (d)

**Kinds of aircraft** (MOS, sections 7 to 12)

Section 7(1) - Sailplanes

**ASAO Registration of certain aircraft** (MOS, section 14)

**Specify aircraft you wish to administer this function for**  
(MOS, sections 7 to 12)

**Airworthiness Standards and Assessments – setting standards** (MOS, section 15 (1))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Airworthiness Standards and Assessments – conducting airworthiness assessments**  
(MOS, section 15(2)(a))

**Airworthiness Standards and Assessments – conducting airworthiness assessments**  
(MOS, section 15(2)(b))

**Airworthiness Standards and Assessments – determining whether aircraft is a Part 149 aircraft**  
(MOS, section 15(5))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Airworthiness activities** (MOS, section 16)

**Specify the subfunction(s)** (MOS, section 16(2))

**Specify the activities** (MOS, section 16(3))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Part 149 Airworthiness organisations** (MOS, section 17)

**Specify the subfunction(s)** (MOS, section 17(2))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Part 149 Airworthiness training** (MOS, section 18)

**Specify the subfunction(s)** (MOS, section 18(2))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Flight operations – procedures for safe conduct**

(MOS, section 19)

**Kinds of aircraft** (MOS, sections 7 to 12)

**Flight operations – duties essential to the operation of aircraft** (MOS, section 20)

**Specify the subfunction(s)** (MOS, section 20(2))

**Specify the activities** (MOS, sections 20(3)(4))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Part 149 flight training organisations** (MOS, section 21)

**Specify the subfunction(s)** (MOS, section 21(2))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Applications to undertake aviation activity on basis of existing authorisations** (MOS, section 22)

**Specify the subfunction(s)** (MOS, section 22(2))

**Kinds of aircraft** (MOS, sections 7 to 12)

**Parachute Descents** (MOS, section 23)

**Specify the activities** (MOS, section 23(3))

**Parachute operations – procedures for safe conduct**

(MOS, section 24)

**Parachute operators – other than training organisations**

(MOS, section 25)

**Operating an aircraft to facilitate a parachute descent**

(MOS, section 26)

**Specify the subfunction(s)** (MOS, section 26(2))

**Specify the activities** (MOS, section 26(3))

**Parachuting training organisations** (MOS, section 27)

**Specify the subfunction(s)** (MOS, section 27(2))

**Parachute Airworthiness** (MOS, section 28)

**Specify the activities** (MOS, section 28(3))

**Applications to undertake parachuting activity on basis of existing authorisations** (MOS, section 29)

**Specify the subfunction(s)** (MOS, section 29(2))

**Airworthiness function – aircraft operated to tow gliders** (MOS, section 30)

**Any ASAO enforcement powers that the ASAO proposes to exercise** (CASR 149.070)

**Additional functions**

**15** If additional functions are proposed with your transition application, specify what they are:

## Applicant checklist

- 16** The following documents have been attached:
- Form 1608 Part 149 ASAO Compliance Matrix .....
  - Exposition/manual.....
  - Other (list additional attachments below) .....

## Applicant declaration

- 17** I declare that:
- The particulars set out in this application are true in every respect and the copy of the attached documents are a true representation of the original and have not been altered in any way
  - I am aware and accept the risk that information sent via email may be intercepted and read during transmission, not delivered or modified
  - I have read CASA's policy on the collection and release of information and authorise CASA to release information contained on this form in accordance with that policy
  - I have attached all required documentation specified in the applicant checklist and acknowledge that to knowingly make a false or misleading statement in this application is an offence against the Criminal Code Act 1995 (Cth)
  - In my capacity as accountable manager, I declare that the ASAO is capable of operating in accordance with the Part 149 exposition submitted with this application and the civil aviation legislation
  - I consider that, if the applicant has applied for additional functions, that the information provided in this application will allow CASA to calculate a fee estimate for services to process the addition component of this application
  - I understand and agree that the fee 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
    - adequate supporting documentation has not been provided
  - I understand and agree that for CASA to proceed with this application, the applicant must:
    - accept the fee estimate, if applicable, which will be sent to me once CASA receives and reviews this application, and
    - forward the prescribed payment, and
    - send all supporting documentation to the Sport Aviation Team – [sport@casa.gov.au](mailto:sport@casa.gov.au) with this application
  - I give permission to CASA to send material relating to this application by e-mail

## 17 Continued

**Note:** This declaration must be signed by the accountable manager as named in question 10.

Accountable manager's name in full

Accountable manager's signature



Date (DD/MM/YYYY)

/ /

## Returning your form

Check that all required questions are answered and that the form is signed and dated.



By email – attach this form and all supporting documents. Send them to [sport@casa.gov.au](mailto:sport@casa.gov.au)



By post – return this form and all supporting documents to:

**Sport Aviation, GRSA, Aviation Group  
Civil Aviation Safety Authority  
GPO Box 2005  
Canberra ACT 2601**