



Australian Government

Civil Aviation Safety Authority

**Aerodrome Rescue and Fire Fighting
Service Procedures Manual**

Version 1.2: June 2012

Aerodrome Rescue and Fire Fighting Service Procedures Manual

This is an internal CASA policy manual. It contains guidance material intended to assist CASA officers and delegates in carrying out their regulatory responsibilities and may be made available to the public for information purposes only.

Since this is an uncontrolled version of the manual which will not be updated by CASA, it should not be relied upon for any regulatory purpose. The current manual can be viewed at any time via CASA's website at "www.casa.gov.au".

You should always refer to the applicable provisions of the Civil Aviation Act, Civil Aviation Regulations and the Aerodrome Rescue and Fire Fighting Service Manual of Standards (MOS), rather than this manual, to ascertain the requirements of, and the obligations imposed by or under, the civil aviation legislation.

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List of Effective Pages

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Part	No. of Pages	Version	Date of Issue
Cover and verso	2	1.1	11/2010
Table of Contents, List of Effective Pages and Preface	10	1.1	11/2010
1. About this Manual	6	1.0	04/2001
2. Approval Procedures for ARFFS Providers	8	1.0	04/2001
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Revision History	2	1.1	11/2010

Foreword

As a Commonwealth government authority, CASA must ensure that its decision-making processes are effective, fair, timely, transparent, consistent, properly documented and otherwise in accordance with the requirements of the law.

Most of the regulatory decisions CASA makes are such that conformity with authoritative policy and established procedures will be conducive to the achievement of these outcomes. From time to time, however, decision-makers will encounter situations in which the strict application of policy, in the making of a decision involving the exercise of discretion, would not be appropriate. Indeed, in some cases, the inflexible application of policy may itself be unlawful.

This preface and the following Introduction, explains the way in which the policy and processes set out in this manual are to be used by all CASA's personnel when making decisions in the performance of their functions, the exercise of their powers and the discharge of their duties. It also explains the processes to be followed if it appears that a departure from policy is necessary or appropriate.

Mandatory Use of Policy and Procedure Manuals

This manual is one of the set of manuals and other documents which comprise CASA's authorised document set. The authorised document set contains the policy, processes and procedures with which CASA personnel are expected to comply when performing assigned tasks. All CASA personnel are required to have regard to the policies set out in this manual. Except as described in the Introduction, CASA decision-makers should not depart from these policies, processes and procedures.



John F. McCormick
Director of Aviation Safety

Introduction

Regulatory Decision Making

Where the legislation provides for one, and only one decision—the “correct” decision—is the only decision open to CASA. However, most of the decisions CASA makes involve the exercise of discretion. In such cases, there may well be more than one acceptable or correct decision. In these cases, the law requires that CASA makes the “preferable” decision, that is, the most appropriate decision, having regard to the overriding interests of safety and the obligation to be fair.

In all such cases, CASA is bound to act in accordance with the applicable rules of administrative law. These rules govern how CASA arrives at the ‘preferable’ decision in any given case. Adherence to these rules is a requirement, not an option. Decisions and actions taken in contravention of these rules are unlawful, unenforceable, and in most cases invalid. CASA is legally accountable for the decisions it makes, and CASA decision-makers are obliged to avoid the appearance, as much as the reality, of unlawful decision-making.

Sound and lawful regulatory decision-making is generally governed by the 10 rules of administrative law summarised below. Adherence to these rules is essential to CASA’s obligations of accountability and good governance.

1. **Natural Justice** (Procedural Fairness)

- **Hearing Rule.** Persons affected by CASA’s decisions have a right to be heard. To be meaningful, the hearing rule normally requires that CASA provides persons with notice (usually in advance) that a particular decision is going to be taken, and the reasons for the decision CASA proposes to take. Without notice and a statement of reasons, there may be little point to providing a person with an opportunity to be heard.
- **Rule Against Bias.** Decision-makers should not have a **personal** or **pecuniary interest** in the outcome of their decisions. Neither may decision-makers prejudge (or **pre-determine**) matters in respect of which they are called upon to make a decision.

2. A decision-maker must not act for **improper purposes**. Even if the purposes for which a particular decision are lawful, the decision may only be taken for the purposes specifically authorised by the law under which the decision has been taken.
3. A decision-maker must not take any **irrelevant considerations** into account in coming to a decision.
4. A decision-maker must take all **relevant considerations** into account in coming to a decision.



Note: Applicable Policy is Always a Relevant Consideration.

5. A decision-maker must act on the basis of **evidence**, not mere supposition or speculation.
6. A decision-maker must not formulate requirements in **vague** or **uncertain terms**.
7. A decision-maker must not **inflexibly apply policy** (although departures from policy will normally need to be justified).
8. A decision-maker must not **act under dictation** (although this does not preclude adherence to formal directions, compliance with lawful conditions in relation to the process by which a decision is taken or the obligation to consult in the process of considering a decision).
9. A decision-maker must decide the matter within a **reasonable time**.
10. A decision maker must not act in a way that is manifestly **unreasonable**. A decision must not be so unreasonable that no reasonable person would make such a decision.

Note: The meaning and application of these principles, and related considerations of administrative law, are covered more fully in the induction and orientation training undertaken by all CASA employees. Any questions in relation to these matters should be referred to the Legal Services Division.

Departure from Authorised Policy

Adherence to CASA's authorised policies will almost always produce an appropriate decision. As said, however, from time to time there will be circumstances in which the strict application of policy may not result in the "preferable" decision. In these cases it may be appropriate (and possibly necessary) to depart from otherwise applicable policy.

Any departure from policy must be justified in order to ensure that it:

- Is genuinely necessary in the interests of fairness
- Does not inappropriately compromise the need for consistent decision-making; and, of course
- Is not in conflict with the interests of safety.

Without fettering a decision-maker's discretion, it is therefore expected that appropriate consultation will occur before a decision is made that is not the product of the policies and processes set out in this manual. The prescribed consultation process is described below.



Consultation Process

Decision-Maker's Responsibilities

When a decision-maker believes there is a need to depart from policy he or she is expected to consult with his or her direct supervisor. This process should be initiated in writing:

- Setting out the pertinent facts and circumstances
- Identifying the provisions of the policy normally applicable
- Stating why the application of that policy would not result in the making of the “preferable” decision in the circumstances to hand
- Specifying the approach the decision-maker believes is more likely to result in a “preferable” decision.

Supervisor's Responsibilities

In considering a consultative referral, the decision-maker's supervisor should:

- Advise the decision-maker as to whether his or her assessment of the relevant considerations appears to be complete and correct
- If, in the opinion of the supervisor, the circumstances do not warrant a departure from policy, provide the decision-maker with written advice and guidance as to how the decision might more properly be approached within the current policy framework

Note: Reliance on relevant precedent is a sound basis on which to ground such an opinion. It may also be helpful to seek advice from peers, superiors and/or CASA's Legal Services Division.

- If, in the opinion of the supervisor, a departure from policy is warranted, the supervisor should ensure the policy sponsor (normally the relevant Executive Manager) is advised of:
 - i. The intention to depart from the otherwise applicable policy
 - ii. The alternative approach the decision-maker will be taking to the matter.

The supervisor should ensure that a full written record of these actions is made and maintained.



Note: In no case may the terms of decision be dictated to a delegate authorised to exercise discretionary decision-making powers.

If a decision-maker's supervisor or the policy sponsor is not satisfied that the decision the decision-maker intends to make is the correct or preferable decision in all the circumstances, responsibility for that decision should be assumed by, or assigned to, another authorised delegate in accordance with appropriate processes and procedures.

Policy Sponsor's Responsibilities

If the policy sponsor concurs in the proposed departure from policy, he or she should ensure the decision-maker is advised accordingly as soon as possible.

If the policy sponsor does not believe the proposed departure from policy is warranted, he or she should:

- Advise the supervisor accordingly
- Assume responsibility for the decision
- Ensure that the decision-maker and any person affected by the decision (for which the policy sponsor has assumed responsibility) is advised accordingly
- Make the decision in a manner consistent with the applicable policy.

The policy sponsor should ensure that a full written record of these actions is made and maintained.

Nothing in these processes should be interpreted or applied so as to dictate the terms of the decision to be made by a decision-maker authorised to make discretionary decisions under the civil aviation legislation, or to delay unreasonably the making of such decisions.

Revisions to Policies and Manuals

As a result of experience in applying policies and procedures, users will form views as to accuracy, relevance and applicability of the content.

CASA personnel are required to provide recommendations for revisions to policies and processes in this or any other manual should they become aware of shortcomings. In this way the policies and manuals will be continually improved and remain relevant to the tasks being undertaken.



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Each policy and manual has a sponsor and recommendations for amendment are to be forwarded to the relevant individual for consideration. The revision process can be accessed via the link:

http://casaconnect/manuals/doc_control/process.htm



1.1 Purpose of the Manual

CASR
(1998) Part
139, Subpart
H

This manual provides guidance to CASA staff on the procedures to be followed for approval of **aerodrome rescue and fire fighting service (ARFFS) providers** and CASA validation of **training providers** for aerodrome rescue and fire fighting services under the provisions of the *Civil Aviation Safety Regulations 1998 (CASR) Part 139, Subpart H*.

1.2 Scope of the Manual

This manual is a part of the CASA document set. It includes process, flowcharts, letters, forms and support documentation to aid CASA officers assessing entry control for ARFFS providers and ARFFS training providers seeking CASA approval to operate.

The manual consists of:

Part 1. About this Manual (this part)

Part 2. [Approval Procedures for ARFFS Providers](#)

Part 3. [Accreditation Procedures for ARFFS Training Providers](#)

Part 4. [Sample Documents](#).

By adhering to the manual's procedures, a national standard and unified approach, consistent with regulatory requirements, will be created and maintained when approving organisations/establishments as ARFFS providers and ARFFS training providers.

1.3 Definitions, Acronyms and Abbreviations

1.3.1 Definitions

The following definitions apply in interpretation of provider and training organisation applications.

Advisory Circulars	Guidance material on the means of achieving the minimum compliance with the CASR (1998) and the Manual Of Standards (MOS) Part 139H standards
ABN	Australian Business Number
AEP	Aerodrome Emergency Plan
Aerodrome	A defined area of land or water, including any buildings, any installations, and equipment intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft
CAR 89C(1) Aerodrome Operator	Authority to operate as per CAR 89C(1)
Aerodrome Rescue and Fire Fighting Service (ARFFS)	An organisation that provides aerodrome rescue and fire fighting services established under the CASA criteria
AFO	Aerodrome Fire Officer
AFF	Aerodrome Fire Fighter
AIP	Aeronautical Information Publication
Aircraft accident	An occurrence during the operation of an aircraft in which any person involved suffers death or serious injury or in which the aircraft receives substantial damage
Aircraft fire fighting	The control or extinguishment of fire adjacent to or involving an aircraft following ground accident/incidents
Aircraft incident	An occurrence, other than an accident, which affects or could affect the safe operation if not corrected and is associated with the operation of an aircraft
Airport Services Manual	PART 1 Rescue and Fire Fighting, International Civil Aviation Organisation (Doc 9137-AN/898), Part 7 Airport Emergency Planning (Doc 9137-AN/898) and related to ICAO Aerodromes Annex 14 Volume 1 Chapter 9
Annex 14	Aerodromes, Annex 14 Volume 1, to the Convention on International Civil Aviation Organisation (ICAO)
ANTA	Australian National Training Authority



Apron	A defined area on a land aerodrome intended to accommodate aircraft for purposes of loading or unloading passengers, mail or cargo, fuelling, parking or maintenance
AS	Australian Standard
ATS	Air Traffic Services
CAR	Civil Aviation Regulations 1998
CASR	Civil Aviation Safety Regulation
Certificate of Competency	A Certificate issued by a Registered Training Organisation at the completion of all competency modules within a level
Certificate of Proficiency	Local and general competency in addition to competencies held under AFC qualification
Commercial Air Transport Operation Competency	An aircraft operation involving the transport of passengers for remuneration or hire Possessing knowledge, skill and judgement needed to perform specific tasks
Criteria	A standard to establish an Aerodrome Rescue and Fire Fighting Service
DCP	Dry Chemical Powder
DoIT	Department of Infrastructure and Transport
ERSA	Enroute Supplement Australia
Facility	One or more items of equipment essential to provide a discrete technical function or amenity; a facility can be equivalent to a service
ICAO	International Civil Aviation Organisation
ITAB	Industry Training Advisory Board (Public Safety)
Licensee	An entity authorised under the Civil Aviation Regulations, Part 89B (1) to operate an airport
Manual of Standards (MOS)	A document that contains the minimum aerodrome rescue and fire fighting service standards required. The full title of the document is Manual of Standards (MOS) Part 139H, standards applicable to the provision of aerodrome rescue and fire fighting services pursuant to CAR (1998) Part 139 Subpart H. It can be viewed at http://www.casa.gov.au/avreg/newrules/download/misc/mos139h.pdf .



Movement Area	That part of an aerodrome to be used for take-off, landing and taxiing of aircraft, consisting of the manoeuvring area and the aprons
MOU	Memorandum of Understanding with a third party providing a service or responding emergency services or sub-contractor
Must	Mandatory requirement
NOTAM	Notice to airmen: <ul style="list-style-type: none">• A notice to airmen issued by the Australian NOTAM Office and containing information; or• Instruction concerning the establishment, condition or change in facility, service, procedure or hazard
Provider	A legal entity (individual or company) nominated by the airport owner, and certified by CASA, to provide an Aerodrome Rescue and Fire Fighting Service at the nominated aerodrome
Provider (3rd party)	A person, organisation or professional group who will provide assistance in the event of an emergency in accordance with interface arrangement with an airport owner or provider
PST	Public Safety Training Framework
Representative	An individual who is legally responsible for the management of the Aerodrome Rescue and Fire Fighting Service delivery and is identified to CASA by the Airport Owner, and who will be the focal point for day to day dealings with the Authority
Regulations	Civil Aviation Safety Regulations 1998 (CAR 1998)
Service Delivery	The act of allocating Aerodrome Rescue and Fire Fighting Service facilities, equipment and resources to support the infrastructure and activities of a provider
Statement of Attainment	Formal recognition of CASA required competency within a level

1. About this Manual

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1.4 Regulatory Basis

CAR (1998)
139, Division 3 Division 3 of CASR (1998) Part 139, Subpart H specifies the requirements to be complied with by ARFFS providers.

CAR (1998)
Part 139,
Division 5 Division 5 of CASR (1998) Part 139, Subpart H specifies the administrative requirements and approval process for providers of ARFFS seeking an Approval to operate.

CAR (1998)
Part
139.705(2)(a)
139.705(2)(b) CASR (1998) Part 139, Subpart H refers to the competency requirements under the Public Safety Training (PST) packages and a certificate accepted by CASA as indicating that the certificate holder has successfully completed a training program of a standard equivalent to that required for the issue of an PST certificate of that level.

The MOS Part 139H Chapter 19 articulates the requirements for training establishments.

1.4.1 Reference Material

- [Civil Aviation Act 1988, Part VIII — Miscellaneous, Section 98](#)
- [Civil Aviation Act 1988, Part II—Establishment, Functions etc. of CASA, Section 9](#)
- [Air Services Act 1995, No 81, Part 2, Division 2, Section 8.1](#)
- [Air Services Regulations 1995, No 223, Part 4, Division 2](#)
- [Airports Act 1996, No 42, Part 14, Section 215/216](#)
- ICAO Annex 14, Vol 1, Chapter 9
- ICAO Airports Services Manual, Part 1, Rescue and Fire Fighting, Doc No 9137/AN\898
- ICAO Airports Services Manual, Part 7, Aerodrome Emergency Planning, Doc No 9137/AN\898
- ICAO Training Manual, Part E2, Aerodrome Fire Service Personnel, Doc No 7192/AN\857



1.5 Introduction to ARFFS Procedures

The operational requirement for the ARFFS in the broadest terms is to ensure that:

- The service being provided meets the MOS Part 139H specified standards
- ARFFS staff are trained to MOS Part 139H specified standards
- Equipment is provided to MOS Part 139H specified standards and is able to meet MOS Part 139H response times specified by international agreement.

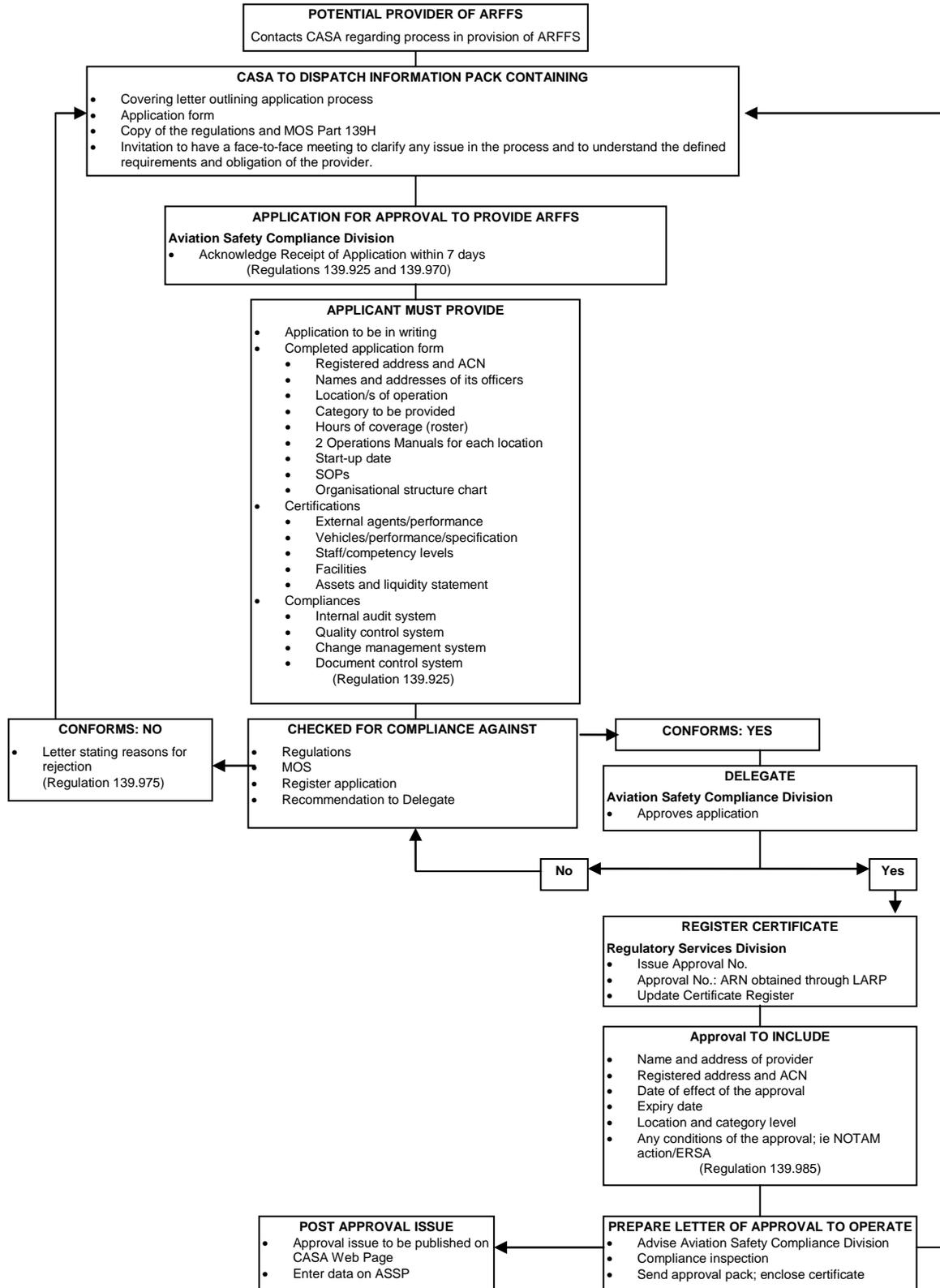
The ARFFS providers are required to provide CASA with a copy of their Operations Manual. The Operations Manual may vary from location to location depending upon the aerodrome category and complexity within the airport boundary. In addition, aerodromes that require additional arrangements and agreements due to environmental requirements with third party providers also need to specify these within their Operations Manuals.

Providers of ARFFS training are required to provide CASA with a complete set of course material and learning outcomes for each level of training provided.

Prior to any Approval being issued to validate a training provider, CASA must be satisfied that:

- Firefighters' skill levels meet the standards specified in the competency framework established in the MOS Part 139H
- Arrangements are in place to provide practical application for competency requirements specified in the MOS Part 139H
- Training facilities are adequate for the tasks
- Instruction will be delivered by suitably qualified staff.

2.1 Approval Procedures for ARFFS Providers—Flowchart



2.2 Initial Enquires Regarding Approval of ARFFS Providers

2.2.1 Handling enquires

When handling enquiries, consider the matters in the following paragraphs (2.2.2 to 2.2.6).

2.2.2 When is an ARFFS provider Approval required?

An Approval to operate must be obtained prior to the provision of ARFFS on any licensed aerodrome with movements meeting the specified criteria. An Approval is required if:

CASR
(1998)
139.720

- The aerodrome meets the criteria specified in CASR (1998) 139.720 and MOS Part 139H Chapter 2
- The aerodrome provides an ARFFS and publishes this provision in ERSA.

See 4.2 Sample Approvals for a sample of the ARFFS Provider Certificate.

2.2.3 Who may make the application?

- Any aerodrome operator or ARFFS provider.

2.2.4 What is required?

CASR
(1998)
139.925

The application for an Approval to operate must be in writing using the [Provider of ARFFS—Application](#) form. The form must be completed in full and include:

- The company's name and registered address
- The company's ABN
- Names and addresses of principal officers
- Details of the aerodrome/s and proposed ARFFS category
- Start-up date
- Assets and liquidity statement.

The provider of an ARFFS must supply CASA with two copies of the ARFFS provider Operations Manual for assessment, one for retention by CASA and the other to be returned with a covering letter to the applicant by registered mail.

CASR
(1998)
139.965

The contents of the Operations Manual must meet the requirements specified in the CASR (1998) Part 139, Subpart H and the MOS Part 139H, and include.

- Standard operating procedures (SOPs)
- Organisational structure chart
- Ongoing provision for level of service (facilities)
- Certification of:
 - extinguishing agents/performance;
 - vehicle performance/specification; and
 - staff competency/qualification level.



2.2.5 Confidentiality of information provided

- Any financial, organisational or corporate-related information provided by an applicant for an ARFFS Provider Approval in the context of the assessment of the financial, structural and operational aspects of this application will be treated as "Commercial-in-confidence" and will not be disclosed to any other party for any purpose other than for any lawful purpose.

2.2.6 Assessment and Approval process

CASR
(1998)
139.965

- On receipt of the [Provider of ARFFS—Application](#) form and initial assessment, CASA will seek a face-to-face interview to clarify requirements—see [4.1 Sample Letters](#) for a draft of the [Response to Application for a Certificate](#) letter.
- The assessment will establish that the requirements specified in the CASR (1998) and MOS Part 139H have been met.
- The issue of an ARFFS Provider Approval to operate will include:
 - identification the ARFFS provider;
 - aerodrome/s location, ARFFS category and start-up date;
 - agreement for CASA to audit at any time; and
 - provision for CASA to remove the Approval.

2.3 Audit

CASR
(1998)
139.890

CASA will audit the operator's compliance with the Regulations (CASR [1998]) and MOS Part 139H. Significant and continual non-compliance will result in approval being revoked under the Regulations.

2.4 Approval Process

2.4.1 On receipt of a written request form from an operator

CASR
(1998)
139.965

On receipt of the [Provider of ARFFS—Application](#) form (the written request) from an operator, perform the following tasks:

- Record the request in TRIM and in the Inward Correspondence Register, if required.
- Attach correspondence to the relevant file.
- Check the Operations Manual for:
 - Compliance against the CASR (1998) and/or MOS Part 139H
 - Relevant certifications.
- Prepare the ARFFS Provider Approval for Delegate approval.

2.4.2 Issue of an ARFFS provider Approval to a provider

Approval to record

The Approval is to record the following:

CASR
(1998)
Division 5
139.985

- Name and address of provider
- Registered business name, address and ABN
 - Date of effect of the approval
- Expiry date
- Location and ARFFS category.

Conditions to be specified on the Approval

The following conditions are to be specified on the certificate:

- CASA to audit as specified;
- provision for CASA to remove the Approval;
- requirement to issue NOTAM immediately on commencement; and
- NOTAM to remain in force pending notification in ERSA.



2.4.3 *Imposing and Varying conditions on an Approval*

- CASR
(1998)
139.1000
- CASA may impose or vary conditions on an Approval.

2.4.4 *Issue of an Approval cannot be refused if CASA is satisfied*

- CASR
(1998)
139.965
- If a person/organisation has applied for a Certificate as an ARFFS provider in accordance with Regulation 139, Subpart H and the operational requirements specified in the MOS, then CASA must grant an approval.

2.4.5 *Grounds for cancellation of an Approval*

- CASR
(1998)
139.1010
- CASA may cancel an approval if the Regulation is breached.

2.4.6 *Return of Approval if cancelled*

- CASR
(1998)
139.990
- If CASA cancels the approval of an ARFFS provider the person who was the certificate holder must return the Approval to CASA.



2.5 Issue of ARFFS provider Approval

2.5.1 Delegate

CASR
(1998)
139.975

Following assessment of the application and completion of the compliance/entry control checklist ([ARFFS Approval Issue Checklist for ARFFS Providers](#)), the ARFFS Provider Approval and the approval letter are forwarded to the Delegate for signature.

If the Delegate is satisfied that all requirements have been met, he/she will stamp and sign the approval letter.

CASA retains:

- One copy of the ARFFS provider Operations Manual
- A copy of the Approval.

The following documents are sent to the applicant by registered mail with a covering letter:

- CASA's approval letter
- ARFFS Provider Approval
- Operations Manual.

See [4.1 Sample Letters](#) for drafts of the following letters:

- [Letter of Grant of an ARFFS Provider Approval](#)
- [Letter of Refusal to Grant an Approval](#).



2.6 Assessment of amendments to Approvals issued and renewals

CASR (1998)
139.995,
139.1000

Approval of amendments to an ARFFS provider Operations Manual must be handled according to the process outlined in this document.

Providers shall review all Operations Manuals on a periodic basis to ensure that the latest standards are met.

If the Approval sought is to authorise the same things as the existing Approval, and is to come into force when the current Approval expires, then under Regulation 139.995(2), the submission of a new set of manuals is not necessary, unless required to do so by written notice from CASA.

CASA will audit this area on an ongoing basis when conducting an audit of the ARFFS provider. The scope of the audit can be listed in the audit plan for the provider, and should:

- Ensure that the Operations Manual complies with CASA's current policies and procedures
- Give special attention to operating rules that may have been amended since the Operations Manual was last approved
- Confirm that the latest revisions to operations have been incorporated into the Operations Manual and are duly approved by CASA.



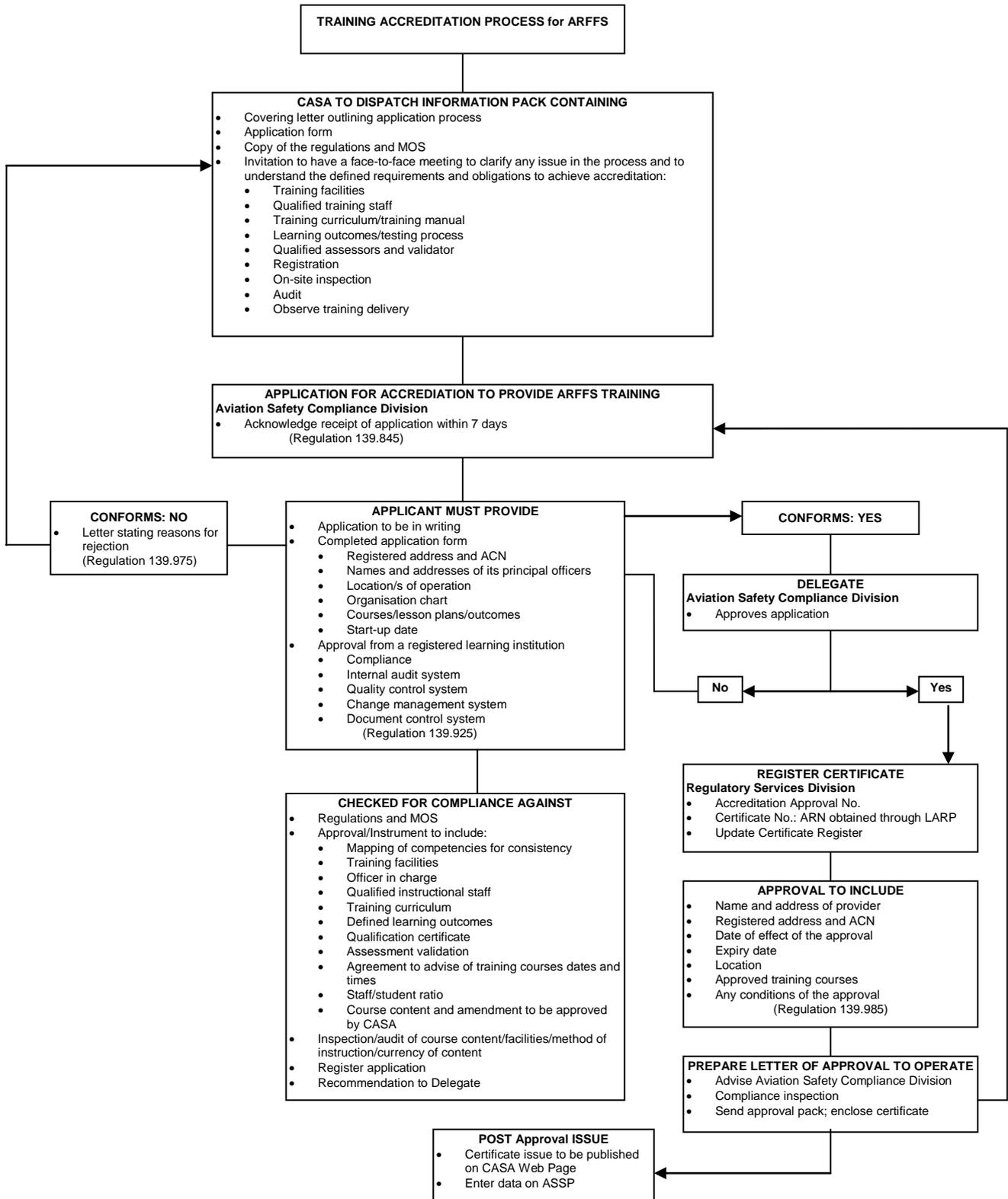
2.7 Expiry of an existing Approval

- All Approvals are issued for a specific term. Once this term has passed, the Approval ceases to have any effect.
- Should an ARFFS provider wish to continue providing the service, the onus is on him/her to apply for and be issued with a new Approval prior to the expiry of the existing Approval.
- There is no obligation on CASA to remind a provider of the impending expiry of an Approval.
- As far as the application for a Approval is concerned, the Regulation does not differentiate between a totally new application and an existing provider seeking to replace an Approval which is about to expire.

Revalidation of an Approval for an existing provider will be treated as a variation of an approval where the provider will be required to make a formal application for an Approval and enclose any variation documentation to support the application.



3.1 Accreditation procedures for ARFFS training providers—flowchart



3.2 Initial enquiries regarding CASA accreditation of ARFFS training providers

3.2.1 Handling enquires

When handling enquiries, consider the matters in the following paragraphs (3.2.2 to 3.2.6).

3.2.2 When is an ARFFS training provider Approval required?

CASR
(1998)
139.845

All operational ARFFS staff are required to hold competency qualifications identified in the MOS Part 139H to perform a particular classification of work.

An accredited training provider is required to certify that the training being provided achieves the guidelines of the Australian National Training Authority (ANTA), and that course content and learning outcomes satisfy the regulatory requirements established by CASA. An ARFFS Training Provider Approval is issued to an accredited training provider.

An ARFFS provider must be assured that staff who progress through an approved training course will meet minimum operational standards.

See 4.2 Sample Approval for a sample of the ARFFS Training Provider Approval.

3.2.3 Who may make an application to become an ARFFS Training Provider?

Anyone, provided that they:

- meet the requirements of CASA; and
- are recognised as a learning institution by ANTA or are in partnership with a third party that can achieve the required outcomes as published in the MOS Part 139H.

3.2.4 What is required?

CAR (1998)
139.925

The application for an Approval to operate must be in writing using a CASA [ARFFS Training Provider—Application](#) form. The form must be completed in full and include:

- The company's name and registered address
- The company's ABN
- Names and addresses of principal officers.

The applicant for accreditation as a training provider of ARFFS competencies must provide CASA with two sets of training manuals with course material and learning outcomes, one for retention by CASA and the other to be returned to the applicant. The contents of the manuals, the course material and learning outcomes, must meet the requirements specified in the MOS Part 139H.



To be accredited as an ARFFS training provider, the applicant must provide details of:

- registration with a learning institute;
- a training course that achieves the qualification requirements of CASA published in the MOS Part 139H;
- training facilities/training aid (operational), or MOU/LOA with a third party who has such facilities;
- qualified training staff;
- learning outcomes and testing processes;
- registration of certificates issued; and
- qualified assessors and validators.

The applicant must:

- accept CASA's need to audit and observe the service delivery;
- provide details of any course variation prior to implementation; and
- provide an organisational structure chart.

3.2.5 Confidentiality of information provided

- Any financial, organisational or corporate-related information provided by an applicant for an ARFFS Provider Approval in the context of the assessment of the financial, structural and operational aspects of this application will be treated as "Commercial-in-confidence" and will not be disclosed to any other party for any purpose other than for any lawful purpose.

3.2.6 Assessment and approval process

The assessment and approval process includes the following:

CAR (1998)
139.965

- On receipt of the CASA [ARFFS Training Provider—Application](#) form and initial assessment, CASA will seek a face-to-face interview to clarify requirements—see [4.1 Sample Letters](#) for a draft of the [Response to Application for an Approval](#) letter
- The assessment will establish that the requirements specified in the MOS Part 139H have been met
- The MOS Part 139H Checklist is to be completed at the conclusion of each stage of the application process—the MOS Part 139H Checklist is included with the [ARFFS Approval Issue Checklist](#) (form 1014)



- The accreditation through the issue of an ARFFS Training Provider Approval will identify:
 - the ARFFS training provider;
 - location and name of the training establishment;
 - type, level and duration of the approved course;
 - course content, lesson plans and learning outcomes;
 - registration reference number of the learning institution; and
 - if required, details of any third-party provider of practical training.
- Agreement for CASA to audit at any time
- Provision for CASA to remove accreditation.

3.3 Audit

CASR
(1998)
139.890

CASA will audit the operator's compliance with the standards specified in the Regulations (CASR [1998]) and MOS Part 139H. Significant and continual non-compliance will result in accreditation being revoked.

3.4 Approval process

3.4.1 *On receipt of a written request form from a training provider*

CASR
(1998)
139.965

On receipt of the CASA [ARFFS Training Provider—Application](#) form (the written request) from a training provider, perform the following tasks:

- Record the request in TRIM and in the Inward Correspondence Register, if required
- Attach correspondence to the relevant file.
- Check course content and learning outcomes in the learning manuals for:
 - Competencies listed in the MOS Part 139H
 - Registration agreement with learning institution
 - Agreement of third-party practical training provider.
- Prepare the ARFFS Training Provider Approval for Delegate approval.

3.4.2 *Issue of an ARFFS training provider Approval to an ARFFS training provider*

Approval to record

The Approval shall record the following:

CAR (1998)
139.985

- name and address of the ARFFS training provider;
- registered business name, address and ABN;
- date of effect of the approval;
- expiry date;
- location and name of training establishment; and
- approved training courses.

Conditions to be specified on the Approval

The following conditions are to be specified on the Approval:

- CASA to audit as specified
- Provision for CASA to remove the accreditation.



3.4.3 Imposing and varying conditions on an Approval

- CASR (1998) • CASA may impose or vary conditions on an Approval.
139.1000

3.4.4 Issue of an Approval cannot be refused if CASA is satisfied

- CASR (1998) • If a person/organisation has applied for an Approval as an ARFFS Provider in accordance with CASR (1998) Part 139, Subpart H and the operational requirements specified in the MOS Part 139H, then CASA must grant an approval.
139.965

3.4.5 Grounds for cancellation of an Approval

- CAR (1998) • CASA may cancel an approval if the Regulation is breached.
139.1010

3.4.6 Return of Approval if the Approval is cancelled

- CAR (1998) • If CASA cancels the Approval of an ARFFS Provider the person who was the Approval holder must return the Approval to CASA.
139.990



3.5 Issue of an ARFFS training provider Approval to accredit a training provider

3.5.1 Delegate

CASR
(1998)
139.975

Following assessment of the application and completion of the compliance/entry control checklist ([ARFFS Approval Issue Checklist for CASA Accreditation of ARFFS Training Providers](#)), the ARFFS Training Provider Approval and the approval letter are forwarded to the Delegate for signature.

If the Delegate is satisfied that all requirements have been met, he/she will stamp and sign the Approval letter.

CASA retains:

- One copy of the training manuals with course material and learning outcomes
- A copy of the ARFFS Training Provider Approval accrediting the training provider.

The following documents are sent to the applicant by registered mail with a covering letter:

- CASA's approval letter
- ARFFS Training Provider Approval
- Training manuals.

See [4.1 Sample letters](#) for drafts of the following letters:

- [Letter of grant of an ARFFS training provider Approval](#)
- [Letter of refusal to grant an Approval](#).



3.6 Assessment of amendments to training provider Approval issued and renewals

CASR
(1998)
139.995,
139.1000

Approval of amendments to any ARFFS training course and learning outcomes must be handled according to the process outlined in this document.

Providers shall review all ARFFS training manuals (course materials and learning outcomes) on a periodic basis to ensure that the latest standards are met.

If the Approval sought is to authorise the same things as the existing Approval, and is to come into force when the current Certificate expires, then under Regulation 139.995 (2), the submission of a new set of manuals is not necessary, unless required to do so by written notice from CASA

CASA will audit this area on an ongoing basis when conducting an audit of the training provider. The scope of this audit can be listed in the audit plan for the ARFFS training provider, and should:

- ensure that the ARFFS course materials and outcomes comply with CASA's current policies and procedures;
- give special attention to operating rules that may have been amended since the training manuals were last approved; and
- confirm that the latest revisions to training have been incorporated into the ARFFS training manuals (course materials and learning outcomes) and are duly approved by CASA.

3.6.1 Expiry of an existing Approval

- All Approvals are issued for a specific term. Once this term has passed, the Approval ceases to have any effect.
- Should an ARFFS training provider wish to continue providing the service, the onus is on him/her to apply for and be issued with a new Approval prior to the expiry of the existing Approval.
- There is no obligation on CASA to remind a provider of the impending expiry of an Approval.
- As far as the application for an Approval is concerned, the Regulation does not differentiate between a totally new application and an existing provider seeking to replace an Approval which is about to expire.

Revalidation of an Approval for an existing provider will be treated as a variation of an approval where the provider will be required to make a formal application for an Approval and enclose any variation documentation to support the application.

4. Sample Documents

Approved by Executive Manager, Regulatory Services Division Version 1.2: June 2012

4.1 Sample letters

CASA officers can access the sample documents in this part on CASA Connect. Follow the links **Forms + Manuals** then **Approvals and templates**.

4.1.1 *Response to an Application for an ARFFS Training Provider Certificate or RFFS Provider Certificate (Form 1040)*



Australian Government
Civil Aviation Safety Authority

CASA ref. xx/xx

Date

{Applicant's name}

{Applicant's address - street}

{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

SAMPLE

SUBJECT: APPLICATION FOR AERODROME RESCUE AND FIRE FIGHTING SERVICE TRAINING PROVIDER CERTIFICATE OR RESCUE AND FIRE FIGHTING SERVICE PROVIDER CERTIFICATE

Dear {name of applicant}

I refer to your letter dated {dd/mm/yy} seeking to apply for {CASA accreditation as an ARFFS Training Provider or ARFFS Provider}.

Please find enclosed an application form that must be submitted with your formal application. All questions require an answer and where indicated the relevant document provided to CASA for assessment in the application process.

Prior to your submission for an application, the Civil Aviation Safety Authority can make an officer available to hold preliminary discussions to assist in the application process. Your contact reference can be either in writing to the above address and officer or by contacting the ARFFS specialist {insert name here} on the CASA National number 131 757.

Yours sincerely

Writer's Given Name and Surname

Delegate of the Authority

Fire Service Specialist, Regulatory Services Division, Civil Aviation Safety Authority

PO Box 836, Fortitude Valley, Qld 4006

Telephone (07) 1234 5678
Facsimile (07) 1234 5679

E-mail
Web site www.casa.gov.au

4.1.2 Issue of an ARFFS Certificate for an Aerodrome to Provide a Category Fire Service (Form 1041)



Australian Government
Civil Aviation Safety Authority

CASA ref. xx/xx

Date

{Applicant's name}

{Applicant's address - street}

{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

SAMPLE

SUBJECT: ISSUE OF AN ARFFS CERTIFICATE FOR {NAME OF AERODROME} TO PROVIDE A CATEGORY {CATEGORY NUMBER} FIRE SERVICE

Dear {name of applicant}

I refer to your letter dated {dd/mm/yy} and your application for a Certificate to provide a Category {category number Aerodrome Rescue and Fire Fighting Service} at {name of aerodrome}. Your application has been approved and the Certificate, Number {insert certificate number} is enclosed. Please note the conditions of the Certificate issue on the rear of the document.

Your Aerodrome Rescue and Fire Fighting Service will be subject to regular routine surveillance by officers of this Authority under the requirements expressed in our Aviation Safety Surveillance Program (ASSP).

If you have any queries regarding this operating certificate or any other Aerodrome Rescue and Fire Fighting Service related matter please contact the ARFFS specialist {insert name here} either in writing at the above address or on the CASA National number 131 757.

Yours sincerely

Writer's Given Name and Surname

Delegate of the Authority

Fire Service Specialist, Regulatory Services Division, Civil Aviation Safety Authority

PO Box 836, Fortitude Valley, Qld 4006

Telephone (07) 1234 5678
Facsimile (07) 1234 5679

E-mail
Web site www.casa.gov.au

4.1.3 Issue of CASA Accreditation for an ARFFS Training Provider (Form 1042)



Australian Government
Civil Aviation Safety Authority

CASA ref. xx/xx

Date

{Applicant's name}

{Applicant's address - street}

{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

SAMPLE

SUBJECT: ISSUE OF CASA ACCREDITATION FOR {NAME OF ARFFS TRAINING PROVIDER}

Dear {name of applicant}

I refer to your letter dated {dd/mm/yy} and your application for CASA accreditation to provide competency based training for Aerodrome Rescue and Fire Fighting Services. Your application has been approved and the accreditation Certificate, Number {insert certificate number} is enclosed. Please note the conditions of the Certificate issue on the rear of the document.

Your Training Facility and Course Content will be subject to regular routine surveillance by officers of this Authority under the requirements expressed in our Aviation Safety Surveillance Program (ASSP).

If you have any queries regarding this accreditation certificate or any other Aerodrome Rescue and Fire Fighting Service related matter please contact the ARFFS specialist {insert name here} either in writing at the above address or on the CASA National number 131 757.

Yours sincerely

Writer's Given Name and Surname

Delegate of the Authority

Fire Service Specialist, Regulatory Services Division, Civil Aviation Safety Authority

Enclosures: Enclosure ID/Title (x pages)

4.1.4 Application for an ARFFS Provider Certificate is refused (Form 1043)



Australian Government
Civil Aviation Safety Authority

CASA ref. xx/xx
Date

{Applicant's name}
{Applicant's address - street}
{APPLICANT'S ADDRESS - CITY, STATE, POSTCODE}

SAMPLE

SUBJECT: APPLICATION FOR AERODROME RESCUE AND FIRE FIGHTING SERVICE PROVIDER CERTIFICATE IS REFUSED

Dear {name of applicant}

I refer to your letter dated {dd/mm/yy} and your application for an {Aerodrome Rescue and Fire Fighting Service Provider Certificate or Aerodrome Rescue and Fire Fighting Service Training Provider Certificate}. Your application has been assessed in accordance with the Civil Aviation Regulations and has been refused for the following reason(s):

{Delete whichever of the following do not apply}

- a) Following inspection of facilities and equipment, I have determined that the appropriate standards and outcomes cannot be achieved.
- b) Following assessment of {ARFFS Operations Manual or course content and learning outcomes} I have determined that the documents do not satisfactorily provide or reflect the standards required by the CASA Manual of Standards.
- c) Following an assessment of your presented documentation I have determined that it does not contain the particulars set out in Regulation 139 (H) or the Manual of Standards.
- d) Following assessment of your facilities I am not satisfied that you will be able to properly operate and maintain an emergency ARFFS as required by Regulation 139 (H) and the Manual of Standards.
{Give details of each determination}
- e) You were advised of the above deficiencies on {dd/mm/yy} and your responses have led me to the conclusion that you are unable to comply with all of the requirements for the issue of an Certificate at this time.

Yours sincerely

Writer's Given Name and Surname
Delegate of the Authority
Regulatory Services Division, Civil Aviation Safety Authority

4. Sample Documents

Approved by Executive Manager, Regulatory Services Division Version 1.2: June 2012

4.2 Sample approvals

4.2.1 Aerodrome Rescue and Fire Fighting Service provider Approval (Form 1015)



Australian Government
Civil Aviation Safety Authority

Approval Number: **ARFFS - 12**

Civil Aviation Regulation 139.985

This certificate authorises
Fire Service Enterprise

To provide an Aerodrome Rescue and Fire Fighting Service at:

Hipvale at ARFFS Category: **6**

This licence is issued under regulation 139 subpart H of the provisions of Civil Aviation Regulations. The operation and use of the aerodrome is subject to the Civil Aviation Act 1988, the Civil Aviation Regulations, the Civil Aviation Safety Authority, including any relevant direction issued by the Civil Aviation Safety Authority, including any conditions endorsed on the reverse of this document. This Certificate remains in force until surrendered, suspended or cancelled.

This Certificate will take effect on **31 January 2012**. This Certificate expires at **midnight** on **31 January 2015**.

Signed: **J J Jones**

Delegate of the Authority for the purpose of CAR 139

1 January 2012

4.2.2 Aerodrome Rescue and Fire Fighting Service provider Approval conditions (Form 1016)

Registered Business Name and Headquarters Address

Company Name: Fire Service Enterprise
Business ACN: 123 000 123 000
Address 4/47 Market Place
Somervill
Sydney NSW 3020

Conditions

4.2.3 Aerodrome Rescue and Fire Fighting Service provider Approval conditions (Form 1017)



Australian Government
Civil Aviation Safety Authority

Training Provider Certificate

Certificate Number: T - 14

Civil Aviation Regulation 139.985

This certificate authorises

National Airport Training

To provide competency based training in aerodrome rescue and fire fighting at:

Lonsdale Training Centre

in ARFFS **Australian Fire Competencies Levels 2 and 3**

This licence is issued under regulation 139 subpart H of the provisions of Civil Aviation Regulations. The operation and use of the aerodrome is subject to the Civil Aviation Act 1988, the Civil Aviation Regulations, the Civil Aviation Safety Authority, including any relevant direction issued by the Civil Aviation Safety Authority, including any conditions endorsed on the reverse of this document. This Certificate remains in force until surrendered, suspended or cancelled.

This Certificate will take effect on 31 January 2012. This Certificate expires at midnight on **31 January 2015**.

Signed: **J J Jones**

Delegate of the Authority for the purpose of CAR 139

1 January 2012

4.2.4 Aerodrome Rescue and Fire Fighting Service provider Approval conditions (Form 1018)

CASA Accredited Aerodrome Rescue and Fire Fighting Service Training Provider

Registered Business Name and Headquarters Address

Company Name:	National Airport Training
Business ACN:	001 004 087 001
Address	374 Bellview Street BRISBANE QLD 4002

Conditions

- Training competency must achieve outcomes as defined in the MOS
- Audit requirements by CASA as specified in the MOS.

Aerodrome Rescue and Fire Fighting Services Procedures Manual

Revision History

Approved by Executive Manager, Regulatory Services Version 1.2: June 2012

Version	Date	Part	Details
1.2	June 2012	All	Major re-write
1.1	November 2010	Table of Contents	Preface added.
1.0	April 2001	All	First issue of the Aerodrome Rescue and Fire Fighting Service Procedures Manual.



Aerodrome Rescue and Fire Fighting Services Procedures Manual

Revision History

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