



### 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 training and checking system requirements of the new flight operations regulations Parts of *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 133 or 135 of CASR, and/or hold a Part 138 Aerial Work Certificate that **requires** a Training and Checking System (T&C 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 to have a training and checking system when performing these operations:

- transporting marine pilots
- NVIS
- using offshore airborne radar approach procedures in accordance with section 8.6 of MOS Part 173 (Helicopter off-shore procedures – airborne radar)
- using descent and operational procedures for:
  - 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)
  - aeroplanes – IFR flight below minimum height over the sea (Div 4 of Chap 9 of MOS Part 138)
- using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the restricted category
- using a multi-engine rotorcraft with MTOW above 3,175kg that is type certificated in the transport category
- using turbine-engine aeroplanes (other than turbine- engine propeller-driven aeroplanes)
- using multi-engine aeroplanes with a MTOW of more than 5,700kg
- for the purpose of training or checking air crew members under the MOS 138.24.

### Information needed to complete this form

Review latest revisions relevant to your organisation:

- Parts 119,133, 135 and 138 of CASR
- Parts 133, 135 and 138 of the Manual of Standards

Part 138 aerial work certificate holders should carefully read:

- Part 138 MOS, sections 4.03 and 4.04
- Multi-Part AC 119-11 and 138-02 Training and checking systems including Annexes

Your submission must include:

- this form signed by your Chief Executive Officer (CEO) or agent under a Power of Attorney for the CEO
- proposed exposition/operations manual containing content for key personnel and T&C system,  
OR
- if previously submitted, provide the version number of the exposition/operations manual containing the T&C System content used to conduct the self-assessment
- completed self-assessment worksheets relevant to all Parts of the regulations under which you operate that require a T&C system
- name of the approved Head of Training and Checking (HOTC), or a nomination for HOTC
- name of the approved alternate HOTC or nomination for alternate HOTC (see note)

**Note:** Section 16 of CASA EX 82/21 exempts an operator from compliance with subparagraph 119.205(1)(e)(iv) unless the operator chooses to name, in the exposition, a person who is authorised to carry out the responsibilities of a key person when the position holder is absent from the position, or cannot carry out the responsibilities of the position (sometimes colloquially termed 'alternate' or 'standby' HOTC).

This form will use the term 'Alternate HOTC'.

### 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 **operator** details?

Operator 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.

Full name

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

Phone number

Email address

## Unique reference number

In some instances CASA will issue a unique reference number prior to submission of your application.

**3** Have you been issued a unique reference number by CASA?

**No**

**Yes** Provide below;

## Required training & checking system

**4** What operations does your organisation conduct that **require** a T&C system? (select all that apply)

Part 133

Part 135

Part 138 where required under CASR 138.125

**5** Did your organisation hold a CAR 217 approval on 2 December 2021?

**No**

**Yes**

**6** Will your organisation be conducting abnormal and/or emergency training in an aircraft inflight using personnel who do not hold a valid Part 61 flight instructor or flight examiner qualification for this activity?

**No**

**Yes**

## Head of Training and Checking (HOTC)

**7** Does your organisation have a CASA approved HOTC?

**No**

**Yes** → [Go to 10](#)

**8** Has your nominated HOTC previously held a CAR 217 approval or Chief Pilot approval **for this organisation**?

**No**

**Yes**

**9** Does your nominated HOTC have the qualifications and experience required by CASR 119.145(1) (CASA EX82/21 may apply) and/or CASR 138.100 (2) as applicable?

**No**

**Yes**

**10** Who is the existing or nominated HOTC for your organisation?


Full name

ARN

Phone number

## 10 Continued

Email address

 **Attach authorisation for approved HOTC**

**11** Will the existing or nominated HOTC be conducting crew member safety and emergency equipment training?

**No**

**Yes** Existing or nominated HOTC must be listed for this purpose in the exposition/operations manual.

## Alternate Head of Training and Checking (HOTC)

**12** Does your organisation have a CASA approved alternate HOTC?

**No**

**Yes** → [Go to 16](#)

**13** Do you want to nominate an alternate HOTC?

**Note:** An alternate HOTC is discretionary - CASA EX82/21 Section 16 refers

**No** → [Go to 18](#)

**Yes**

**14** Has your nominated alternate HOTC previously held a CAR 217 approval or Chief Pilot approval **for this organisation**?

**No**

**Yes**

**15** Does your nominated alternate HOTC have the qualifications and experience required by CASR 119.145(1) (CASA EX82/21 may apply) and/or CASR 138.100 (2) as applicable?

**No**

**Yes**

**16** Who is the existing or nominated alternate HOTC for your organisation?


Full name

ARN

Phone number

## 16 Continued

Email address

 **Attach authorisation for approved alternate HOTC**

**17** Will the existing or nominated alternate HOTC be conducting crew member safety and emergency equipment training?

**No**

**Yes** Existing or nominated alternate HOTC must be listed for this purpose in the exposition/operations manual.

**18** Are you a Part 138 aerial work certificate holder?

**No** → [Go to 22](#)

**Yes**

**19** Are you voluntarily extending your required Part 138 T&C system to include all of your Part 138 activities?

MOS 138 Section 4.03 applies to an authorisation holder who requires a T&C system for specific activities as prescribed by CASR 138.125 and wants to extend their T&C System to include all authorised Part 138 activities.

**No**

**Yes** Attach safety case

 **Attach safety case**

**20** Are you voluntarily adopting a T&C System for your Part 138 activities (Part 138 MOS 4.04 applies)?

The requirements of MOS 138 Section 4.04 should be reviewed if intending to voluntarily adopt a T&C system for the Part 138 activities.

**No**

**Yes** Attach safety case

 **Attach safety case**

**21** For a Part 138 organisation that either requires a T&C system or is voluntarily adopting or extending a T&C system for its aerial work operations, are you applying for an approval under regulation 138.025 for either the CEO and/or HOO to be the HOTC or alternate HOTC nominated in this application?  
Refer regulation 138.050(1)(f)

**No**

**Yes** Provide evidence to support your application

 **Attach supporting documentation**

**22** Has your operations manual/exposition been submitted via the Manual Authoring and Assessment Tool (MAAT)?

No

Yes

## Application checklist

**23** Specify attachments applicable to your application:

Declaration authority

Proposed exposition/operations manual containing content for key personnel and T&C system,

OR

If previously submitted, provide the version number of the exposition/operations manual containing the T&C System content used to conduct the self-assessment

Transitional operator self-assessment worksheet for Part 133

Transitional operator self-assessment worksheet for Part 135

Transitional operator self-assessment worksheet for Part 138

HOTC approval for this organisation

Alternate HOTC (where nominated) approval for this organisation

CAR 217 approval or Chief Pilot approval for this organisation

Supporting evidence for the CEO and/or HOO to be the HOTC or alternate HOTC nominated in this application where applicable to Part 138 activities

Safety case for voluntary extension of a T&C system to include Part 138 activities where applied for

Safety case for voluntary adoption of a T&C system to include Part 138 activities where applied for

Other existing approvals that support this form. Specify below:

Documents that relate to any new activity or operations that have been inserted into your exposition/operations manual since 2 December 2021, list exposition or manual references below:

## Declaration

**24** I declare:

- All statements in this notice are true and correct.

## Declaration continued

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?

**Must be either 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](mailto:regservices@casa.gov.au)