



Statement of Intent to Request CASA Approval of a Fatigue Risk Management System Guidance

These guidelines are designed to assist you to complete this Statement of Intent, and to provide you information on the FRMS application process for the issue of a trial FRMS implementation approval. It is important that you carefully read this document, and the [FRMS Handbook](#), the [FRMS Process Manual](#) and other guidance materials provided on www.casa.gov.au/fatigue.

About this form and the application process

The Application process

Below is a summary of the FRMS application process, including the statement of intent and pre-application meeting. More information is available on the www.casa.gov.au/fatigue.

1. Statement of Intent and Pre-application Meeting

A pre-application meeting is conducted by CASA to help you understand the development process and the requirements to obtain a FRMS approval.



Note: *This is a no-fee, voluntary meeting but an applicant who is prepared for, and guided by, a pre-application meeting may avoid or reduce later fees arising from CASA's consideration of the applicant's submissions. CASA cost recovery commences from the time we start reviewing your formal application ([Form 824B](#)) until a CASA decision is made on your application.*

Attendance at a pre-application meeting, although not a requirement under the legislation, is strongly recommended. More detailed information on the process is available in the [FRMS Handbook](#) and the [FRMS Process Manual](#) which can be accessed at www.casa.gov.au/fatigue.

Before attending the pre-application meeting, CASA expects the applicant to have considered in detail whether their operation can be conducted within one of the other tiers of CAO 48.1 (i.e. compliance with Appendix 1-6), and has identified areas where they have determined this isn't possible or practicable, before submitting a formal application. CASA requires the AOC holder to have done this *requirements analysis* prior to CASA conducting a pre-application meeting. The requirements analysis will enable CASA to provide the appropriate advice on a proposed FRMS operation. For more information about the pre-application meeting, refer to Section 2.1 of the [FRMS Handbook](#).

To organise a pre-application meeting, you will need to submit [Form 824A](#) and the required documentation to the [Permission Application Centre \(PAC\)](#). On receipt of [Form 824A](#), CASA will contact you to organise a pre-application meeting.

2. Formal application to CASA for a FRMS approval

If you wish to continue to seek CASA's approval of a FRMS, you must complete [Form 824B](#) and submit the required supporting documentation to PAC with this form. PAC will provide you with an estimate of costs and, if applicable, a list of supporting documentation that is further required. You will need to send the required payment and the supporting documents before CASA can commence the assessment of your application.

3. Assessment - In summary, the entire FRMS process consists of the following:

- **Assessment for the issue of a trial FRMS implementation approval**

If the result of CASA's assessment is satisfactory, you will be issued an approval which will allow you to operate according to the processes and procedures prescribed in your proposed FRMS, within the trial period indicated in the approval.

- **Assessment for the issue of a full FRMS implementation approval**

CASA will monitor and review the conduct of your trial FRMS and the implementation of the required processes, and will assess these against the criteria outlined in Appendix 7 of [CAO 48.1](#) and the [FRMS Handbook](#), to determine whether your proposed FRMS addresses the requirements and is satisfactory.



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4. Issue of the full FRMS implementation approval. Provided you've satisfactorily met the requirements, CASA will issue your full FRMS implementation approval.

FRMS Forms

The following forms are relevant to your application for a CASA approval of your FRMS:

1. [Form 824A – Statement of Intent to Request CASA Approval of a FRMS](#)
2. [Form 824B – Application for Approval of a FRMS](#)



Note: *These forms do not apply to changes to your operations under Appendix 1- 6 of CAO 48.1.*

Other information

Use of an Agent

You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete your application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purposes of signing application forms. CASA may deal with the nominated agent in ALL matters relating to your application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once the approval has been issued.

Submitting your Application Form

Submit your application to CASA's Permission Application Centre by email, fax or post.

By email: regservices@casa.gov.au

By fax: (07) 3144 7333

By post: Permission Application Centre (Brisbane)

GPO Box 2005

CANBERRA ACT 2601

You do not need to print and submit these guidelines with your application form.



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Part A – Details of Air Operator’s Certificate (AOC) Holder

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence to make false declaration. For more information, refer to the [FRMS Handbook](#) and the [FRMS Process Manual](#).

Questions marked with an asterisk (*) are mandatory and must be completed.

A1 AOC Holder’s Details

Provide the details in this section as they appear on your current AOC.

Name of AOC holder(s)*			
ACN or ARBN*		ARN*	
Phone*		Email*	
AOC Number*			

A1.2 Changes to main contact details

Have your main contact details changed since the last time you applied for a CASA permission?*	Yes <input type="checkbox"/> > Provide details below	No <input type="checkbox"/> > Go to Part B
Street		
Suburb	State	Postcode
Phone (business hours)	Fax	
Phone (after hours)	Mobile	
Email		

Part B – Pre-application details

B1 Requirements analysis

Your requirements analysis will serve as a starting point of the pre-application meeting. For more information on the *requirements analysis*, refer to Section 2.1 of the [FRMS Handbook](#).

Have you conducted a requirements analysis?	Yes <input type="checkbox"/> > Go to B2	No <input type="checkbox"/> > CASA requires the AOC holder to have done a <i>requirements analysis</i> prior to CASA conducting a pre-application meeting
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B2 The supporting documents are attached:

- > Requirements analysis
- > Initial FRMS implementation plan

Part C – Details of FRMS Manager and Nominated Contact Person

Provide the required details below.

C1 FRMS Manager or the person performing this role at the time of the submission of this application.

Name in full*		ARN	
Email			
Phone (business hours)*	Mobile	Fax	



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C2 Nominated contact person if different from above.					
Name in full*				ARN	
Email					
Phone (business hours)*		Mobile		Fax	
C3 Key Dates					
C3.1 Date(s) available for pre-application meeting <i>CASA will only use this information for planning purposes and will confirm the pre-application date and venue.</i>					
C3.2 Date you intend to commence operations under FRMS? <i>The date you provide is for information purposes only. Completion of a FRMS assessment process depends on a number of factors and may not necessarily be within the timeframes you have indicated here.</i>					
Part D – Applicant Declaration					
<p>1. I / We understand that the information provided in this Form is true and correct. <i>Please note that giving false or misleading information is an offence under Chapter 7, Part 7.4 of the Criminal Code Act 1995 (see in particular s.136.1 and 137.1 of the Criminal Code).</i></p> <p>2. I understand that this is not a formal application, but an indication of my intent to apply for a FRMS approval and is therefore in connection with such later application.</p> <p>I am signing this section as:</p>					
<input type="checkbox"/> > The individual(s) named as AOC holders in A1					
<input type="checkbox"/> > The Directors of the company(s) named in A1					
<input type="checkbox"/> > The agent appointed under a Power of Attorney					
If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the AOC holder(s).					
Name*		Signature*		Date	
Name		Signature		Date	
You must provide the name/s and signature/s for CASA to accept this application.					
What to do now					
Post, fax or email the complete set of documents to the Permission Application Centre – Brisbane .					
Postal address	Permission Application Centre (Brisbane) GPO Box 2005 CANBERRA ACT 2601				
Fax	(07) 3144 7333				
Email	regservices@casa.gov.au				
After reviewing your application, CASA may require you to submit additional documents to support your application.					
This completes your statement of intent to request for CASA approval of a FRMS.					
The relevant CASA Regional Office will contact you to arrange a pre-application meeting.					