



## 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 notify CASA that your organisation is ready to transition to the safety management system requirements of the new flight operations regulations Parts under the *Civil Aviation Safety Regulations 1998* (CASR) in accordance with CASA EX87/21.

## Who is this form for?

This form is for all AOC holders who conduct air transport operations under Parts 121, 133, or 135 of CASR, and/or hold a Part 138 Aerial Work Certificate that requires a Safety Management System (SMS).

CASR 119.190 requires all air transport AOC holders to have a safety management system.

CASR 138.140 requires Aerial Work Certificate holders to have a safety management system when performing these operations:

- aerial work operations transporting marine pilots;
- operations in either;
  - multi engine transport category rotorcraft with a maximum take off weight of more than 3,175 kg
  - multi engine aeroplanes with a maximum take off weight of more than 5,700 kg
  - turbine engine aeroplanes (other than turbine engine propeller driven aeroplanes)
- operations prescribed by Chapter 5 of the Part 138 Manual of Standards (MOS);

## Information needed to complete this form

Review latest revisions relevant to your organisation:

- Parts 119, 121, 133, 135 and 138 of CASR
- Subpart 119.D and 119.F of CASR
- Division 138.B.4 and 138.B.6 of CASR
- AC 1-03 – Transitioning to the flight operations regulations
- AC 119-01 – Safety management systems for air transport operations
- AMC/GM – Part 119 Australian air transport operators— certification and management
- AMC/GM – Part 138 Aerial work operations

Your submission must include:

- This form signed by your Chief Executive Officer (CEO) or agent under a Power of Attorney for the CEO
- The proposed exposition/operations manual containing key personnel information and the safety management system content
- Completed safety management systems self-assessment worksheet
- Name of the approved safety manager, or a nomination for safety manager.

## Aviation Reference Number (ARN)

An ARN is required to complete this form.

If you are the applicant and 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 **operator** details?

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

## 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 (only CEO or agent under a Power of Attorney)

Phone number

Email address

## Safety Manager

**3** Does your organisation have a CASA approved safety manager?

**No** ➔ [Go to 5](#)

**Yes**

 **Attach a copy of the current CASA approval**

**4** Is the currently approved safety manager for your organisation continuing in this position for the purposes of Part 119.D or 138.B.4?

**No**

**Yes**

**5** Does your existing or nominated safety manager have the experience requirements in accordance with CASR 119.155 and/or CASR 138.110 (as applicable)? Provide details below

**No**

**Yes**

Full name

ARN

Phone number

Email address

 **Attach qualifications and experience**

**6** Does your existing or nominated safety manager hold a current CASA approval as safety manager for another organisation?

**No**

**Yes**

**7** Are you the holder of a certificate that authorises air transport operations?

**No** ➔ [Go to 9](#)

**Yes**

**8** What air transport operations is the certificate holder conducting under Part 119?

Part 121—Australian air transport operations—larger aeroplanes

Part 133—Australian air transport operations—rotorcraft

Part 135—Australian air transport operations—smaller aeroplanes

## Part 138 Aerial work certificate holders

**9** Are you a Part 138 aerial work certificate holder who conducts any of the operations listed below?

**No**

**Yes** Select all that apply

Transporting marine pilots

Multi engine transport category rotorcraft with a maximum take off weight of more than 3,175 kg

Multi engine aeroplanes with a maximum take off weight of more than 5,700 kg

Turbine engine aeroplanes, other than turbine engine propeller driven aeroplanes

Operations prescribed by Chapter 5 of the Part 138 Manual of Standards

## Application checklist

**10** Select/specify attachments:

Copy of current CASA approval for safety manager (if applicable) is attached

Transitional operator self-assessment worksheet – safety management systems is attached

Proposed exposition/operation manual containing key personnel information and the safety management system content is attached

Other additional supporting documentation attached

Specify (list) additional documentation provided:

## Declaration

**11** 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 submission.
- 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 submission, is protected by the *Privacy Act 1988*.

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

## Declaration continued

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 submission in accordance with that policy.

Full name

Signature


Date (DD/MM/YYYY)

/ /

In what capacity are you making this declaration?

**Must be either CEO or agent under a Power of Attorney for the CEO**

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

 **Attach Power of Attorney, if applicable**

## Submitting this form to CASA



By email – send this form with all supporting documents attached to [regservices@casa.gov.au](mailto:regservices@casa.gov.au).