



Application 61.040 Training and checking system approval

CASR 61.040



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.

Purpose of this form

Use this form to apply for a *Civil Aviation Safety Regulations 1998* (CASR) 61.040 Approval of a Training and checking system.

Who is this form for?

This application form is for individuals or organisations who wish to apply for an approval under regulation 61.040 of CASR for their training and checking system.

Information needed to complete this form

Review latest revisions relevant to your organisation:
Multi-Part AC 119-11 and 138-02 Training and checking systems section 2.3

A CASR 61.040 approval permits the operators training and checking system to substitute, in the manner outlined in the relevant Part 61 regulations, for an individually conducted Part 61 event, such as a proficiency check or to meet recency requirements.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application (unless you are only notifying a non-significant change) and a list of any additional supporting documents required. You will need to pay the estimate and send additional supporting documentation with your payment before any assessment of your application occurs.

Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

If you are applying on behalf of an organisation, you will need to have authority to act on the entity's (applicant's) behalf and be able to provide the organisation's ARN.

Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

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.

For more information

Go to the [CASA website](#) or [contact us](#).

Applicant

1 What are the **applicant/entity** details?

Note: The applicant/entity is the name the certificate is issued to

Your contact details must be current. Update contact details via [changing your details](#).

Legal entity/full name

ARN

ABN/ACN (if applicable)

Phone number

Email address

AOC number

138 AWK certificate number

Contact person

2 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)

Phone number

Email address

3 What are you **applying** for (select one)?

Initial issue

Variation/Significant changes

4 Enter details of the types of CASR 61.040 approval you are applying for:

Regulation	Check all applicable regulations	Aircraft data
61.395(4)		Aeroplane Helicopter
61.395(5)		Aeroplane Helicopter
61.640(1)		
61.640(1A)		
61.645(1A)		
61.650(3)		Approval applies to the following: Aircraft category, excluding multi-engine aeroplanes/helicopters Multi-engine aeroplanes Multi-engine helicopters
61.680(2)		
61.680(2A)		
61.685(1A)		

4 continued

Regulation	Check all applicable regulations	Aircraft data
61.695(3)		Approval applies to the following: Aircraft category, excluding multi-engine aeroplanes/helicopters Multi-engine aeroplanes Multi-engine helicopters
61.745(3B)		Approval applies to the following: 1. Aircraft class 2. Aircraft class
61.795		Approval applies to the following aircraft models:
61.800(6)		Approval applies to the following aircraft types:
61.805(2)		Approval applies to the following aircraft types (excluding a single-pilot turbojet aeroplane type):
61.805(3)		Approval applies in respect of the following single-pilot turbojet aeroplane types:
61.835(1)		

4 continued


Regulation	Check all applicable regulations	Aircraft data
61.840(1)		Approval applies in respect of the following aircraft types:
61.840(2)		Approval applies in respect of the following aircraft types:
61.840(4)		Approval applies in respect of the following aircraft type variants:
61.860(3)		
61.870(1A)		
61.880(3)		Approval applies to the following: Aircraft category, excluding multi-engine aeroplanes/helicopters Multi-engine aeroplanes Multi-engine helicopters
61.900(2)		
61.970(1)		Approval applies to the following aircraft categories but excluding multi-engine aeroplanes: Aeroplane Helicopter
61.970(2)		

4 continued

Regulation	Check all applicable regulations	Aircraft data
61.1010		
61.1015(2)		
61.1060(2)		
61.1180(2)		
61.1205(2)		
61.1335(3)		Approval applies in respect of the following aircraft types:
61.1380(3)		Approval applies in respect of the following aircraft types:
61.1410(2)		

Additional details

5 If you have any additional details (Revision of exposition where this change has been made or information relevant to this requested activity), provide below:

 Attach additional pages if required

Declaration

6 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this application:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my application.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

Privacy

Any personal information you provide to CASA, as part of this application, is protected by the *Privacy Act 1988*.

We will use the information provided to process this application and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your application.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this application in accordance with that policy.

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

Individual, or if an entity it must be either the CEO or agent under a Power of Attorney for the CEO.

If signing as agent for the CEO, a copy of a Power of Attorney must be provided.



Attach authority

Submitting this form to CASA



By email – send this form with all supporting documents attached to regservices@casa.gov.au.