



Civil Aviation Safety Authority  
of Papua New Guinea

# Advisory Circular

## AC183-1

### Authorised Representatives

Initial Issue  
31 October 2022

#### GENERAL

Civil Aviation Safety Authority Advisory Circulars (AC) contain information about standards, practices and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

This Advisory Circular also includes Explanatory Material (EM) where it has been shown that further explanation is required. Explanatory Material must not be regarded as an acceptable means of compliance.

#### PURPOSE

This Advisory Circular provides methods, acceptable to the Director, for showing compliance with the authorised representatives requirements of Rule Part 183 and explanatory material to assist in showing compliance.

#### RELATED CAR

This AC relates specifically to Civil Aviation Rule Parts 141, 145, 146, 171, 172, 173, 174, 175 and 183.

#### CHANGE NOTICE

There was no previous issue of this AC, consequently no change is in effect.

#### APPROVAL

This AC has been approved for publication by the Director of Civil Aviation

## TABLE OF CONTENTS

<b>Subpart A - General .....</b>	<b>4</b>
Background .....	4
EM 183.1 Purpose .....	4
EM 183.3 Definitions .....	4
EM 183.5 Classes of Authorised Representative .....	4
EM 183.7 Application for Authorisation .....	4
EM 183.9 Grant off Authorisation .....	4
EM 183.11 Instrument of Authorisation .....	5
EM 183.13 Duration of Authorisation .....	5
EM 183.15 Renewal of Authorisation .....	5
EM 183.17 Cancellation, Suspension and Revocation of Authorisation .....	5
<b>Subpart B – Authorised Engineering Representatives .....</b>	<b>6</b>
EM 183.51 Purpose .....	6
EM 183.53 Functions and Specialities .....	6
EM 183.55 Documents to be submitted with Application .....	6
EM 183.57 Criteria for Authorisation as AER .....	6
<b>Subpart C – Authorised Personnel Assessor .....</b>	<b>7</b>
EM 183.101 Purpose .....	7
EM 183.103 Functions and Specialities .....	7
EM 183.105 Documents to be submitted with Application .....	7
EM 183.107 Criteria for Authorisation as APA .....	7
<b>Subpart D – Authorised Flight Examiner .....</b>	<b>8</b>
EM 183.201 Purpose .....	8
EM 183.203 Criteria for Authorisation as AFE .....	8
EM 183.205 Documents to be submitted with Application .....	8
EM 183.207 Functions .....	8
EM 183.209 Conditions of Authorisation .....	8
EM 183.211 Recency Requirement .....	9
<b>Subpart E – Authorised Air Traffic Services Examiner .....</b>	<b>10</b>
EM 183.301 Purpose .....	10
EM 183.303 Functions and Specialities .....	10
EM 183.305 Documents to be submitted with Application .....	10
EM 183.307 Criteria for Authorisation as AATSE .....	10
EM 183.307 Conditions of Authorisation .....	11
<b>Subpart F - Reserved .....</b>	<b>12</b>
<b>Subpart G – Authorised Airworthiness Representatives .....</b>	<b>12</b>

---

EM 183.501	Purpose.....	12
EM 183.503	Functions and Specialities.....	12
EM 183.505	Documents to be submitted with Application.....	12
EM 183.507	Criteria for Authorisation as AAR.....	13

## **Subpart H – Performance of Functions ..... 14**

EM 183.601	Purpose.....	14
EM 183.603	Responsibilities of Authorised Representative .....	14
EM 183.605	Condition for Continuing Validity .....	14

## Subpart A - General

### Background

The Director may authorise industry persons to conduct specified functions, including some on CASA's behalf, the regulations allow for the authorisation of representatives. PNG CAR 183 provides the application criteria for authorisation of those representatives.

### EM 183.1 Purpose

Part 183 prescribes standards and requirements for the authorisation by the Director of persons who are not employees of CASA to carry out functions as authorised representatives. The functions are prescribed in applicable Parts.

### EM 183.3 Definitions

Included within the rule are specific definitions relevant to Part 183 for:

- Aviation Organisation
- Carry out a function
- Power

### EM 183.5 Classes of Authorised Representative

The classes of authorised representative are further described within subparts B – G below.

### EM 183.7 Application for Authorisation

This rule prescribes the form of the application to be submitted including the provision of any further detailed information required by the applicable subparts B - G. Application form CA 183/01 is available for download from the CASA PNG website.

### EM 183.9 Grant of Authorisation

The Director will only grant an authorisation to a person once satisfied that:

- They are a Fit and Proper Person under the Act;
- Identified and documented competencies have been demonstrated and criteria met by the applicant in relation to the complexity of issues that may arise in exercising the authorisation;
- Systems are in place to monitor and evaluate the quality of decision-making, and identify particular cases where corrective action may be required;
- Adequate information is available to individuals who may exercise the authorisation;
- The person has appropriate written procedures to ensure they can exercise the authorisation properly and lawfully;
- Any appropriate conditions or limitations have been identified and included with the authorisation (for example a condition that the authorisation lapses if the authorised representative ceases to be employed by a particular organisation, since the organisational support structure would no longer be available to that person).

The Director may decline to grant an authorisation if in their view there is no need for the authorisation; in such cases, the application fee will be refunded.

### **EM 183.11 Instrument of Authorisation**

The instrument of authorisation granted to an authorised representative is deemed to be an *Instrument of Delegation* issued by the Director. Such a Delegation vests a person with CASA's power (see definitions) including where appropriate, powers to approve activities, issue permissions to conduct activities which would otherwise be prohibited, and to issue exemptions against regulatory requirements.

### **EM 183.13 Duration of Authorisation**

This rule allows for an authorisation to be granted or renewed for a period of up to three years unless cancelled, suspended, or revoked by the Director.

### **EM 183.15 Renewal of Authorisation**

This rule prescribes the form of the application required to renew an authorisation, including the provision of evidence of recurrency training and activities performed during the previous period of appointment.

### **EM 183.17 Cancellation, Suspension and Revocation of Authorisation**

The Director may revoke a delegation if they determine that the appointment is not warranted in accordance with the revocation considerations detailed in this rule.

## Subpart B – Authorised Engineering Representatives

### EM 183.51 Purpose

This Subpart prescribes the rules for authorisation as an Authorised Engineering Representative (AER).

### EM 183.53 Functions and Specialities

As prescribed in this rule, as representatives of CASA, AERs may approve engineering, flight test and process specification data within particular categories under their own or their company's auspices. Typically, these include:

- Approval of design data for a modification or repair
- Approval of aircraft components for use as replacements
- Approval of use of aircraft materials
- Making findings of compliance with the applicable airworthiness standards and approval of type design data

If unable or unwilling to approve the data, an AER may recommend approval of, and seek approval from, CASA. Also, AERs may make statements of findings of compliance with design standards for restricted category type acceptance certificates in accordance with Part 21.

The subclasses of AER are the following:

- Structural;
- Powerplant;
- Propeller;
- Mechanical system and equipment;
- Avionics systems and equipment

### EM 183.55 Documents to be submitted with Application

A person applying to become an AER must submit with their application, evidence relevant to the qualifications and experience for the authorisation sought, of the type and complexity of aircraft, aircraft components, or aircraft systems for which they are seeking authorisation. This could be references from aviation industry organisations (not private persons), such as a design or maintenance organisation, manufacturer, or holder of an Air Operator's Certificate; and a written statement to substantiate that they meet all of the following:

- The general qualifications specified in Rule 183.7; and
- Details and examples of their work regarding their specialised experience appropriate to the function(s) for which authorisation is sought.

### EM 183.57 Criteria for Authorisation as AER

This rule prescribes the eligibility criteria for authorisation as AER. When appointing an AER, the Director may do so subject to conditions. These conditions impose limitations on the manner in which the AER may exercise the particular power or function being given to them according to their qualifications, knowledge, and experience. A person may be appointed as more than one type of representative, as long as all appointment criteria are met. In such cases, separate appointments will be made, and separate instruments issued.

## Subpart C – Authorised Personnel Assessor

### EM 183.101 Purpose

This Subpart prescribes the rules for authorisation as an Authorised Personnel Assessor (APA).

### EM 183.103 Functions and Specialities

As prescribed in this rule, as representatives of CASA, APAs may be authorised for one or both of the following functions:

- Conduct of assessments of knowledge, skill and competency required by Part 61, Part 66, or Part 183;
- Conduct of written examinations required by Part 61, Part 66, or Part 183.

This may include:

- The selection of examination questions/papers to be sat, appropriate to the particular phase of the training course.
- The invigilation of examinations, ensuring that the conditions for examination comply with the relevant rule part being examined.
- The allocation of examination papers at the beginning of the examination and retrieval of them on completion.
- Marking of the examination papers using acceptable marking standards.
- The issue of knowledge deficiency reports (KDR).
- The security of the examination question databank, or examination papers when under their control.

An APA may be authorised for one or more of the following specialities:

- maintenance engineer licences;
- maintenance engineer ratings
- maintenance engineer certificates;
- flight crew licences;
- flight crew ratings;
- regulatory systems and processes.

### EM 183.105 Documents to be submitted with Application

A person applying to become an APA must submit with their application, evidence relevant to the qualifications and experience for the authorisation sought. This could be references from aviation industry organisations (not private persons), such as a maintenance organisation, aviation training organisation, or holder of an Air Operator's Certificate; and a written statement to substantiate that they meet all of the following:

- The general qualifications specified in Rule 183.7; and
- Details and examples of their work regarding their specialised experience appropriate to the function(s) for which authorisation is sought.

### EM 183.107 Criteria for Authorisation as APA

This rule prescribes the eligibility criteria for authorisation as APA. When appointing an APA, the Director may do so subject to conditions. These conditions impose limitations on the manner in which the APA may exercise the particular power or function being given to them according to their qualifications, knowledge, and experience. A person may be appointed as more than one type of representative, as long as all appointment criteria are met. In such cases, separate appointments will be made, and separate instruments issued.

## Subpart D – Authorised Flight Examiner

### EM 183.201 Purpose

This Subpart prescribes the rules for authorisation as an Authorised Flight Examiner (AFE).

### EM 183.203 Criteria for Authorisation as AFE

This rule prescribes the eligibility criteria for authorisation as AFE. When appointing an AFE, the Director may do so subject to conditions. These conditions impose limitations on the manner in which the AFE may exercise the particular power or function being given to them according to their qualifications, knowledge, and experience. A person may be appointed as more than one type of representative, as long as all appointment criteria are met. In such cases, separate appointments will be made, and separate instruments issued.

Where more than one Flight Examiner authorisation is requested, the initial issue demonstration of competency may consist of one or more flight tests (at the Director's discretion) from the range of authorisations requested. Provided the CASA Examiner is able to adequately assess the authorisations requested, it is permissible for a CASA Examiner to assess an AFE applicant's competency in more than one authorisation during the same test.

### EM 183.205 Documents to be submitted with Application

A person applying to become an AFE must submit with their application, evidence relevant to the qualifications and experience in an aircraft type or an approved simulator as appropriate for the authorisation sought. This could be a certified logbook record of the requisite flight experience, references from aviation industry organisations (not private persons), such as an aviation training organisation, or holder of an Air Operator's Certificate; and a written statement to substantiate that they meet all of the following:

- The general qualifications specified in Rule 183.7; and
- Details and examples of their work regarding their specialised experience appropriate to the function(s) for which authorisation is sought.

### EM 183.207 Functions

As prescribed in this rule, as representatives of CASA, AFEs may be authorised for one or more of the following functions:

- Conducting flight tests for the issue of pilot licences required by Part 61;
- Conducting flight tests for the issue or renewal of ratings required by Part 61;
- Conducting Operational Competency Assessments (OCA), within an organisation operating under—
  - an aviation training organisation certificate issued under Part 141, where the certificate authorises the holder to conduct those flight tests for a Part 119 organisation; or
  - an air operator certificate issued under Part 119, where the certificate authorises the holder to conduct those flight tests.

Applications for OCA authorisation should include:

- The programme for the OCA;
- The conduct of the OCA; and,
- The standards of performance for the OCA

### EM 183.209 Conditions of Authorisation

This rule prescribes the conditions of authorisation required before an AFE may exercise the functions delegated to them including:



- That they hold an appropriate current flight instructor rating with a type or class rating for the aircraft in use; and
- They have met the requirements of paragraph 183.203(1) or (2) as applicable to the operations for which the flight test is performed (hold a current commercial pilot licence or current flight instructor rating).

Noting that where an AFE is not carrying out the duties of a required crew member (e.g., Two pilot crew aircraft/flight simulator with 1 observer position) while exercising the functions of that authorisation in flight, that person is not required to hold a current medical certificate.

## **EM 183.211 Recency Requirement**

This rule prescribes applicable recency requirements for the preceding 24 months before an AFE may exercise the functions delegated to them.

It requires the applicant to demonstrate their competence to the Director within three calendar months before the date on which it is required. The demonstration of competency would typically include:

- Briefing the candidate for the flight test to be undertaken;
- Monitoring the performance of the candidate;
- Competently assessing the candidate's performance against the applicable Flight Test Standards Guide or, in the case of operational competency, the procedures for the flight tests contained in the organisation's manuals;
- Debriefing the candidate at the completion of the flight test;
- Competently completing a flight test report and associated documentation;
- Exercising good judgement/decision making and maintaining situational awareness;
- Applying and demonstrating legislative and aeronautical knowledge; and
- Showing complete control of the aircraft with the successful outcome of a task never seriously in doubt

At the Director's discretion, the demonstration may include a simulator segment or flight segment, or both on the heaviest aircraft type (MCTOW) (or an alternative as the Director may require) on which the AFE will examine, under the requirements in the Part appropriate to the privileges being sought.

Applicants who hold Operational Competency Assessment (OCA) authorisations associated with more than one operational rule part will be required to demonstrate competency under each of those parts if currency is required.

## Subpart E – Authorised Air Traffic Services Examiner

### EM 183.301 Purpose

This Subpart prescribes the rules for authorisation as an Authorised Air Traffic Services Examiner (AATSE).

### EM 183.303 Functions and Specialities

As prescribed in this rule, as representatives of CASA, AATSEs may be authorised for one or both of the following functions:

- Conduct of assessments of knowledge, skill and competency required by Part 65 or Part 183;
- Conduct of written, oral or practical examinations required by Part 65, or Part 183.

This may include:

- The selection of examination questions/papers to be sat, appropriate to the particular phase of the training course.
- The invigilation of examinations, ensuring that the conditions for examination comply with the relevant rule part being examined.
- The allocation of examination papers at the beginning of the examination and retrieval of them on completion.
- Marking of the examination papers using acceptable marking standards.
- The issue of knowledge deficiency reports (KDR).
- The security of the examination question databank, or examination papers when under their control.

An AATSE may be authorised for one or more of the following specialities:

- Air traffic controller licences;
- Aeronautical station operator licences;
- Air traffic controller ratings;
- Air traffic service instructor ratings

### EM 183.305 Documents to be submitted with Application

A person applying to become an AATSE must submit with their application, evidence relevant to the qualifications and experience for the authorisation sought. This could be references from aviation industry organisations (not private persons), such as an air traffic or flight service provider, or an aviation training organisation; and a written statement to substantiate that they meet all of the following:

- The general qualifications specified in Rule 183.7; and
- Details and examples of their work regarding their specialised experience appropriate to the function(s) for which authorisation is sought.

### EM 183.307 Criteria for Authorisation as AATSE

This rule prescribes the eligibility criteria for authorisation as AATSE. When appointing an AATSE, the Director may do so subject to conditions. These conditions impose limitations on the manner in which the AATSE may exercise the particular power or function being given to them according to their qualifications, knowledge, and experience. A person may be appointed as more than one type of representative, as long as all appointment criteria are met. In such cases, separate appointments will be made, and separate instruments issued.

## **EM 183.307 Conditions of Authorisation**

This rule prescribes the conditions of authorisation required before an AATSE may exercise the functions delegated to them including:

- That they hold a current air traffic service licence with a rating relevant to the specialties authorised; and
- conduct the examining within an organisation operating under—
  - an air traffic service certificate issued under Part 172, where the certificate authorises the holder to conduct that examining; or
  - an aviation training organisation certificate issued under Part 141, where the certificate authorises the holder to conduct that examining; and
- within the immediately preceding 13 months, have demonstrated to the Director competence to perform those functions.

Noting that where an AATSE is not providing an air traffic service while exercising the functions of that authorisation, that person is not required to hold a current medical certificate.

## Subpart F - Reserved

## Subpart G – Authorised Airworthiness Representatives

### EM 183.501 Purpose

This Subpart prescribes the rules for authorisation as an authorised airworthiness representative (AAR).

### EM 183.503 Functions and Specialities

As prescribed in this rule, as representatives of CASA, an AAR may be authorised to perform the following functions:

- The issue of Standard Certificates of Airworthiness, Special Flight Permits or Restricted Airworthiness Certificates
- The issue of Export Airworthiness Approvals (export C of A)
- The issue of Special Flight Permits
- The issue of an aircraft certificate of registration
- Issue / amend Minimum Equipment Lists (MEL)
- Issue / amend a Flight Manual (FM)
- Issue a radio station approval

Additional functions that may be considered for authorisation:

- The approval of, and amendment to Aircraft Maintenance Programs (AMP)
- Acceptance of data, methods, techniques, and practices to be used during maintenance
- Acceptance of tools, equipment, material, and processes to be used during maintenance
- Approval for extension of Time Between Overhaul (TBO) or Inspection for an aeronautical product

An AAR may be authorised in one or more of the following categories:

- Aeroplanes below 5700 kg MCTOW;
- Aeroplanes above 5700 kg MCTOW;
- Helicopters;

### EM 183.505 Documents to be submitted with Application

A person applying to become an AAR must submit with their application, evidence relevant to the qualifications and experience for the authorisation sought, of the type and complexity of aircraft, aircraft components, or aircraft systems for which they are seeking authorisation. This could be references from aviation industry organisations (not private persons), such as a maintenance or design organisation, manufacturer, or holder of an Air Operator's Certificate and would typically include:

- A written statement to substantiate that they meet the general qualifications specified in Rule 183.7 and are familiar with the airworthiness certification procedures of the Authority
- Photocopies of relevant documents (e.g., valid aircraft maintenance engineer's licence or equivalent tertiary qualification in aircraft design, maintenance, or airworthiness).
- Details and examples of their training and experience certifying aircraft release to service.
- Details and examples of their training and experience of airworthiness certification (e.g., training and

delegation from the National Airworthiness Authority of an ICAO contracting State; CASA / EASA Form 4 showing acceptance as a nominated person responsible for Part M continuous airworthiness including issuance of recommendations for Airworthiness Review Certificates etc.).

### **EM 183.507 Criteria for Authorisation as AAR**

This rule prescribes the eligibility criteria for authorisation as AAR. When appointing an AAR, the Director may do so subject to conditions. These conditions impose limitations on the manner in which the AAR may exercise the particular power or function being given to them according to their qualifications, knowledge, and experience. A person may be appointed as more than one type of representative, as long as all appointment criteria are met. In such cases, separate appointments will be made, and separate instruments issued.

## Subpart H – Performance of Functions

### EM 183.601 Purpose

This Subpart prescribes the conditions to be met by an authorised representative for the continuing validity of an authorisation.

### EM 183.603 Responsibilities of Authorised Representative

An authorised representative is personally responsible to the Director for their conduct as an authorised representative, even if they carry out a function of an authorised representative while they are an employee or member of an organisation.

### EM 183.605 Condition for Continuing Validity

When a delegation to an industry person is made, the delegate is subject to regulations, supervision, and review.

Renewal of a delegation is subject to the Director's determination of the continued need for and ability to manage the delegate. The Director may revoke a delegation if they determine that the appointment is not warranted in accordance with the revocation considerations detailed in Rule 183.17.

An authorised representative's appointment is subject to that person:

- Acting with standards of probity and skill consistent with those that apply to a delegate of the Director; and,
- Continuing to meet the fit and proper person requirements of the Act.