



DRAFT Advisory Circular

AC 183-1(0)

NOVEMBER 2004

AUTHORISED AIRWORTHINESS REPRESENTATIVES (AARs)

CONTENTS

1. References	1
2. Purpose	1
3. Status of this AC	1
4. Abbreviations	2
5. Background	2
6. Authorised functions	2
7. Qualification and experience criteria	4
8. Applications for Certification as an AAR	4
9. Selection and Approval	5
10. Limitations	6
11. Duration of Certificates	6
12. Training	6
13. Procedures Manual	6

1. REFERENCES

- CASR Part 21, 43, 183.
- Subpart M to CASR Parts 91, 121, 133A and 135.
- Part 183 Manual of Standards (MOS).

2. PURPOSE

The purpose of this AC is to provide useful information to applicants seeking authorisation as an AAR of CASA, and to provide information on the functional scope of the work to be carried out by AARs.

3. STATUS OF THIS AC

This the first AC to be issued on this subject.

Advisory Circulars are intended to provide recommendations and guidance to illustrate a means but not necessarily the only means of complying with the Regulations, or to explain certain regulatory requirements by providing interpretative and explanatory material.

Where an AC is referred to in a 'Note' below the regulation, the AC remains as guidance material.

ACs should always be read in conjunction with the referenced regulations.

4. ABBREVIATIONS

AAR	Authorised Airworthiness Representative
AC	Advisory Circular
AMP	Aircraft Maintenance Program
CASA	Civil Aviation Safety Authority
CASR	<i>Civil Aviation Safety Regulations 1998</i>
CofA	Certificate of Airworthiness
MOS	Manual of Standards to the CASR
MEL	Minimum Equipment List

5. BACKGROUND

5.1 As part of CASA's policy of authorising industry persons to conduct specified functions, including some on CASA's behalf, the regulations allow for the authorisation of AARs. CASR Part 183 provides the application criteria for authorisation of those representatives.

5.2 This AC provides information on:

- (a) how to apply to CASA to become an AAR;
- (b) advice on where to find the prerequisite qualifications to enable an AAR application to be processed; and
- (c) the functions for which an AAR can be authorised under CASR 183.

5.3 AARs may be authorised to carry out the functions at paragraph 6.2 of this AC.

6. AUTHORISED FUNCTIONS

6.1 The appropriate CASA delegate will, subject to satisfactory assessment of an application, and in accordance with the regulations and MOS Part 183 determine the extent of the functions that an individual AAR may perform.

6.2 Airworthiness functions

6.2.1 The regulations provide that an AAR may, within limits prescribed by, and under the general oversight of the AARs local CASA Area Office, be authorised to perform the following functions:

(a) The issue of Standard Certificates of Airworthiness, Special Certificates of Airworthiness or Experimental Certificates

Reg 21.176 — The issue of CofAs for CASA-registered aircraft, excluding aircraft built from spare and surplus parts or surplus military aircraft

Reg 21.183 — The issue of Standard CofAs

Reg 21.184 and Reg 21.185

The issue of Special CofAs for Primary, Intermediate and Restricted category aircraft

Reg 21.189 and Reg 21.190

The issue of Special CofAs for Limited and Amateur-built category aircraft.

Reg 21.195A — The issue of Experimental Certificates

(b) The issue of Special Flight Permits

Reg 21.200 — Issue of special flight permits

(c) The issue of Export Airworthiness Approvals

Reg 21.324 — Issue of export airworthiness approvals

Reg 21.329 — Issue of export airworthiness approvals for Class I products

Reg 21.331 — Issue of airworthiness approvals for Class II products

Reg 21.333 — Issue of export airworthiness approvals for Class III products

(d) The approval of and amendment to Aircraft Maintenance Programs

Reg 91.1970 — Approval of AMPs

(e) Acceptance of Data, Methods, Techniques and Practices to be used during maintenance

Reg 43.050 — Acceptance of methods, techniques and practices to be used

Reg 43.075 — Removal of aircraft registration identification plate or manufacturers data plate

(f) Acceptance of Tools, Equipment, Material and Processes to be used during maintenance

Reg 43.055 — Acceptance of tools, equipment, material and processes to be used

(g) Approval for Extension of Time between Overhaul or Inspection for an Aeronautical Product

Reg 91.1935 — Approval of extensions

(h) Approval to accept Calibration Specifications for Altimeters

Reg 43.220 — Approval of alternative tests for certain kinds of Altimeters

(i) Approval to issue and amendment to Minimum Equipment Lists

Reg 91.7025 — Approval of MELs

Reg 91.7055 — Approval of extensions to MEL items

(j) Approval of Weighing Procedures, Carry out Weight and Balance Calculations, Fleet Weight Control Program Approvals and Loading System Approvals

Reg 91.1995 — Recalculation of weight and balance information

Reg 121.1975 — Establishment of aeroplane empty weight and empty weight CG position

Reg 121.1980 — Establishment and use of fleet weight and fleet CG positions

Reg 121.1985 — Approval of loading system

- Reg. 133A.1975 — Establishment of aeroplane empty weight and empty weight CG position
- Reg 133A.1985 — Approval of loading system
- Reg 135.1975 — Establishment of rotorcraft empty weight and empty weight CG position
- Reg 135.1980 — Establishment and use of fleet weight and fleet CG positions
- Reg 135.1985 — Approval of loading system

7. QUALIFICATION AND EXPERIENCE CRITERIA

The qualification and experience criteria applied by the CASA delegate to determine eligibility for certification as an AAR are contained in MOS Part 183.

8. APPLICATIONS FOR CERTIFICATION AS AN AAR

8.1 The regulations and MOS Part 183 allow applications to be made by individuals or persons employed by organisations. A formal application letter to the CASA Service Centre will initiate the application for authorisation. For the address and telephone number of the CASA Service Centre contact CASA on 131 757.

8.2 Applications by prospective independent AARs

8.2.1 The MOS Part 183 specifies the qualification and competence requirements. In order for CASA to assess the application without recourse to further information the applicant should:

- (a) specify what technical training they have had throughout their career. Evidence of qualifications and experience and how long they have worked carrying out tasks relevant to the function(s) for which they are seeking authorisation;
- (b) include photo-copies of relevant documentation specified in MOS Part 183 to support the application;
- (c) have established a record of competence which can be supported by letters from two organisations that they have worked with. An additional letter must be from a senior airworthiness officer with which they have worked in collaboration towards the issue of those approvals covered by the authorisation sought;
- (d) provide a written statement covering the kinds of authorisations being applied for. For a listing of functions, refer to section 6 of this AC;
- (e) provide a copy of a Procedures Manual that specifies how they intend to carry out the activity.

8.3 Applications by prospective AARs employed by an organisation

8.3.1 The MOS Part 183 specifies the qualification and competence requirements. In order for CASA to assess the application without recourse to further information the applicant should:

- (a) specify what technical training they have had throughout their career. Evidence of qualifications and experience and how long they have worked carrying out work relevant to the function(s) for which they are seeking authorisation;
- (b) include photo-copies of relevant documentation specified in MOS Part 183 to support the application;
- (c) have established a record of competence which can be supported by letters from two organisations that they have worked with. Another letter must be from a senior airworthiness officer with whom they have worked in collaboration towards the issue of those approvals covered by the authorisation sought;
- (d) provide a written statement covering the kinds of authorisations being applied for. For a listing of functions, refer to section 6 of this AC;
- (e) supply a written a statement from their employer supporting the application and confirming that the employer has made available the appropriate procedures, reference material, tooling and equipment to carry out the function(s) authorised by the AAR certificate. The procedures must be included in the organisation's manual and be acceptable to CASA.

8.3.2 CASA will accept a single application where an organisation is seeking to have several persons authorized, provided that there is sufficient information with regard to each application and the proposed function is defined.

9. SELECTION AND APPROVAL

9.1 CASA will acknowledge receipt of the application. The application and personal references will be evaluated in accordance with the regulations and MOS Part 183. CASA will contact the applicant if any additional information is required. Applicants may be interviewed by CASA prior to appointment.

9.2 If the application is unsuccessful because it fails to demonstrate that the applicant meets the requirements of the regulations or MOS Part 183, then CASA will notify the applicant of the reason why the authorisation was denied.

9.3 Upon a satisfactory determination that the applicant meets all appropriate regulatory requirements, CASA will issue a certificate that will identify the applicant as an AAR. Authorised functions and any limitation and conditions will be stated on the certificate. When space limitations preclude the listing of all authorised functions, the certificate may reference an Annex that identifies the limitation and conditions of the authority in detail. If the AAR is employed by an organisation, a copy of the certificate will also be supplied to the organisation.

10. LIMITATIONS

10.1 Due to the wide variety of functions that may be exercised by an AAR, the regulations recognise that it may be necessary to limit the authority of the AAR to specific functions commensurate with the individual's knowledge and experience. In the case of an AAR employed by an organisation; the authorisation may also be further limited by the organisation's existing CASA approval status and supporting procedures.

11. DURATION OF CERTIFICATES

11.1 Unless otherwise terminated by reason of not meeting the requirements of the regulations, AAR certificates will be issued in perpetuity, subject to CASA performing validity checks at specified intervals.

11.2 Where renewal is necessary, an AAR should:

- (a) provide a written statement to the local CASA Area Office showing evidence of AAR activity; and
- (b) where appropriate, show evidence of attendance at training activities (seminars) that demonstrate the applicant is knowledgeable of current policy/regulatory requirements.

12. TRAINING

12.1 CASA will provide or identify training for all AARs upon appointment and on an on going basis as necessary. Subject to the numbers of applicants seeking training, training may be carried out at either the local CASA office or by CASA's training specialists located in Canberra. Although not a regulatory requirement, AARs may initially operate with a CASA senior airworthiness officer as a mentor from their local CASA Office, until such time as it is established that the AAR is familiar with CASA regulatory processes and procedures.

12.2 AAR training will be limited to familiarisation with CASA's administrative processes and procedures, consistent with the MOS Part 183.

13. PROCEDURES MANUAL

13.1 The regulations and MOS Part 183 require that an applicant intending to operate as an individual AAR, shall prepare and submit for review a manual which identifies the procedures to be followed when carrying out the particular functional tasks sought. This manual should include details regarding administration of the task, a description of the AAR and how the AAR will interact with CASA.

13.2 An applicant employed by an organisation may submit the organisation's procedures manual, provided that it details the methodology and management control of each function stated on the AAR's certificate.

13.3 The manual should be practical and clearly provide the methodology used and management control of each function stated on the AAR's certificate. For guidance, a list detailing minimum manual requirements is contained in MOS Part 183.

Bill McIntyre
Executive Manager
Aviation Safety Standards