



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 submit, and apply for an approval of, the Training and Checking System section of an exposition or operations manual as part of the transition to Parts 119, 121, 133, 135, and 138 of the CASR, and specifically, compliance with sections 33, 34D, 38, 43 or 48 of CASA EX87/21 – Flight Operations Regulations – SMS, HFP&NTS and T&C Systems – Supplementary Exemptions and Directions Instrument 2021, and to nominate the HOTC of the organisation.

Who is this form for?

This form is for all AOC holders who conduct air transport operations under Parts 121, 133, or 135 of the CASR, and Part 138 Aerial Work Certificate holders who require a Training and Checking System.

CASR 119.170 requires all Air Transport AOC holders to have a training and checking system.

CASR 138.125 requires Aerial Work Certificate holders who conduct any of the following operations to have a training and checking system:

- An operation transporting marine pilots
- An operation using offshore airborne radar approach procedures in accordance with section 8.6 of MOS Part 173 (Helicopter off-shore procedures – airborne radar)
- An operation using the descent and operational procedures as follows:
 - > Rotorcraft – IFR flight and VFR flight at night (MOS 138.9 D3)
 - > Rotorcraft – IFR flight that is a SAR operation involving an auto-hover using transition mode capability over the sea (Div 5 of Chap 9 of MOS Part 138)
 - > Aircraft – IFR flight below minimum height over the sea (Div 4 of Chap 9 of MOS Part 138)
- An operation that is an NVIS operation
- An operation using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the restricted category
- An operation using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the transport category
- An operation in turbine-engine aeroplanes (other than turbine-engine propeller-driven aeroplanes)
- An operation in multi-engine aeroplanes with a MTOW of more than 5,700kg
- An operation for the purposes of training or checking air crew members under the MOS 138.24

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 Training and Checking Systems.

You should review latest revisions of:

- Parts 119, 121, 133, 135, and 138 of CASR (as applicable)
- CASR Subpart 119.E
- CASR Division 138.B.5
- Parts 121, 133, 135, and 138 Manuals of Standards (as applicable)
- AC 1-03 – Transitioning to the flight operations regulations
- Annex A to Summary of consultation on PP 19180S (Transitional policies for flight operations regulations) section 3.4.8.1
- Multi-Part advisory circular 119-11 and 138-02 Training and checking systems including Annexes A-F
- 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.

Applicant

1 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

ABN/ACN (if applicable)

CASA unique reference number

Contact number

Email address

2 Are you the **primary contact person** for this submission?

No → [Go to 3](#)

Yes → [Go to 4](#)

Contact person

3 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

Head of Training and Checking (HOTC)

4 Did your organisation hold a CAR 217 approval prior to 2 December 2021?

No

Yes

Who are you nominating to be the **Head of Training and Checking** for your organisation?

Full name

ARN


Contact number

Email address

Does your nominated HOTC hold a current CASA approval in your operation as the HOTC?

No


Yes Attach a copy of the authorisation

 **Attach a copy of the authorisation**

If you answered **No** above, has your nominated HOTC previously held a CAR 217 approval or Chief Pilot approval?

No

Yes Attach a copy of the authorisation

 **Attach a copy of the authorisation**

Approvals

5 If your organisation held a CAR 217 approval prior to 02 Dec 21, did the organisation hold any other approvals associated with the CAR 217 approval?

No → **Go to 6**

Yes Attach copies of approvals

 **Attach copies of approvals**

Part 138 Aerial Work Certificate Holders

6 Are you a Part 138 Aerial Work Certificate Holder?

No → **Go to 8**

Yes → **Go to 7**

7 What operations do you conduct? **Select all that apply:**

An operation transporting marine pilots

An operation using offshore airborne radar approach procedures in accordance with MOS Part 173, Section 8.6 (Helicopter off-shore procedures – airborne radar)

An operation using the **descent and operational procedures** as follows:

Rotorcraft – IFR flight and VFR flight at night (Div 3 of Chap 9 of MOS Part 138)

Rotorcraft – IFR flight that is a SAR operation involving an auto-hover using transition mode capability over the sea (Div 5 of Chap 9 of MOS Part 138)

Aircraft – IFR flight below minimum height over the sea (Div 4 of Chap 9 of MOS Part)

An operation that is an NVIS operation

An operation using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the restricted category

An operation using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the transport category

An operation in turbine-engine aeroplanes (other than turbine-engine propeller-driven aeroplanes)

An operation in multi-engine aeroplanes with a MTOW of more than 5,700kg

An operation for the purposes of training checking air crew members under Chap 24 of MOS Part 138

Training and Checking Manual

8 Select all that apply:

With reference to Parts 119 and Parts 121, 133 or 135 of CASR:

The proposed Training and Checking volume of the exposition is attached

For AOC holders operating under Part 121, a completed Annex C to AC 119-11 is attached

For AOC holders operating under Part 133, a completed Annex D to AC 119-11 is attached

For AOC holders operating under Part 135, a completed Annex E to AC 119-11 is attached

With reference to Part 138 of CASR:

The proposed Training and Checking manual is attached

For Aerial Work Certificate holders under Part 138, a completed Annex F to AC 119-11 is attached

New Activity or Operation

9 Apart from the training and checking matters specified in this application, do the documents attached to this application include any new activity or operation that was not in your operator manuals prior to 2 December 2021?

No

Yes

What are the exposition or manual references for all new activities or operations?

Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full.

This application must be signed by:

- the individual applicant, or
- the Managing Director, company Director(s) or Chief Executive Officer if a company, or
- an agent appointed by a Power of Attorney

10 I declare that:

- In my capacity as either the individual applicant or the appointed/proposed applicant's Chief Executive Officer (if signing on behalf of a Company), the applicant will be capable of operating in accordance with its exposition/operations manual and civil aviation legislation and will so operate.
- I am authorised to make this application and hold the role indicated below.
- All statements in this application are true and correct in every particular and that I have read and understood all provisions of the Civil Aviation Safety Regulations 1998 which are relevant to this application.
- I understand CASA will use the currently held details to process this application and it is my responsibility to ensure my details are correct prior to lodgement.
- I consent to CASA using and disclosing my personal information in accordance with [CASA Privacy Statement](#) including exchanging the information with Commonwealth, State and Territory government agencies.

Declaration continued

- I accept that if this application is withdrawn or refused by CASA, or if CASA are unable to assess the application because I have failed to provide the required information, I am liable to pay CASA fees for work conducted.
- I have attached all required documentation specified in the applicant checklist.
- I acknowledge that to knowingly make a false or misleading statement in this application is an offence against the [Criminal Code Act 1995 \(Cth\)](#).

Full name

Signature

Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

For example: Self, Agent under a Power of Attorney

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

 **Attach Power of Attorney**

Returning your form



By email – attach this form and all supporting documents.
Send them to regservices@casa.gov.au