



**Application For Issue, Renewal, Or Amendment Of An Aviation Training Organisation Certificate Under Civil Aviation Rule Part 141**

**Notes for completing this form**

<b>For Application</b>	Complete Sections 1 to 8
<b>For Renewal</b>	Complete sections 1 to 6. Section 7: Update if there are any changes. Section 8: List personnel, and update qualifications & experience as necessary. <b>Note:</b> For any changed senior persons the appropriate form CAA FPP1 must be completed and a CV provided.
<b>For Amendment</b>	Complete sections 1 to 4 and those Sections appropriate to the requested amendment. If you wish to add additional text to explain a reason for the amendment, write it after Section 9.

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 283 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.

**Legal name of organisation:** A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the company's office Certificate of Incorporation.

The completed application together and the fee of K20,000 for initial or K5000 for renewal with supporting documentation, should be sent to:

Director Civil Aviation Authority  
P O Box 1941  
BOROKO N C D  
Papua New Guinea

**1. Questionnaire and Declaration**

The following questions must be answered for initial issue and for renewal	Yes*	No
(a) Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	<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"/>

\*If answering "Yes", please provide details on separate sheets enclosed in a sealed envelope marked "confidential, Director Civil Aviation Safety Authority". Include organisation name, client number (if known) and the type of certificate applied for.

**2. Declaration**

I have a current copy of PNG CAR Part 141 and have read and understood its contents as it applies to this application for a Standard or Restricted Aviation Training Organisation Certificate, or renewal or amendment of the Certificate. I also have a copy of AC 141.

I am aware that under the Civil Aviation Act 2000 Section 45, I am responsible for providing training and supervision of employees.

This application is made for and on behalf of the organisation identified below. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with PNG CAR Part 141.51(a)(1).

Full name of Chief Executive: .....

Signature: ..... Client No. (if known) .....

Date of application: .....

### 3. Organisation Details

(a) Legal name of organisation:					
	<i>The certificate will be issued in this name</i>				
(b) Trading name: (if any)					
(c) Client No: (if known)					
(d) Postal Address:					
Tel:		Fax:		Email:	
(e) Business Address:					
Tel:		Fax:		Email:	
(f) Your reference:					
	<i>(Order number/contact person or other reference)</i>				

### 4. Reason for Application – Mark appropriate box(es)

Standard Certificate:	Initial issue: <input type="checkbox"/>	Restricted Certificate: <input type="checkbox"/>
	Renewal: <input type="checkbox"/>	<i>(Complete 1 to 3 and 5 to 9 only)</i>
	Amendment: <input type="checkbox"/>	

### 5. Senior Persons

For initial issue or for a change of Senior Persons, a separate form CAA FPP1 (with a CV) must accompany this application for each of the senior persons nominated below.

Titles and names of senior persons: (refer PNG CAR Part 141.51)	CASA Client ID if known

## 6. Summary of Training Courses and/or Training Assessments

Ratings/Assessments applied for – mark appropriate box

The following courses or assessments can currently be done without seeking specific approval:

Any pilot licence training – PPL or CPL

Any Instructor training

Instrument rating training – ground and air

Instructional techniques – pilot instructor: Cats ‘C’ and ‘D’ (was P3)

Training Courses			Remarks
<input type="checkbox"/>	P1	Pilot type rating – specific to type	Aeroplanes over 5700 kg; multi-engined helicopters; single engined helicopters over 1500kgs.
<input type="checkbox"/>	P2	Pilot licence training (a/c & helicopter)	Applicable only for reduced hours courses.
<input type="checkbox"/>	P3	Flight instructor – instructional techniques course Cats ‘C’ & ‘D’	
<input type="checkbox"/>	P5	Basic gas turbine rating	
<input type="checkbox"/>	P6	Flight simulators – specific to type	
<input type="checkbox"/>	P7	Cat II & III approaches	
<input type="checkbox"/>	P8	Aerobatic flight rating	
<input type="checkbox"/>	P9	ETOPS	Under development
<input type="checkbox"/>	P10	Agricultural rating	
<input type="checkbox"/>	E1	Engineer type rating training	
<input type="checkbox"/>	E2	Engineer licence training	
<input type="checkbox"/>	E3	Flight engineer type rating	
<input type="checkbox"/>	E4	Flight engineer licence training	
<input type="checkbox"/>	M1	Dangerous goods	
<input type="checkbox"/>	M2	Reserved	
<input type="checkbox"/>	M3	Human factors	
<input type="checkbox"/>	M4	Reserved	
<input type="checkbox"/>	M6	Crew training – 121/125/135 - AQP	As applicable
<input type="checkbox"/>	M7	Cabin crew training	As applicable

<b>Assessments</b>			
<input type="checkbox"/>	A1	PPL demonstration flight test to recommend issue	
<input type="checkbox"/>	A2	CPL demonstration flight test to recommend issue	Only available under DCA's delegation.
<input type="checkbox"/>	A3	ATPL Flight test	
<input type="checkbox"/>	A4	Flight instructor rating – initial issue	Only available under DCA's delegation.
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A5	<b>Instrument rating</b> Additional aid Continued competency Multi-engine	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A6	<b>Instructor rating – currency test</b> Cat 'A' Cat 'B' Cat 'C'	Cat 'A' only done by CAA
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	A7	<b>Instructor rating – additional privileges</b> Aerobatic Night Spinning Instrument Multi-engine	Instrument demonstration applicable to Cat 'D' only. Multi-engine only available under DCA's delegation.
<input type="checkbox"/>	A8	<b>Operational Competency</b> Parts 121/125/135/136 operations	
<input type="checkbox"/>	A9	Aerobatic flight rating	
<input type="checkbox"/>	A10	Agricultural rating	
<input type="checkbox"/>	A11	Helicopter winching, rappelling, & human sling load	

**7. Facilities and Resources**

Provide brief details of the facilities and resources that are to be used to provide the training. (Refer Advisory Circular 141 paragraph 141.53 for Standard Certificate.


**8. List of Personnel**

List those personnel, together with their qualifications and experience, who are to plan, conduct and supervise the training listed in Section 6. (Refer PNG CAR Part 141.151(a)(1) and (2)).

---

**CAA Office Use Only**

Date Received .....

Assessed by: .....(Airworthiness Inspector)      Date: .....

Assessed by: ..... (Flight Operations Inspector)      Date: .....

Assessed by: ..... (Air Traffic Control Inspector)      Date: .....

Database complete: ..... Certificate issued: ..... Schedule of conditions:.....

---