

# **Aerodrome Rescue and Fire Fighting Service 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
ACN	Australian Company Number
ARFFS	Aerodrome Rescue and Fire Fighting Service
ASQA	Australian Skills Quality Authority
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulation 1998</i>
EAP	Aviation Information Management System
ERSA	En-route Supplement Australia
ICAO	International Civil Aviation Organization
MOS	Manual of Standards
NOTAM	Notice to airmen: <ul style="list-style-type: none"> <li>• A notice to airmen issued by the Australian NOTAM office and containing information</li> <li>• Instruction concerning the establishment, condition or change in facility, service, procedure or hazard.</li> </ul>
RTO	Registered Training Organisation

### Definitions

Term	Definition
Aerodrome	A defined area of land or water, including any buildings, any installations, and equipment intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft
Aerodrome operator	An operator of a certified or registered aerodrome under the <i>Civil Aviation Safety Authority 1998 (CASR) Part 139</i>
Aerodrome Rescue and Fire Fighting Service (ARFFS)	An organisation that provides aerodrome rescue and fire fighting services established in accordance with CASR Subpart 139.H
Aircraft accident	An occurrence during the operation of an aircraft in which any persons involved suffers death or serious injury or in which the aircraft receives substantial damage
Aircraft fire fighting	The control or extinguishment of fire adjacent to or involving an aircraft following ground accident/incidents
Aircraft incident	An occurrence, other than an accident, which affects or could affect the safe operation if not corrected and is associated with the operation of an aircraft
Airport Services Manual	ICAO Doc 9137 - comprising guidance material related to ICAO Aerodromes Annex 14 Volume 1
Annex 14	Annex 14 - Aerodromes, to the Convention on International Civil Aviation Organization (ICAO)
Apron	A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance
Certificate of Competency	A certificate issued by a Registered Training Organisation at the completion of all competency modules
Certificate of Proficiency	Local and general competencies in addition to competencies held under the public safety training package
Commercial Air Transport Operation	An aircraft operation involving the transport of passengers for hire or reward
Competency	Possessing knowledge, skill and judgement needed to perform specific tasks
Criteria	A standard to establish an aerodrome rescue and fire fighting service
Facility	One or more items of equipment essential to provide a discrete technical function or amenity; a facility can be equivalent to a service
Manual of Standards	A document that contains the minimum aerodrome rescue and fire fighting service standards required. The full title of the document is 'MOS Part 139H-Standards applicable to the provision of aerodrome rescue and fire fighting services' pursuant to CASR Subpart 139.H. It can be viewed at <a href="https://www.legislation.gov.au/Details/F2008C00128">https://www.legislation.gov.au/Details/F2008C00128</a>
Movement Area	The part of an aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons
Must	Mandatory requirement

Term	Definition
Provider	A legal entity (individual or company) approved by CASA, to provide an Aerodrome Rescue and Fire Fighting Service at a nominated aerodrome
Provider (third party)	A person, organisation or professional group who will provide assistance in the event of an emergency in accordance with interface arrangement with an airport owner or provider
Representative	An individual who is legally responsible for the management of the Aerodrome Rescue and Fire Fighting Service delivery who will be the focal point for day to day dealings with the Authority
Service delivery	The act of allocating aerodrome rescue and fire fighting service facilities, equipment and resources to support the infrastructure and activities of a provider
Statement of Attainment	A statement given to a person confirming that the person has satisfied the requirements of units of competency or modules specified in the statement

## Revision history

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

Version No.	Date	Parts/Sections	Details
2.0	September 2016	All	Major update to incorporate developments over 4 years including updates to regularity references and CASA restructure.
1.2	June 2012	All	Major re-write
1.1	November 2010	Table of Contents	Preface added.
1.0	April 2001	All	First issue of the Aerodrome Rescue and Fire Fighting Service Procedures Manual.

## 1. Purpose of the manual

This manual provides guidance to CASA staff on the procedures to be followed for approval of aerodrome rescue and fire fighting service (ARFFS) providers and CASA accreditation of training providers for ARFFS under the provisions of the *Civil Aviation Safety Regulations 1998 (CASR)* Subpart 139.H.

## 2. Scope of the manual

This manual is a part of the CASA document set. It includes process, flowcharts, letters, forms and support documentation to aid CASA officers assessing entry control for ARFFS providers and ARFFS training providers seeking CASA accreditation to operate.

The manual consists of:

- Part 1 - About this manual (this part)
- Part 2 - Approval procedures for ARFFS providers
- Part 3 - Accreditation procedures for ARFFS training providers.

By adhering to the manual's procedures, a national standard and unified approach, consistent with regulatory requirements, will be created and maintained when approving organisations/establishments as ARFFS providers and ARFFS training providers.

## 3. Regulatory basis

Division 3 of CASR Subpart 139.H specifies the requirements to be complied with by ARFFS providers.

Ref: CASR Division 139.H.3

Division 5 of CASR Subpart 139.H specifies the administrative requirements and approval process for providers of ARFFS seeking an approval to operate.

Ref: CASR Division 139.H.5

CASR Subpart 139.H refers to the competency requirements for ARFFS personnel, the current qualification framework applicable to ARFFS is the public safety training package.

Ref: CASR paragraphs 139.705 (2) (a) and 139.705 (2) (b)

The MOS Part 139H Chapter 19 articulates the requirements for training organisations seeking accreditation and/or maintaining accreditation to deliver ARFFS training.

### 3.1 Reference material

- *Civil Aviation Act 1988 (the Act)*, Part VIII — Miscellaneous, Section 98
- The Act, Part II—Establishment, Functions etc. of CASA, Section 9
- *Air Services Act 1995*, No 81, Part 2, Division 2, Section 8.1
- *Air Services Regulations 1995*, No 223, Part 4, Division 2
- *Airports Act 1996*, Part 14, Section 215/216
- Annex 14, Volume 1, Chapter 9, Aerodrome design and operations to the Convention on International Civil Aviation (the Chicago Convention)
- International Civil Aviation Organization (ICAO) Doc No 9137-AN/898 Part 1, Airports Services Manual, Part 1, Rescue and Fire Fighting
- ICAO Doc No 9137-AN/898 Part 7, Airports Services Manual, Part 7, Aerodrome Emergency Planning.

## 4. Introduction to ARFFS procedures

The operational requirement for the ARFFS in the broadest terms is to ensure that:

- the service being provided meets the Manual of Standards (MOS) Part 139H specified standards, including the requirement to meet prescribed response times on the aerodrome movement area
- ARFFS staff are trained to MOS Part 139H specified standards
- fire vehicles and equipment are provided to MOS Part 139H specified standards
- ARFFS providers are required to provide CASA with a copy of their Operations Manual.

The Operations Manual may vary from location to location depending on the aerodrome category and operational hazards that exist on the aerodrome. In addition, ARFFS providers that require additional arrangements and agreements with third party providers also need to specify these within their operations manuals.

Providers of ARFFS training are required to provide CASA with a copy of the complete training package for each level of training provided.

Prior to any accreditation being issued to a training organisation, CASA must be satisfied that:

- training package design and delivery will assure that Aviation Fire Fighter skills and knowledge will meet the standards specified in the competency framework established in the MOS Part 139H
- arrangements and/or facilities are in place to provide practical application of competency requirements specified in the MOS Part 139H
- training facilities are adequate to assure the achievement of competency requirements specified in the MOS Part 139H
- instruction will be delivered by suitably qualified training and assessment staff.

## 5. Approval procedures for ARFFS providers flowchart

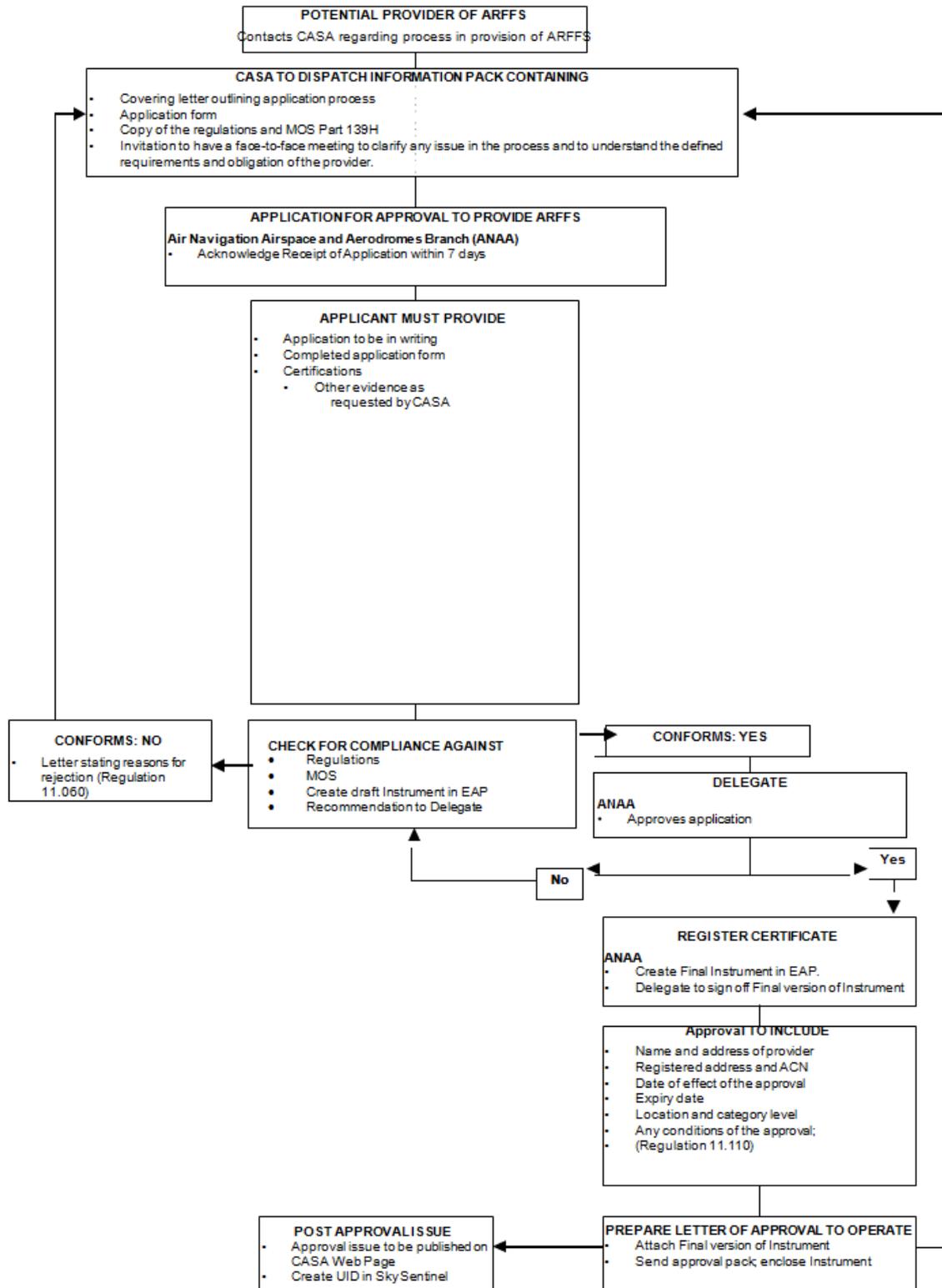


Figure 1: Approval process for ARFFS providers

## 6. Initial enquires regarding approval of ARFFS providers

### 6.1 Handling enquires

When handling enquiries, consider the matters in sections 6.2 to 6.3.

### 6.2 When is an ARFFS provider approval required?

An approval to operate must be obtained prior to the provision of ARFFS on any aerodrome with aircraft movements meeting the specified criteria. An approval is required if:

- the aerodrome meets the criteria specified in CASR 139.755 (2) and MOS Part 139H Chapter 2
- the aerodrome provides an ARFFS and publishes this provision in En-route Supplement Australia (ERSA) and/or via Notice to airmen (NOTAM).

Ref: CASR 139.755 (2)

### 6.3 Who may make the application?

A person must be eligible to apply to be an approved ARFFS provider, refer to CASR 139.925 (1A) (1).

### 6.4 What is required?

The application for an approval to operate must be in writing using [CASA Form 1014-ARFFS Certificate Issue Checklist for ARFFS Providers and Accreditation of ARFFS Training Providers](#). The form must be completed in full and include:

Ref: CASR 139.925

- the company's name and registered address
- the company's Australian Company Number (ACN)
- names and addresses of principal officers
- details of the location/s and proposed ARFFS category
- start-up date
- assets and liquidity statement.

The provider of an ARFFS must supply CASA with either two hard copies, or an electronic copy of the ARFFS Provider Operations Manual for assessment. One hard copy of the manual is for retention by CASA and the other hard copy is to be returned with a covering letter to the applicant by registered mail.

The contents of the Operations Manual must meet the requirements specified in CASR 139.850. Importantly, the Operations Manual must assure compliance with CASR Subpart 139.H.

Ref: CASR 139.965 (4) and 139.850

### 6.5 Confidentiality of information provided

Any financial, organisational or corporate-related information provided by an applicant for an ARFFS provider approval in the context of the assessment of the financial, structural and operational aspects of this application will be treated as "Commercial-in- Confidence" and will not be disclosed to any other party for any purpose other than for any lawful purpose.

### 6.6 Assessment and approval process

On receipt of the ARFFS Provider—Application form and initial assessment, CASA will seek a face-to-face interview to clarify requirements.

The assessment will establish that the requirements specified in the CASR Subpart 139.H and MOS Part 139H have been met.

Ref: CASR 139.965

The issue of an ARFFS provider approval (covering letter and Instrument) to operate will include:

- identification the ARFFS provider
- aerodrome/s location, ARFFS category and start-up date
- agreement for CASA to audit at any time
- provision for CASA to remove the approval.

The MOS Part 139H checklist is to be completed at the conclusion of each stage of the application process—the MOS Part 139H Checklist is included with the ARFFS Approval Checklist (Form 1014).

## 7. Audit

CASA will audit the ARFFS Provider's compliance with the CASR Subpart 139.H and MOS Part 139H. Significant and continual non-compliance may result in approval being revoked under the CASR.

Ref: CASR 139.1005, 139.1010, 139.1015 and 139.1020

## 8. Approval process

### 8.1 On receipt of a written request form from an operator

On receipt of the CASA Form 1014 (the written request) from an applicant, perform the following tasks:

- Create an appropriate record (folder) in RM8.
- Attach correspondence to the relevant folder.
- Check the Operations Manual for:
  - compliance against the CASR Part 139 Subpart H and/or MOS Part 139H
  - relevant certifications
- Prepare the ARFFS Provider Instrument in Aviation Information Management System (EAP) for delegate approval.

Ref: CASR 139.965

### 8.2 Issue of an ARFFS provider approval

#### 8.2.1 Approval to record

The approval (Instrument) is to record the following:

- name and address of provider
- registered business name, address and ACN
- date of effect of the approval
- expiry date
- location and ARFFS category.

Ref: CASR 11.110

#### 8.2.2 Conditions to be specified on approval

The following conditions are to be specified in the covering letter and/or Instrument (refer to EAP for appropriate data entry):

- CASA to audit as specified
- provision for CASA to remove the approval
- requirement to issue NOTAM immediately on commencement
- NOTAM to remain in force pending notification in ERSA.

### 8.3 Imposing and varying conditions on an approval

CASA may impose or vary conditions on an approval.

Ref: CASR 11.056

### **8.4 Issue of an approval cannot be refused if CASA is satisfied**

If a person/organisation has applied for approval as an ARFFS provider in accordance with CASR Subpart 139.H and the operational requirements specified in the MOS Part 139H, then CASA must grant an approval.

Ref: CASR 139.965 (1)

### **8.5 Grounds for cancellation of an approval**

CASA may cancel an approval if the CASR has been breached.

Ref: CASR 139.1010

### **8.6 Return of approval if cancelled**

If CASA cancels the approval of an ARFFS provider the person who was the Instrument holder must issue a NOTAM and update ERSA to reflect the discontinuance of ARFFS at the nominated location(s).

## 9. Issue of ARFFS provider approval

### 9.1 Delegate

Following assessment of the application and completion of the compliance/entry control checklist (CASA Form 1014), the ARFFS Provider Instrument and the approval letter are forwarded to the delegate for signature.

Ref: CASR 11.060 and 11.110

If the delegate is satisfied that all requirements have been met, they will approve the issue of the Instrument of approval and sign the covering letter and final version of the Instrument (created and issued in EAP).

CASA retains:

- one copy of the ARFFS provider's Operations Manual, either hard or electronic copy
- a copy of the Instrument retained in RM8.

The following documents are sent to the applicant by registered mail with a covering letter:

- CASA's approval letter
- ARFFS Provider Instrument
- Operations Manual, if hard copies provided.

## 10. Assessment of amendments to and renewal of approvals

Approval of amendments/renewal of an ARFFS Provider Instrument and/or amendments to an Operations Manual must be handled according to the process outlined in this document.

Ref: CASR 139.995 and 139.850

ARFFS providers shall review all operations manuals on a periodic basis to ensure that the latest standards are met.

If the approval sought is to authorise the same things as the existing approval, and is to come into force when the current approval expires, then the submission of a new set of manuals is not necessary, unless required to do so by written notice from CASA.

CASA will audit this area on an ongoing basis when conducting an audit of the ARFFS provider. The scope of the audit would include the following in addition to the core elements that make up the Sky Sentinel audit/risk management system:

- Ensure that the Operations Manual complies with CASA's current policies and procedures
- Give special attention to operating rules that may have been amended since the Operations Manual was last approved
- Confirm that the latest revisions to operations have been incorporated into the Operations Manual and are duly approved by CASA.

## 11. Expiry of an existing approval

All approvals are issued for a specific term. Once this term has passed, the approval ceases to have any effect.

Should an ARFFS provider wish to continue providing the service, it is their responsibility to re-apply for and be issued with a new approval prior to the expiry of the existing approval.

There is no obligation on CASA to remind a provider of the impending expiry of an approval.

As far as the application for an approval is concerned, the CASR does not differentiate between a totally new application and an existing provider seeking to renew an approval which is about to expire.

## 12. Accreditation procedures for ARFFS training providers flowchart

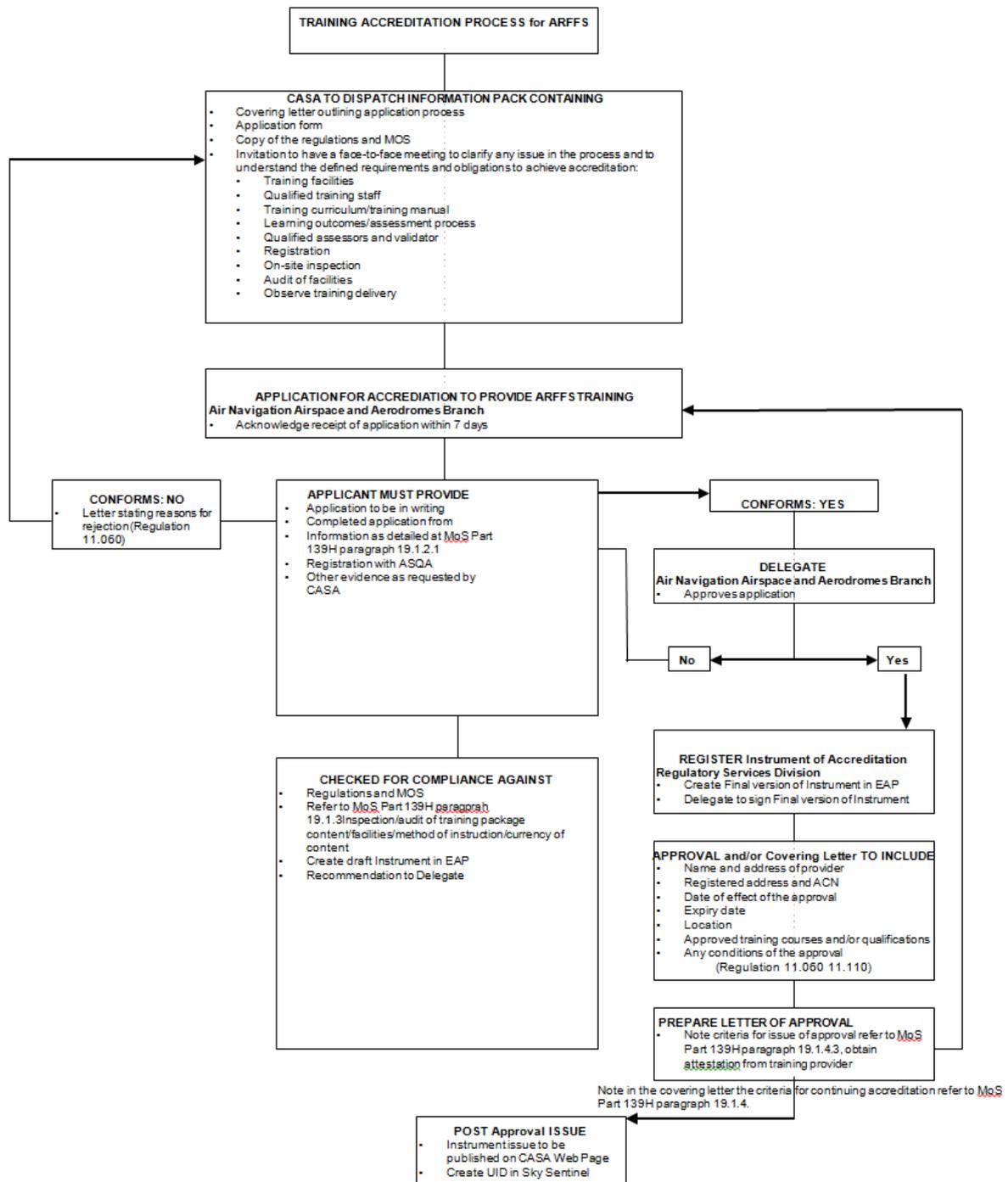


Figure 2: Accreditation procedures for ARFFS training providers

## 13. Initial enquiries regarding CASA accreditation of ARFFS training providers

### 13.1 Handling enquires

When handling enquiries, consider the matters in the sections 13.2 to 13.6.

### 13.2 When is an ARFFS training provider approval required?

All operational ARFFS staff are required to hold competencies and/or qualifications identified in the MOS Part 139H to perform a particular classification of work.

An ARFFS provider must ensure that training delivered through an external provider is approved by CASA. The external provider must be accredited by CASA to deliver training as detailed in CASR 139.845 in respect of the MOS Part 139H Chapters 18 and 20.

An accredited training provider is required to verify that the training being provided complies with the guidelines of the Australian Skills Quality Authority (ASQA) and that training package content and outcomes satisfy the regulatory requirements established by CASA. An ARFFS Training Provider Approval (Instrument) is issued to an accredited training provider.

### 13.3 Who may make an application to become an ARFFS training provider?

Any person, provided that they:

- meet the requirements of CASA
- are a Registered Training Organisation (RTO) certified by ASQA or are in partnership with a third party RTO that can achieve the required outcomes as published in the MOS Part 139H.

### 13.4 What is required?

The application for an approval to deliver ARFFS training must be in writing using a CASA Form 1014. The form must be completed in full and include the information detailed in MOS Part 139H paragraphs 19.1.2 and 19.1.3.

The applicant for accreditation as a training provider of ARFFS competencies must provide CASA with either two hard copies or an electronic copy of the training package(s). One hard copy of the training package(s) is for retention by CASA and the other hard copy of the training package(s) to be returned with a covering letter to the applicant by registered mail. The contents of the training package(s) must meet the requirements specified in the MOS Part 139H, Chapters 18 and 20, in relation to the type of competencies and/or qualifications for which the accreditation is sought.

To be accredited as an ARFFS training provider, the applicant must provide details as listed in MOS Part 139H paragraph 19.1.2.

The applicant must:

- provide a written attestation that the requirements for continuing accreditation are noted
- accept CASA's need to audit and observe the service delivery
- provide details of any course variation prior to implementation
- provide an organisational structure chart.

### 13.5 Confidentiality of information provided

Any organisational or training/assessment information provided by an applicant for an ARFFS training establishment accreditation will be treated as 'Commercial-in-Confidence' and will not be disclosed to any other party for any purpose other than for any lawful purpose.

### 13.6 Assessment and approval process

The assessment and approval process includes the following:

- On receipt of the CASA Form 1014 and initial assessment, CASA will seek a face-to-face interview to clarify requirements.
- The interview will confirm that the applicant understands the requirements for accreditation and is able to comply with same. The assessment process will establish that the requirements specified in the MOS Part 139H have been met and the management of the applicant's training organisation complies with MOS Part 139H paragraph 19.1.4.3.
- The MOS Part 139H Checklist is to be completed at the conclusion of each stage of the application process—the MOS Part 139H Checklist is included in CASA Form 1014.
- The accreditation issued through a covering letter and Instrument of Approval will identify:
  - the ARFFS training provider
  - location and name of the training establishment
  - type approved course(s) or qualifications
  - any other conditions imposed by CASA that are relevant to the accreditation.
- Agreement for CASA to audit at any time.
- Provision for CASA to remove accreditation.

## 14. Audit

CASA will audit the training provider's compliance with the standards specified in CASR Subpart 139.H and MOS Part 139H Chapter 19. Significant and continual non-compliance may result in the accreditation being revoked.

Ref: CASR 139.845

## 15. Accreditation process

### 15.1 On receipt of a written request form from a training provider

On receipt of the CASA Form 1014(the written request) from a training provider, perform the following tasks:

- Create an appropriate record (folder) in RM8
- Attach correspondence to the relevant folder
- Assess the application and supporting evidence for compliance with MOS Part 139H Chapter 19
- Prepare the Instrument of Approval in EAP for delegate approval.

### 15.2 Issue of an ARFFS training provider accreditation

#### 15.2.1 Accreditation to record

The Accreditation (Instrument) and covering letter shall record the following:

- name and address of the accredited ARFFS training provider
- registered business name, address and ACN
- date of effect of the approval
- expiry date
- location and name of training establishment
- approved training course(s) and/or qualifications
- provision for CASA to audit as specified
- provision for CASA to remove the accreditation.

#### 15.2.2 Conditions to be specified in the Instrument of Accreditation

The following conditions may be specified in the approval:

- The training provider must seek CASA's endorsement of any amendments to the content of and assessment for the accredited training
- The training provider must notify CASA if it delivers any elements of the accredited training of an ARFFS provider
- The training provider must ensure its training and assessing staff maintain the necessary skills and knowledge related to ARFFS strategy and tactics.

### 15.3 Imposing and varying conditions on an accreditation

CASA may impose or vary conditions on an Instrument of Accreditation issued to an accredited training provider.

### **15.4 Issue of an accreditation dependent on applicant attestation**

CASA may only issue an Instrument of Approval accrediting a training provider after the management of the training organisation attests in writing that the requirements for continuing accreditation are noted.

Ref: MOS Part 139H paragraph 19.1.4.3

### **15.5 Grounds for an accreditation to lapse**

CASA may advise an accredited provider that its accreditation has lapsed in accordance with MOS Part 139H paragraphs 19.1.4.5, 19.1.4.6 and 19.1.4.7. Where an accreditation lapses in accordance with this procedure, CASA may place restrictions on the further training courses undertaken by the provider until such time as the accreditation is regained.

### **15.6 Return of accreditation if accreditation lapses**

If CASA advises an accredited provider that its accreditation has lapsed for a reason specified in MOS Part 139H paragraph 19.1.4.6, the accreditation can only be regained following rectification of identified deficiencies being verified through CASA auditing. Where CASA advises a provider that its accreditation has lapsed, CASA should ask the training provider to acknowledge in writing that the accreditation has lapsed and is no longer current or in effect.

## 16. Issue of an ARFFS Training Provider Accreditation

### 16.1 Delegate

Following assessment of the application and completion of the compliance/entry control checklist (CASR Form 1014), the ARFFS Training Provider Instrument of Accreditation and the covering letter are forwarded to the delegate for signature.

Ref: CASR 139.975

If the delegate is satisfied that all requirements have been met, they will sign the final version of the Instrument of Accreditation and covering letter.

CASA retains:

- one copy of the training package(s), either hard copy or electronic
- a copy of the Instrument retained in RM8.

The following documents are sent to the applicant by registered mail with a covering letter:

- CASA's approval letter
- ARFFS Training Provider Instrument of Accreditation
- Training package(s), if hard copies provided.

## 17. Assessment of amendments to, and renewal of a training provider accreditation

Approval of amendments to any ARFFS training package(s) and/or amendment/renewal of an accreditation must be handled according to the process outlined in this document.

Providers shall review all ARFFS training packages on a periodic basis to ensure that the latest standards are met.

If the accreditation sought is to authorise the same things as the existing accreditation, and is to come into force when the current accreditation expires, and there has been no change in the content and/or assessment process of the training package(s), the submission of a new set of training package(s) is not necessary, unless required to do so by written notice from CASA.

CASA will periodically audit the training provider's facilities and training delivery. The scope of the audit can be listed in the audit plan for the provider, and would include the following in addition to the core elements that make up the Sky Sentinel audit/risk management system:

- Ensure that the ARFFS training package(s) comply with CASA's current policies and procedures
- Give special attention to operating rules that may have been amended since the training package(s) were last approved
- Confirm that the latest revisions to training have been incorporated into the ARFFS training package(s) and are duly approved by CASA.

Ref: CASR 139.995 and 139.1000

### 17.1 Expiry of an existing accreditation

All accreditations are issued for a specific term. Once this term has passed, the accreditation ceases to have any effect.

Should an ARFFS training provider wish to continue providing the service, it is their responsibility to re-apply for and be issued with a new accreditation prior to the expiry of the existing accreditation.

There is no obligation on CASA to remind a provider of the impending expiry of an accreditation.

As far as the application for an accreditation is concerned, the CASR does not differentiate between a totally new application and an existing training provider seeking to replace an accreditation which is about to expire.

Revalidation of an accreditation for an existing training provider will be treated as a new application and the training provider will be required to make a formal application for an accreditation and enclose the relevant documentation to support the application.

## 18. Sample letters

CASA officers can access sample documents on CASA Connect at: <http://casaconnect/forms>