



## FOR Transition 5 October 2021 Management of Change & Carriage of Aerial Work Passengers

Parts 119 and 138 of CASR & Regulation 202.406 of CASR



### Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to [regservices@casa.gov.au](mailto:regservices@casa.gov.au).

### Purpose of this form

Use this form to submit proposed extracts required by 5 October 2021, under subregulation 202.406 of the Civil Aviation Safety Regulations 1998 (CASR), as part of the transition to the new flight operation regulations Parts 119 and 138 of the CASR. (Operators may include a proposed exposition/operations manual if it already meets the requirements of 1 December.)

Operators are reminded that a further form - **FOR Transition 1 December 2021** will need to be submitted by 1 December 2021.

### Who is this form for?

This form is for AOC holders conducting operations prior to the commencement of the flight operation regulations Parts 119 and 138 of CASR on 2 December 2021, and who will be conducting operations under these regulations from 2 December 2021.

### Information needed to complete this form

You will need your proposed extract that has been prepared to comply with the requirements of the new regulations regarding Management of Change (and also Carriage of Aerial Work Passengers, if applicable).

You should review latest revisions of;

- Parts 91, 119 and 138 of CASR
- Regulation 202.406 of CASR
- Part 138 Manuals of Standards (MOS)
- Paragraph 119.205(1)(m) - Content of exposition
- Paragraph 138.155(1)(m) - Content of operations manual
- Subparagraph 138.305(2)(c)(iv) of CASR - Carriage of aerial work passengers
- AC 1-03 - Transitioning to the flight operations regulations
- AC 119-7/138.03 - Management of change for aviation organisations
- AC 138-01 - Part 138 core concepts
- AC 138-05 - Aerial work risk management
- CASA-04-5215 - Flight Operation Regulations Consolidated Dictionary

### 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 details linked to your ARN profile.

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 Statement](#).

### For more information

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

## Part A AOC Holder

### A1 What are the **Operator** details?

If your address, contact or other details have changed, you must update them using [changing your details](#).

Legal entity/full name

ARN

AOC number

Contact number

Email address

### A2 Are you the **primary contact person** for this submission?

**No** → [Go to A3](#)

**Yes** → [Go to Part B](#)

## Contact person

### A3 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

## Part B Carriage of Aerial Work Passengers

**Note: Carriage of Aerial Work Passengers requirements should comply with the Part 138 Manual of Standards (MOS)**

### B1 Will you be carrying aerial work passengers?

**No** → [Go to Part C](#)

**Yes** → [Go to Part B2](#)

### B2 What is the intended operation? Select all that apply;

Carriage of up to 9 aerial work passengers in

VFR flights by day

Carriage of 1 to 9 aerial work passengers

in IFR flights

Carriage of 1 or 2 aerial work passengers

in VFR flights at night

Carriage of 3 to 9 aerial work passengers

in VFR flights at night

Carriage of 10 or more aerial work passengers

in the course of an ESO

### B3 Select all that apply:

With reference to Parts 119 and 138 of CASR and regulation 202.406 of CASR,

An extract from the proposed operations manual with procedures relating to the carriage of aerial work passengers; AND

An extract from the proposed operations manual regarding management of change are attached.

OR

A proposed operations manual is attached.

→ [Go to Part D](#)

## Part C Management of Change

With reference to Parts 119 and 138 of CASR, and regulation 202.406 of CASR;

An extract from the proposed exposition/operations manual regarding management of change is attached.

OR

A proposed exposition/operations manual is attached.

## Part D Returning your form



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



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

**Regulatory Services**  
**GPO Box 2005**  
**Canberra ACT 2601**