



Application for Initial Approval of System of
Maintenance and Approval of Changes of
Approved System of Maintenance

Application Form

Refer to: CAR 42M and 42R

Also, CAR 42L requirements

Type of Application

Initial Approval to SoM under CAR42M -
complete all parts of the form

Changes to the approved SoM under CAR
42R – complete all parts except Part B

Part A – Details of the Applicant and Aircraft

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 under the Commonwealth Criminal Code to make false declaration.

Questions marked with an asterisk (*) are mandatory and must be completed.

A1 Person responsible for continuing airworthiness

Name in Full*		ARN	
Phone*		Email	
Mobile		Fax	
Postal Address*			

A2 Contact person in relation to the application

If the same as A1, write 'As Above'.

If different from A1, Questions marked with an asterisk (*) are mandatory and must be completed.

Name in Full*		ARN	
Phone*		Email	
Mobile		Fax	

A3 Registered Operator's Details

Registered Operator's Name*		ARN*		
Registered Operator's Address*	Street			
	Suburb	State	Postcode	
	Country			
Phone*		Email		
Mobile		Fax		

A4 AOC Holder's Details

You will need to provide the details in this section as they appear on the holder's current AOC

Name of the AOC holder*		ARN*	
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A5 Details of the aircraft*

If required, make a copy of this A5 section for a greater number of aircraft registrations or various aircraft types and models than can be listed on this application. If a copy is included, complete the relevant supporting document boxes at Part F. Refer to the guidelines for further information.

Aircraft registration mark(s):	VH-	VH-	VH-	VH-
Aircraft serial number:				
Type and model designation:				

Please identify, by ticking the appropriate checkbox(es) below, the type(s) of operation(s) the aircraft undertakes:

Yes <input type="checkbox"/>	Charter/ ASETPA	
Yes <input type="checkbox"/>	Aerial work/ Aerial application/ Air ambulance	
Yes <input type="checkbox"/>	Private/ private business/ recreational	
Yes <input type="checkbox"/>	Other types of operations the aircraft may undertake – please specify:	

Part B – Description of the proposed SoM - Source Data and Inputs

Please identify the ICA and/or the existing maintenance schedule on which the proposed SoM is primarily based:

Yes <input type="checkbox"/>	SoM / Maintenance Schedule previously approved for the same type and model of aircraft.	
Yes <input type="checkbox"/>	Maintenance Planning Document (MPD) or MRB Report (as applicable)	Revision status:
Yes <input type="checkbox"/>	Type Certificate Data Sheet (TCDS)	Ref number and revision status:
Yes <input type="checkbox"/>	Aircraft Maintenance Manual (AMM) and Airworthiness Limitations Section	Revision status:
Yes <input type="checkbox"/>	Additional Maintenance Instructions contained in ; SBs, SLs, SIDs, CPCPs, STCs and other ICAs for equipment or Part 21.M approved modifications.	Document numbers: Revision status:
Yes <input type="checkbox"/>	Other – please specify, include any reference(s):	

Part C – CAR 42R Approval of changes - Details about the requested change(s) to the approved SoM.

Please identify the reason(s) for the CAR 42R changes:

Yes <input type="checkbox"/>	Due to changes to instruction or intervals contained in ICA
Yes <input type="checkbox"/>	Based on data derived from a reliability program
Yes <input type="checkbox"/>	Based on review of the effectiveness and appropriateness of the approved SoM (regulations 40, or 41(2), or 42(c) of CAR)
Yes <input type="checkbox"/>	Direction from CASA to change the approved System of Maintenance (CAR regulation 38)
Yes <input type="checkbox"/>	Change of operator
Yes <input type="checkbox"/>	Change of operation type and operational authorisations (such as ASETPA).

Yes <input type="checkbox"/>	Proposed by person responsible for continuing airworthiness		
Yes <input type="checkbox"/>	Other – please specify, include any reference(s):		
Please identify if source data/ICAs have changed:			
If the changes to the SoM is due to changes to ICA for the aircraft or aeronautical product, please identify the particular ICA including the amendment status of the document:			
Yes <input type="checkbox"/>	MRBR/MPD or TCDS revision status:		
Yes <input type="checkbox"/>	Airworthiness Limitations (AWL) revision status:		
Yes <input type="checkbox"/>	AMM (Chapter 5) revision status:		
Yes <input type="checkbox"/>	SB number(s) and revision status:		
Yes <input type="checkbox"/>	ICAs (STCs?) for Mods/repairs/installed equipment: Please specify, include any reference(s):		
Other -			
Note: Some requested changes or variations to a maintenance schedule, particularly changes to inspection intervals/frequencies different to OEMs schedule will need to be approved by CASA under CAR 42ZS "Granting exemptions and approval of variations"			
Part D – Checklist			
Mark appropriate box(es) in the checklist to indicate if the proposed SoM or proposed changes comply with the following. The column -Reference or Comment- should be used to record reference to the particular section of the SoM that shows compliance and any relevant comments.			
	Compliance		Reference or Comment
Does the SoM define the meaning of unique terms and acronyms used?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the SoM include processes for document control:			
• recording the approval of the initial SoM and recording any approval of changes?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• include a list of revisions made to the document, including the current revision status?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• include a contents list?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Identification and Applicability	Compliance		Reference or Comment
Does the System of Maintenance contain a statement to identify:			
• the type, model, serial number and registration mark of the aircraft covered ? (CAR42L (g))	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• the type and model of engine(s)/ APU fitted to the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• the type and model of propeller(s) fitted to the aircraft? (if applicable)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• the name and address of the registered operator? (CAR42L (g))	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
• the nominated maintenance inspection -to be carried out- for the purposes of determining whether a maintenance release (MR) should be issued for the aircraft? (That is the "periodic inspection" and interval for when a new MR is to be issued) CAR 42L (a)(iii) refers.	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

If the SoM is based on an existing approval for the same type and model of aircraft operated by the operator, does the SoM take into account any possible difference in configuration and modification status of the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Aircraft Utilisation Affecting the System of Maintenance.			
	Compliance		Reference or Comment
Does the SoM contain any limitations such as: <ul style="list-style-type: none"> Total time-in-service or total number of flight cycles? Total annual flying hours or flight cycles? Average duration of flights? Type of utilisation/ special operations? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Maintenance Schedules (for routine maintenance tasks)			
	Compliance		Reference or Comment
Does the SoM: <ul style="list-style-type: none"> include 1 or more schedules; or refer to another document that set out the maintenance tasks to be regularly carried out on the aircraft or its aeronautical products? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does each schedule include the following information for each task:			
(i) a description of the maintenance? (CAR42L (a) requirement)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) the interval for the maintenance? (CAR42L (a) requirement)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iii) identify the source of the maintenance requirement such as: <ul style="list-style-type: none"> Service Bulletin, Airworthiness Directive Engineering Order (Part 21.M approved) Operational authorisations (eg ASETPA, RVSM)? Operator's requirements? 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(iv) reference to maintenance data contained in another document (NDT procedure)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(v) if the SoM applies to more than 1 aircraft – information showing how the maintenance applies to each aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(vi) if applicable, information that identifies maintenance as required by or under the approved design for the aircraft or aeronautical product? Examples such as: <ul style="list-style-type: none"> certification maintenance requirements (CMR) airworthiness limitations (AWL) CDCCL'S 	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Schedule of Life Limited Parts/Components (CAR 42L(d) requirement)			
	Compliance		Reference or Comment
Does the System of Maintenance include a schedule/table for the life limited parts/components and when they are to be retired, overhauled or removed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the SoM include all the maintenance requirements of the ICA that is applicable to the aircraft and aeronautical product and equipment fitted to the aircraft?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If the SoM does not comply with certain maintenance requirements of the ICA:			
(i) does it include another means of compliance with the requirement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) is technical justification provided which supports non-compliance to the requirement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Unscheduled (non-routine) Maintenance requirements			
Does the SoM contain a schedule for inspection post lightning strike? (CAR42L (b) requirement)	Yes	No	
Does the SoM contain a schedule for inspection when abnormal flight or ground loads have been imposed on the aircraft? (CAR42L (c) requirement)	Yes	No	
Does the SoM contain a schedule for inspection after flood damage, propeller strike, bird strike or any other abnormal/unscheduled events?	Yes	No	
Note: CAR 42L has minimum requirements to be meet- "matters to be included" Any requirements of the manufacturer's ICA, that is not included in the SoM must not have any adverse effect on the continuing airworthiness of the aircraft and must be supported by technical justification.			
Extension of Maintenance Intervals Note: Any one-off extension of interval must not extend the subsequent occurrence of the maintenance. For example, if as a result of an extension, certain maintenance having an interval of 1,000 hours is carried out at 1,050 hours, the maintenance must next be carried out no later than 950 hours after the previous occurrence of maintenance, to preserve the 1,000 hour interval.			
Does the SoM provide for a one-off extension to the interval for certain maintenance in the schedule? (If answered YES complete the remaining questions in this section)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If YES, is the extension interval:			
(i) Permitted in accordance with the manufacturer's ICA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
(ii) Or, in accordance with other criteria/planning tolerance set out by the manufacturer or as otherwise approved by CASA?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	

Approved Permissible Unserviceabilities (MEL)		Compliance		Reference or Comment
Does the SoM include a minimum equipment list as approved under CAR 37 ? (If applicable then required under CAR42L (f)) Revision status:		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Pilot Maintenance				
Does the SoM contain a list of permitted pilot maintenance and/or procedures to approve pilots to perform limited tasks? <ul style="list-style-type: none"> Refer CAR 42ZC(4)(d) Schedule 8 tasks? Pilot Maintenance Authorities (with conditions) issued under CAR 42ZC(6) ? 		Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Part E – Supporting documentation				
Please identify any supporting documentation, by ticking the checkbox(es) below, attached to your application.				
Yes <input type="checkbox"/>	Copy of the SoM to be approved:			
Yes <input type="checkbox"/>	Technical justification for non-compliance with ICA, as applicable:			
Yes <input type="checkbox"/>	Copies of ICA as applicable:			
Yes <input type="checkbox"/>	Report or data generated by the reliability program for the aircraft:			
Yes <input type="checkbox"/>	Other – please specify, including references as applicable:			
Yes <input type="checkbox"/>	Part D checklist completed as relevant to your application.			
Part F – Applicant's Declaration and Submission				
<i>Giving false or misleading information is a criminal offence under section 136.1 of the Commonwealth Criminal Code.</i>				
<input type="checkbox"/> > I am the person responsible for the continuing airworthiness named in Part A1 <input type="checkbox"/> > I am the registered operator named in Part A3				
DECLARATION				
1. I declare that the information provided on this form is true and correct. 2. I understand that the information provided on this application will form the basis of the calculation of the fee for processing. 3. I understand and accept that the cost estimate may change, and processing the application may be delayed if: <ul style="list-style-type: none"> the application does not accurately and completely identify the requirements; the details in this application are subsequently changed; or adequate supporting documentation/evidence has not been provided. 4. I understand and accept that for CASA to proceed with this application, I must: <ul style="list-style-type: none"> accept the cost estimate; forward the prescribed payment or have a valid account with CASA; and supply all required supporting documentation to CASA. 				
Name *		Signature *		Date *
You must provide the name and signature for CASA to accept this application.				
Applications				
The application form will need to be printed, signed and submitted to CASA either by email (scanned), fax or post. Submit your application with the complete set of documents to your CASA regional office. For CASA regional office contact information, refer to the CASA website www.casa.gov.au .				
After reviewing your application, CASA may require you to submit additional documents to support your application.				
This completes your application				