



Approved Self-Administering Aviation Organisations (ASAO)

Transition Form

CASR 149.075

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



We recommend using Adobe Acrobat to complete this form to ensure your information is saved correctly

Filling in this form

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

- Adobe Reader is available free of charge from the [Adobe website](#)
- use 'tab' or 'mouse click' to navigate through the form
- 'mouse click' on the '➡ **Go to**' button to skip to the question

If **printing** this form:

- use black or blue pen and print in BLOCK LETTERS
- mark check boxes with a ✓ or a ✕
- if you see '➡ **Go to**' go to the question number shown, you do not need to answer the questions in between

Aviation Reference Number (ARN)

An ARN is an identifier that is similar to an account or customer number. You will need an ARN to complete this form.

If you do not have an ARN, [apply for an ARN](#).

If you are applying on behalf of an organisation, you need to provide the organisation's ARN and have authority to act on behalf of the entity.

Contact details

CASA will use the currently held contact and applicant details based on your ARN to process this application.

If your address, contact or other details have changed, you must update them online using [changing your details](#) prior to lodging this form.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the Civil Aviation (Fees) Regulations 1995 and may constitute a criminal offence.

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 Privacy Policy](#).

For more information

Go to the [CASA website](#) or call us on 131 757.

- 1** What are you applying for?
Like-for-Like Transition to Part 149
Transition to Part 149 **with additional functions**

Applicant

- 2** What are the **applicant** details?
If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity

ARN

Contact person

- 3** What are the **contact person** details?
Contact details will be used for this application only, including any questions and/or fee estimates.

Full name

Position (Agent, Secretary)

Contact number

Email address

Address

- 4** What is the **principal physical** address?
Unit/number

Street name

Suburb

State/territory

Postcode

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

-
- 6** What is the **postal** address?
Unit/number

Street name/PO box

Suburb

State/territory

Postcode

-
- 7** Is the organisation's **registered office** address the same as the **principal physical** or the **postal** address?
No
Yes

-
- 8** What is the **registered office** address?
Unit/number

Street name

Suburb

State/territory

Postcode

Corporate Officers

9 What are the Corporate Officers details?

Provide details of Directors, Secretary and Executive Officer.

Full name

Position (Agent, Secretary)

Contact number

Email address



Attach details of additional corporate Officers

Key personnel

10 What are the accountable manager's details?

Full name

ARN

Contact number

Email address

11 Is the accountable manager's physical work address where duties and responsibilities are performed the same as in question 4?

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)?

Full name

ARN

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).

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)

14 Continued

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)

14 Continued

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))

14 Continued

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:

 **Attach additional pages if required**

Applicant checklist

16 Select all that apply:

Form 1608 Part 149 ASAO Compliance Matrix is attached

Exposition/manual is attached

If other please specify

Applicant declaration

17 I declare that:

- 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.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Policy](#) including exchanging the information with Commonwealth, State and Territory government agencies.
- I acknowledge CASA will provide a fee estimate, which will be sent to the contact for this application/notice.
- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the applicant checklist.
- I acknowledge that to knowingly make a false or misleading statement is an offence against the [Criminal Code Act 1995 \(Cth\)](#).
- 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.

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

Full name

Signature

Date (DD/MM/YYYY)

/ /

Returning your form



By email – attach this form and all supporting documents. Send them to 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**