



**CIVIL AVIATION AUTHORITY  
OF PAPUA NEW GUINEA**

**Application For Issue Or Renewal Of A  
Instrument Flight Procedure Service Certificate  
and Operation CAR Part 173**

**1. Organisation Details**

(a) Legal name of organisation:					
<i>The certificate will be issued in this name</i>					
(b) Trading or Division name:					
(c) Client No: <i>(if known)</i>					
(d) Postal Address:					
<small>(Address for Service of Notices Ref Civil Aviation Act Section 48) requires applicants to provide an address for service in PNG (ie, a physical address) and to promptly notify the Director of any changes.</small>					
Telephone:		Fax:		Email:	
(e) Business Address:					
<i>(if different from above)</i>					
Telephone:		Fax:		Email:	
Your reference:		<i>(Order number/contact person or other reference)</i>			

**2. Reason for Application – Mark appropriate box**

<input type="checkbox"/> Initial Issue	<input type="checkbox"/> Renewal	<input type="checkbox"/> Change of Details
--	----------------------------------	--

If “Change of Details” is required, complete Sections 1 and 2, as well as all sections where changes are required to be made. A revised Exposition, identifying all required changes must also accompany this application. A fee will be charged at the same rate as for renewal – i.e. PGK300 per hour.

**3. Questionnaire**

The following questions must be answered for initial issue and for renewal:			<b>Yes*</b>	<b>No</b>
(a)	Has the organisation been convicted for any aviation safety offence in the last five years or is the organisation presently facing charges for an aviation safety offence?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b)	Has the organisation previously had an application for an aviation document Rejected or has an aviation document held by the organisation been suspended or revoked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>*If answering “Yes” please provide details on separate sheets.</i>				

**4. Instrument Flight Procedures to be provided (Doc 8168 Vol II categories)**

Conventional instrument procedures* (Part II)	<input type="checkbox"/>	RNAV and satellite-based procedures* (Part III)	<input type="checkbox"/>
Helicopter procedures* (Part IV)	<input type="checkbox"/>	ATC lateral separation procedures (CAR Part 172)	<input type="checkbox"/>

*\* Including associated IFR significant fixes, points and meteorological minima*

5. For initial issue or for a change of Senior Persons, separate form CASA FPP will need to accompany this application for each of the Senior Persons nominated in Section 5.

List of Senior Persons and their areas of responsibility (ref CAR Part 173.51 (2))


6. Number of Appropriately Trained Personnel (Ref CAR Part 173.51(3))

1 - 5 <input type="checkbox"/>	6 - 10 <input type="checkbox"/>	11 - 50 <input type="checkbox"/>	> 50 <input type="checkbox"/>
--------------------------------	---------------------------------	----------------------------------	-------------------------------

**Declaration**

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the Authority.

I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

Full name of (nominated) Chief Executive: .....

Signature of (nominated) Chief Executive: .....

Date of application: .....

**NOTES:**

- The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 304 of the Civil Aviation Act 2000 and is subject, in the case of a person other than an individual, to a maximum fine of K100,000.*
- For initial issue or for a change of Senior Persons, separate form CASA FPP will need to accompany this application for each of the senior persons nominated in Section 5.*

For initial issue, or re-certification after lapse or cancellation, the completed application, together with the fee of PGK16,000 and supporting documentation, should be submitted to:

Director – Civil Aviation  
 Civil Aviation Safety Authority  
 P O Box 1941  
 BOROKO 111  
 Papua New Guinea [FlyingOps@casapng.gov.pg](mailto:FlyingOps@casapng.gov.pg)

**OFFICE USE ONLY**

- |                         |                      |                                  |
|-------------------------|----------------------|----------------------------------|
| 1. Received by: .....   | 3. Receipt No: ..... | 4. Completed by: .....           |
| 2. Date Received: ..... | 5. Job No: .....     | 6. Certificate issue date: ..... |