



Privacy Statement

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 the Civil Aviation Act 1988, the Airspace Act 2007, the Aviation Transport Security Act 2004 or the regulations made under those Acts. For full details on how CASA collects, protects and uses personal information, please refer to [CASA's Privacy Policy](#).

These guidelines are designed to assist you to complete the application process for the issue of a certificate under Part 141 of the Civil Aviation Safety Regulations 1998.

It is important that you carefully read this document and the supporting information provided in the **Flight Training Handbook** as the quality and accuracy of information you provide on the form has a direct impact on the assessment cost and completion times. You should only apply for a CASA approval if you have an operational requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements.

What is a Part 141 Certificate and do you need one?

A Part 141 Certificate is granted by CASA under regulation 141 of the [Civil Aviation Safety Regulations \(CASR\)](#) to conduct non-integrated flight training activities, in an aeroplane, flight simulation training device* (FSTD) or both, for an aeroplane, rotorcraft or airship that is permitted by its flight manual to be flown in single pilot operations.

Part 141 flight training activities include:

- Recreational Pilot Licence
- Private Pilot Licence – non integrated training
- Commercial Pilot Licence – non integrated training
- Flight crew rating other than a type rating conducted as single pilot
- Part 61 type ratings as per 141.015(1)(d)
- Flight crew endorsements (other than design features or flight activities), conducted as single pilot operation
- Training as part of a flight review, conducted as single pilot operation
- Differences training as per 141.015(1)(g)

*A flight simulation training device means:

- A qualified flight simulator; or
- A qualified flight training device; or
- A synthetic trainer that is approved under *Civil Aviation Order 45.0*; or
- A device that meets the qualification standards prescribed by a legislative instrument under regulation 61.045; or
- A device that is qualified (however described) by the national aviation authority of a recognised foreign State.

Do any of these purposes apply to your proposed operation?

- YES – a Part 141 application is required, please read on.
- NO - a Part 141 is not required.
- NOT SURE – Refer to www.casa.gov.au/141 for further information regarding Part 141 criteria

About this application form and the application process

The completion of this application form is the first step in the application process.

After receiving a completed application form, CASA will calculate and send you a cost estimate for the processing of your application and a list of any additional supporting documents required. **Applicants can complete the PDF version of this application form electronically, however, the application form will need to be printed, signed and submitted to CASA by email (scanned), fax or post.**

Should you wish to proceed with a formal application, you will need to pay the estimate and send additional supporting documentation with your payment.



Note: CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with (CASR 11.055(1B)).

Form 141-001

The Part 141 Flight Training Application Form 141-001 is the form approved by CASA to apply for a Part 141 Certificate.

This Application Form once filled out correctly, along with all supporting documentation required to support the application, addresses the Part 141 requirements of the *Civil Aviation Safety Authority Regulations (CASR), 1998*.

This form is made up of five (5) parts:

| Part | Initial Issue | Significant Change | Renewal |
|-----------------------------------|-------------------------------------|--|-------------------------------------|
| A – Details of Applicant (s) | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| B – Flight Training Operations | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> (if applicable) | |
| C – Submission Checklist | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| D – Applicant's Declaration | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| E – Compliance Matrix | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Form 4 – Key Personnel Nomination | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> (if applicable) | |

Estimate of Costs

CASA is required by law to charge for the hours it has spent assessing your application.

A CASA estimate is calculated in good faith, on the basis that an applicant has reasonable knowledge of the Act, CARs, CASRs and CAOs applicable to the nature of the approval that is requested and that the applicant will provide a reasonable standard of documentation necessary to support the application.

The estimate of costs will outline the payment we require before we can start the assessment of your application.

Before your application can be processed, you must:

- pay the initial payment in accordance with the estimate
 - If the estimate is less than \$8,000, then the full payment in advance is required.
 - If the estimate exceeds \$8,000, the minimum initial payment required is \$8,000, or 50% of the total estimated cost, whichever is greater.
 - Foreign operators are required to pay in full in advance
- submit all supporting documents, in addition to the documents already provided, listed in the cost estimate letter sent to you

Estimate valid for 30 days

The estimate is valid for 30 days from the date the estimate is sent. If we have not received your payment and any supporting documents required within 30 days, your job may be closed and your application returned to you.

Where payment of the estimate is made outside the 30-day limit, CASA will review the estimate to ensure its continued validity.

Payment methods

CASA's preferred methods of payment are credit card (Visa or MasterCard) or Electronic Fund Transfer (EFT).

For EFT payments,

- CASA bank details are provided in your Estimate Letter; or
- Contact PAC on 136 773.

What happens after you have made your payment and submitted all the required documents?

We may contact you to arrange for a meeting to discuss your application with you or your agent.

The following areas may be discussed:

- Assessment timeframes
- The suitability of the Operations Manual and any other documentation/manuals submitted
- The qualifications and/or responsibilities of personnel
- The documents proving evidence of flight training operations.

Assessment completion timeframes

The assessment timeframes and the proposed certificate issue date are dependent on the:

- Payment of the estimate or deposit
- Quality of your documentation
- Availability of key personnel
- Availability of CASA resources.

Our commitment to you

We will advise on:

- Specific requirements and explain the application process to you
- Dates for inspections and tests
- Proposed completion date
- Changes to agreed timings or costs

We will also keep track of your application from the day it is lodged to the day of the certificate issue.

Withdrawal of Application

You can withdraw your application in writing at any time however you will be charged for time spent on the assessment of your application up to the date of withdrawal. Refer to Estimate of Cost section of the Guidelines.

We will send you an invoice or a refund as applicable.

Renewals and Significant Changes

Renewals

To renew your existing Part 141 authorisation, you are required to complete the following parts of this form, 141-001

- **Part A** – Details of the Applicant - mandatory to be completed
- **Part D** – Applicant's Declaration - mandatory to be completed as a declaration of the information provided

In the event you wish to make changes at the time of renewal, please follow the Change process for significant and non-significant changes.

Significant Change with Certificate Reissue

If you are requesting a change to your Part 141 approval that is a significant change that will result in the reissue of a Part 141 Certificate, the following parts of this form 141-001 must be completed as applicable and submitted with the updated Operations Manual documentation. In addition please use the provided section for other changes to be included in this application. This would include significant change no reissue and non-significant changes. By this inclusion the need to complete Form 395 for these changes is removed.

- **Part A** – mandatory to be completed
- **Part B** – complete the parts only where a significant change is being requested
- **Part C** – complete the parts only where a significant change is being requested
- **Part D** – mandatory to be completed as a declaration of the changes made
- **Part E** – mandatory to be completed

The following changes are classed as a “significant change” that will result in the reissue of your Part 141 Certificate:

- Change of legal entity and/or trading name (if applicable)
- Change of physical address
- Changes to flight training operations

On receipt of a completed application form 141-001 to change your Part 141, CASA will calculate and send you an estimate of the cost to process your application and a list of supporting documents you must update/create and submit.

Other Changes

If your application is only for changes that will **not result in the reissue** of the Part 141 Certificate, [Form 395 - Application for Significant and Non-Significant Change](#) is the form approved by CASA for an application to change a Part 141 Certificate and must be completed and submitted to CASA.

Your Operations Manual must be updated appropriately to reflect the changes required.

PART A- Details of Applicant and Declaration

A1- Details of Applicant

Please note that in the guidelines and application form the '*proposed certificate holder*' is referred to as the '*applicant*'. The name of the applicant given at A1.1 and A1.2 is the name that will appear on the certificate.

In this section, you are required to provide the details of the applicant.

The law requires that the Part 141 Certificate holder must be a natural person or have legal personality (capable of enjoying and being subject to legal rights and duties) that is:

- An individual
- A corporation incorporated under the Corporations Act 2001;
- A body incorporated under a law (other than the Corporations Act 2001) in force in Australia;
- The Commonwealth, a State or a Territory;
- An agency of the Commonwealth, a State or a Territory able to own property in their own right;
- A foreign corporation capable of providing some evidence of incorporation to establish that it exists as a legal entity.

If the applicant does not meet the above criteria, the application will not be accepted.

If the applicant is an individual:

- provide the complete name, date of birth, address and contact details and ARN (if you have one).

If the applicant is a company provide:

- the company's name as registered with the Australian Securities and Investments Commission (ASIC), the ACN and ABN and the company's ARN (if your company has one) or
- its' Certificate of Incorporation or registration

If the company is NOT Australian registered, provide:

- details of where the company was formed or incorporated, its Australian Registered Body Number (ARBN) or a certified copy of its' Certificate of Incorporation or registration , and the company's ARN (if the company has been issued with one).



Note: Once Part 141 Certificate has been issued, changes to any entity listed on the certificate will require either an initial issue or significant change application to be submitted to the Permission Application Centre. Contact PAC for further information.

Proof of Identification (ID)

Individuals must provide the following documentation as proof of identity, unless the documentation has previously been supplied to the Permissions Application Centre or the nominee is the holder of a valid license issued by CASA.

CASA adopts a standard 100 points verification system similar to that outlined in the Financial Transaction Reports Regulations 1990. A list of acceptable proof of ID is provided below.

CASA will verify your proof of ID. You will also be asked to present the originals during assessment.

Applicants other than individuals must provide the company's name as registered in the Australian Securities and Investments Commission (ASIC) or evidence of incorporation or registration.

Foreign applicants must provide a copy of your nationally recognised registration record.

Acceptable forms of identification (for individuals) are:

Primary

- Birth certificate or birth certificate extract
- Australian or foreign passport (with photo)
- Australian driver's licence (with photo and signature)
- Marriage certificate
- Divorce decree
- Foreign driver's licence (with photo)
- ASIC
- AVID

Other supporting documentation

- Medicare card
- Foreign aviation licence
- Credit card issued by an Australian Bank (with signature)
- Australian Government or Defence ID (with photo)
- Deed poll certificate
- ID card issued to a student at an educational institution (with photo or signature)

What is an Australian Company Number (ACN)?

Under the Corporations Act 2001, every company in Australia has been issued with a unique, nine-digit number, an Australian Company Number (ACN), which must be shown on a range of documents. The purpose of the ACN is to ensure adequate identification of companies when transacting business.

New companies are issued with numbers by ASIC upon registration. (Source: www.asic.gov.au- 16 March 2003)

What is an Australian Registered Body Number (ARBN)?

Australian Registered Body Number (ARBNs) is the number issued to eligible Australian bodies and foreign companies. The ARBN is a unique identifier and no two bodies can have the same ARBN. (Source: www.asic.gov.au- 16 March 2003)

What is an Aviation Reference Number (ARN)? (If previously allocated)

An ARN or Aviation Reference Number is a CASA issued number. It is a six-digit reference number issued to individuals, companies or any legal entity that at any given time have CASA permissions or publications issued to them.

What is a Registered Business name (Trading name)?

A registered business name is a trading name under which a person or organisation carries on business or trades.

- Registered Business names are issued by the State or Territory in which the business or trade is carried out.
- You may request a trading name to be included in your Part 141 Certificate.
- For CASA to grant this request, you must provide the trading name in Question **A1.3**.

The trading name must meet the following criteria:

- Its registration must be current at the time of issue of the Part 141 Certificate; and
- It must be registered under the name/s of the proposed Part 141 Certificate holder/s (as proprietor/s) at the time of issue of the Part 141 Certificate.

CASA will verify the currency of registration of the trading name and the ownership of the trading name as registered with the Australian Securities and Investments Commission (ASIC).

- If the trading name does not meet the criteria at the time of verification, your Part 141 Certificate will be issued without the trading name.



Note: Once Part 141 Certificate has been issued, changes to any entity listed on the certificate will require either an initial issue or significant change application to be submitted to the Permission Application Centre. Contact PAC for further information.

A3 - Use of an Agent

You may by law appoint an agent to complete and sign the application on your behalf and to negotiate with CASA in relation to all matters necessary to complete the Part 141 application.

If you wish to authorise an agent to act on your behalf, CASA requires that the agent be appointed under a Power of Attorney. The Power of Attorney must be executed and signed by all applicants or in the case of a company by a Director of that company.

CASA will not recognise any other method for the appointment of an agent for the purposes of signing application forms. CASA may deal with the nominated agent in ALL matters relating to the Part 141 application. This means that you will be taken to have received any communication about your application sent to the agent as if they were sent to you personally. CASA will consider the authority of the agent to have ceased once the Part 141 Certificate has been issued.

PART B- Flight Training Operations

In Part B of the application form you need to identify the following:

The aerodromes/locations where you will conduct flight training operations; and

- The aircraft category flight training will be provided; and

Types of licences, ratings and endorsements you intend to provide training, and kind (type/model) of aircraft or flight simulation training device or both each training activity will be conducted:

- Non-integrated training for grant of PPL / CPL
- Training for grant of RPL
- Training for grant of operational ratings and endorsements
- Other training activities to be conducted such as flight activity endorsements, design feature endorsements and flight examiner ratings if given under Part 61.040

We recommend that you read the information on the CASA website www.casa.gov.au/141 regarding the requirements for part 141 Flight Training.

PART C- Submission Checklist

The submission checklist identifies the types of documents you need to complete/send to the Permission Application Centre. In addition to submitting the application Form, you must also submit your proof of ID.

You will be required to submit documents to support your application. In addition to the documents identified in the Section Part C – Submission Checklist of this form, CASA will advise what documents will be required and when you are required to submit them.

More information on the document requirements is available at: www.casa.gov.au/141

Note: CASA may refuse to consider an application or to consider it further while there are requirements that the applicant has not complied with (11.055(1B) CASR).

PART D- Declaration

By signing the Declaration, you indicate to CASA that you have read the guidelines, completed the application in full, supplied proof of identification and accept the terms and conditions for processing your application and agree to the publication of your Part 141 details on the CASA website.

This application must be signed by the appointed or proposed Chief Executive Officer (CEO) or an agent appointed by a Power of Attorney (refer A2 - *Use of an Agent*).

A statement must be completed by the appointed or proposed Chief Executive Officer that if the Part 141 Certificate is issued by CASA, the applicant will:

- Operate in accordance with its Operations Manual and civil aviation legislation; and
- Is capable of operating in accordance with its Operations Manual and civil aviation legislation

PART E- Compliance Matrix

It is mandatory for you to complete the compliance matrix and reference the section/subsection of the Operations Manual.

Key Personnel

You are required to complete a Nominated Personnel Form 4 for each key personnel position, including details of employee and qualifications/experience to meet the regulation requirements and any additional responsibilities identified by the Applicant.

One form must be completed for each of the following positions:

- Chief Executive Officer (CEO)
- Head of Operations

Drug and Alcohol Management Plan (DAMP)

In March 2009, Part 99 of the Civil Aviation Safety Regulations was introduced to cover drug and alcohol management plans (DAMP) and testing. A DAMP is required by an organisation that has an employee or contractor (including the employee of, or subcontractor for, the contractor) who performs or is available to perform, Safety Sensitive Aviation Activities (SSAA). Further information on DAMPs can be found on the Alcohol and Other Drug home page <http://www.casa.gov.au/aod>

Part 141 operators conducting flying training activities in an aircraft will require a DAMP.

Exemption from CASR Subpart 99.B for micro-businesses

If your organisation is not expected to have more than ten (10) regular SSAA employees CASA has now issued an exemption to the implementation of a full-scale DAMP. It is a condition of this exemption that organisation that have ten or less regular SSAA employees adopt a specially prepared and simplified CASA DAMP. More information on who can apply for the exemption can be found at the DAMP Micro Business information page.

<http://www.casa.gov.au/aod>

Submitting your application form

Submit your application to CASA's Permission Application Centre by email, fax or post. **If you are submitting by email, please print, sign and scan the signature page.**

By email: regservices@casa.gov.au

By fax: (07) 3144 7333

By post: Permission Application Centre (Brisbane)
GPO Box 2005
CANBERRA ACT 2601

You do not need to print and submit these guidelines with your application form.



Part A – Details of the Applicant

If you are filling in the form by hand, print neatly with a black or blue ballpoint pen. Some questions contain check boxes. Please mark where appropriate. It is in your interest to ensure that the information you provide is both accurate and complete. This information is used in the calculation of a cost estimate for the assessment of your application. It is an offence to make false declaration. **Questions marked with an asterisk (*) are mandatory and must be completed.**

A1 - Type of Application*

A1.1

| | | |
|---|--|--|
| Initial <input type="checkbox"/> (complete all sections) | Significant Change <input type="checkbox"/> (complete Part A, C, D, E & Part B as applicable) | Renewal <input type="checkbox"/> (complete Parts A & D) |
|---|--|--|

A1.2

| | | |
|--|--|------------------------------------|
| Aircraft only <input type="checkbox"/> | Aircraft and FSTD <input type="checkbox"/> | FSTD only <input type="checkbox"/> |
|--|--|------------------------------------|

Does your application include additional significant no reissue of certificate or non-significant changes?

| | |
|---|---|
| Yes <input type="checkbox"/> Please list the changes and affected Operations Manual pages below | No <input type="checkbox"/> Please continue to Part A |
|---|---|

A2 - Applicant's Details*

The name you provide in A2.1 and A2.2 will be the name reflected on the authorisation when issued.

Is the proposed name to be reflected on the authorisation when issued that of:

| | |
|-------------------------------------|--|
| An Individual? | <input type="checkbox"/> > Complete A2.1 then go to A2.3. You do not need to complete A2.2 |
| Legal entity other than individual? | <input type="checkbox"/> > Complete A2.2. You do not need to complete A2.1 |

A2.1

Note: You must provide proof of identity.

| | |
|-------------------------------|--|
| Surname* | |
| Given Names* | |
| Date of Birth* | |
| ARN (if previously allocated) | |

A2.2

Note: You must provide proof of identity if you are not an Australian registered business.

| | |
|---|--|
| Name of Legal Entity* | |
| ACN or ARBN | |
| If NOT Australian Registered: Place formed or incorporated | |
| ABN | |
| ARN (if previously allocated) | |

A2.3 Trading name – For your trading name to appear on the Part 141 Certificate, you must meet the criteria set out in the Guidelines.

| | | | | |
|--------------|---|--|------------------|--|
| Trading Name | 1 | | Registration No. | |
| | 2 | | Registration No. | |



A2.4 Business Address - This is the office address of the business. If a company, it is the official address as registered with Australia Securities and Investments Commission (ASIC)

| | | | | | |
|---------|--|-------|--|----------|--|
| Street | | | | | |
| Suburb | | State | | Postcode | |
| Country | | | | | |

A2.5 Physical address - This is the address where you carry out your main aviation activity. If the same as A2.4, write "As Above".

| | | | | | |
|---------|--|-------|--|----------|--|
| Street | | | | | |
| Suburb | | State | | Postcode | |
| Country | | | | | |

A2.6 Postal Address - Write the Address where you want all your correspondence to be sent.

| | | | | | |
|------------------|--|-------|--|----------|--|
| Street or PO Box | | | | | |
| Suburb | | State | | Postcode | |
| Country | | | | | |

A2.7 Main Contact details of the proposed certificate holder(s)

| | | | |
|------------------------|--|---------|--|
| First Name | | Surname | |
| Phone (Business Hours) | | Fax | |
| Phone (After Hours) | | Mobile | |
| Email | | | |

A3 – Use of an Agent

If you wish to authorise an agent to act on your behalf, CASA requires that the agent has the necessary authorisation e.g. Power of Attorney (POA). The POA must be executed and signed by all applicants or in the case of a company by a Director of that company. A certified copy of the POA must be submitted with the application.

A3.1 Are you using an Agent for this application? Yes > Go to A3.2 No > Go to Part B

A3.2 Details of the Agent

| | | | |
|------------------------|--|---------|--|
| First Name | | Surname | |
| Phone (Business Hours) | | Fax | |
| Phone (After Hours) | | Mobile | |
| Email | | | |

A3.3 Postal Address of the Agent

| | | | | | |
|------------------|--|-------|--|----------|--|
| Street or PO Box | | | | | |
| Suburb | | State | | Postcode | |
| Country | | | | | |

This completes Part A of the Application

Part B – Flight Training Operations (141.010 - 015 & 141.260)

You need to complete this Part if you intend to conduct non-integrated single pilot flight training, for the issue of a Recreational, Private and Commercial Pilot Licence or Operational Rating, in accordance with Part 61 of CASR 1998.

B1 - Type of Flight Training Activities

For the activities you propose to conduct, select the type of training device the activities will be provided in - an Aircraft OR Flight Simulation Training Device (FSTD) OR Both? For each activity, please identify:

- Each category of aircraft the proposed training will be provided - **A** for aeroplane, **R** for rotorcraft, **AS** for airship, **SE** for single engine, **ME** for multi-engine
- For each proposed training activity, select if training is to be provided in aircraft, flight simulation training device (FSTD) OR aircraft & flight simulation training device (FSTD)

For aircraft which require a type rating as described in the "Prescribed and directed aircraft, ratings and variants for CASR Part 61 Instrument 2013", please specify

B1.1 Select the proposed flight training activities

| Non-Integrated, Single Pilot Training | Aircraft | FSTD | Aircraft & FSTD | Kind (Category/Type Rated aircraft) |
|---|--------------------------|--------------------------|--------------------------|---|
| Licence Training | | | | |
| Recreational Pilot Licence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Private Pilot Licence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Commercial Pilot Licence | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Aircraft Class / Type Rating | | | | |
| Single-engine aeroplane | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Type rated aircraft: _____ |
| Multi-engine aeroplane | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Type rated aircraft: _____ |
| Single-engine helicopter | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Type rated aircraft: _____ |
| Single-engine gyroplane | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Type rated aircraft: _____ |
| Pilot type rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Operation Ratings (Endorsements for each approved rating is in accordance with the Operations Manual): | | | | |
| Instrument rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Private Instrument rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Night VFR rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Night vision imaging system rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Low-Level rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Aerial application rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Flight instructor rating or | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> Type rated aircraft: _____ |
| Simulator instructor rating | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A <input type="checkbox"/> R <input type="checkbox"/> AS <input type="checkbox"/> SE <input type="checkbox"/> ME <input type="checkbox"/> SIM type: _____ |

Provide details below of any additional training: (Note: approval for training such as flight activity endorsements, design feature endorsements and flight examiner ratings is given under Part 61.040)

B1.2 Flight Training Operations

| | | |
|---|---|--|
| B1.2.1 Will you be using a Turbine-engine aircraft | Yes <input type="checkbox"/> > go to B1.2.2 | No <input type="checkbox"/> > go to B1.3 |
|---|---|--|

| | | |
|--|------------------------------|-----------------------------|
| B1.2.2 Is there a Lease or financial agreement for the turbine-engine aircraft? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

B1.3 List the aerodromes/locations where you propose to conduct your flight training activities.

| Building / Street Name | Suburb/Town | State |
|------------------------|-------------|-------|
| | | |
| | | |
| | | |
| | | |
| | | |

Use additional sheets if necessary.

| | | |
|--|------------------------------|-----------------------------|
| B1.4 Do you intend to conduct flight training from temporary locations? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

B1.5 Chief Executive Officer Declaration

You must provide the name and signature of the proposed Chief Executive Officer for CASA to accept this application.

Please complete below the written undertaking from the proposed Chief Executive Officer that, if CASA issues the certificate, the applicant will operate in accordance with its exposition and civil aviation legislation. **(141.055(2)(f))**

I, <insert name> state that as the appointed/the proposed applicant's Chief Executive Officer that I will be capable and will operate in accordance with our exposition and civil aviation legislation.

I agree to the publication of our Part 141 approval and our Exposition with our company's details on the CASA website.

| | | | |
|------------|--|-------|--|
| Signature: | | Date: | |
|------------|--|-------|--|

PART C – Submission Checklist

| | | | |
|--|------------------------------|---|---|
| 1. Have you attached Proof of ID? | Yes <input type="checkbox"/> | No <input type="checkbox"/> | N/A as ACN/ARBN provided <input type="checkbox"/> |
| 2. Paragraph 141.055(2)(a) Have you completed Part A – Applicant Details? | Yes <input type="checkbox"/> | This is required for all applications | |
| 3. Paragraph 141.055(2)(c) If applicant is an Australian registered corporation, have you supplied ACN/ARBN and registered office address | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| 4. Paragraph 141.055(2)(d) If applicant is a foreign registered corporation, have you provided the place the corporation was incorporated or formed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> > The applicant is not a foreign registered corporation | |
| 5. Paragraph 141.055(2)(e) Have you completed Part B – Flight Training Operations | Yes <input type="checkbox"/> | This is required for all applications | |
| 6. Paragraph 141.020(a)-(d) Have you completed <u>Form 4</u> – for each of the following Key Personnel • Chief Executive Officer • Head of Operations | Yes <input type="checkbox"/> | N/A <input type="checkbox"/> | |
| 7. Paragraph 141.055(3)(a) Have you developed your Operations Manual? | Yes <input type="checkbox"/> | This is required for all applications | |
| 8. Have you completed Part D – Declaration? | Yes <input type="checkbox"/> | This is required for all applications | |
| 9. Have you completed Part E - Operations Manual Compliance Matrix | Yes <input type="checkbox"/> | This is required for all applications | |
| 10. Does the applicant have a Drug and Alcohol Management Plan (DAMP)? (Aircraft Only) | Yes <input type="checkbox"/> | | |
| 11. Have you made applications for any related approvals? <i>For example: Navigation approvals, Dangerous Goods training approvals</i> | Yes <input type="checkbox"/> | No <input type="checkbox"/> > No other approvals required | |

This Completes Part C of the Application**Part D – Applicant’s Declaration* (141.055 3(b))**

Giving false or misleading information is a criminal offence under section 136.1 of the Commonwealth Criminal Code.

> I am the appointed Chief Executive Officer (CEO)

> I am the proposed Chief Executive Officer (CEO)

> I am the agent appointed under a Power of Attorney

If I am signing this application as an agent, I declare that I have obtained the necessary authorisation to enable me to sign on behalf of the Applicant.

DECLARATION

- I understand that the information provided in this application is true and correct. Please note that giving false or misleading information is an offence under Part 7.4 of the Criminal Code Act 1995 (see in particular s.136 and 137.1 of the Criminal Code).
- I understand that the information provided in this application will allow CASA to calculate the estimate for service for processing this application.
- I understand and agree that the cost estimate may change if:
 - The application does not accurately and completely identify my requirements; or
 - The details in this application are subsequently changed; or
 - Inadequate supporting documentation has been provided.

If this occurs, I accept that the process of this application may be delayed and additional charges may be incurred.
- If I am signing this application as an agent, I declare that I have obtained the necessary Power of Attorney authorising me to sign on behalf of the applicants.
- I agree to the publication of our Part 141 Certificate with our company’s details on the CASA website.

| | | | | | |
|-------|--|------------|--|-------|--|
| Name* | | Signature* | | Date* | |
|-------|--|------------|--|-------|--|

You must provide the name and signature for CASA to accept this application.

This Completes Part D of the Application

Part E Operations Manual Compliance Matrix (141.260)

Please complete the following Compliance Matrix.

Applicant Name

Requirements for a 141 Flight Training Certificate

Your Operations Manual must contain all items as required by CASR 141.260

| Column A The Part 141 Legislation Requirement and Reference | Column B Requirement is applicable | | Column C Reference (section/subsection) of Operations Manual that satisfies the legislative requirement. |
|--|---------------------------------------|-----------------------------|---|
| Paragraph 141.260(1)(a) Operator's Name, address, contact details and ABN | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(b) Address of Headquarters and training bases | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(c) Description and diagram of organisational structure and reporting lines | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(d) If Operator a corporation, a description of corporate structure | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(e)(i) Additional qualifications and experience required by Operator for each key personnel | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(e)(ii) Key personnel additional responsibilities | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(e)(iii) Name of person appointed to each of the key personnel positions | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(e)(iv) Name of each person authorised to carry out responsibilities of key positions when the position holder is absent or cannot perform responsibilities | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(e)(v) Description how Operator will manage responsibilities of key positions during assigned resource absence | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(f) CEO additional accountabilities, if any | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(g) Name of each instructor appointed for flight training and their training responsibilities | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(h) Operators Program for training and assessing personnel in non-technical skills and human factors principles | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(i) Responsibilities of non-key personnel under these regulations | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(j) Flight Training to be conducted including training plans and syllabuses | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(k) Procedure describing how training is conducted and managed | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(l)(i) Kind and registration mark of each registered aircraft | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(l)(ii) Nationality, registration mark and kind of each foreign registered aircraft | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(l)(iii) Description of leasing or other arrangement for supply of turbine-engine aircraft | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |

| | | | |
|---|------------------------------|-----------------------------|--|
| Paragraph 141.260(1)(l)(iv) Description of how turbine-engine aircraft are managed and maintained and how continuing airworthiness is assured | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(l)(v) Description of each flight training area | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(m) How suitable flight training area is determined for low-level flight training | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(n)(i) Description of flight simulation training devices used to conduct training | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(n)(ii) Each purpose mentioned in Part 61 that the simulation training device may be used for | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(n)(iii) The procedures to ensure qualification of flight simulators and training devices under Part 60 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(n)(iv) Description of procedures to ensure the approval of the synthetic trainers under Civil Aviation Order 45:0 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(n)(v)(A) For any other device, the description of procedures to ensure the device meets qualification standards under regulation 61:045 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(n)(v)(B) For any other device, the description of procedures to ensure the device is qualified by national aviation authority of a recognised foreign state within the meaning of regulation 61.010 | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(o) How the risk of fatigue in personnel is managed, including fatigue risk management system manual if applicable | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(p) Facilities used by operator for activities | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(q) Description of operations other than training being conducted | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(r)(i) An Operations Manual | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(r)(ii) A Dangerous goods manual (if any) | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(s)(i) Process for making changes including identifying changes that are significant changes | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(s)(ii) Process for making changes including identifying changes that are non-significant changes | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(s)(iii) Process for advising CASA of changes made | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(1)(t) Description of any other matter required to be approved by CASA in relation to the training | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| Paragraph 141.260(3) An Operations Manual may include a list of material required for the Operator's Reference Library | Yes <input type="checkbox"/> | No <input type="checkbox"/> | |
| This Completes Part E of the Application | | | |

What to do now

Post, fax or email the complete set of documents to CASA using one or a combination of the following, as appropriate:

| | |
|----------------|--|
| Postal address | Civil Aviation Safety Authority Permission Application Centre (Brisbane) GPO Box 2005 CANBERRA ACT 2601 |
| Fax | (07) 3144 7333 |
| Email | regservices@casa.gov.au |

This Completes Your Application