

GUIDE FOR APPLICANTS

CASA documentation required for Bachelor of Aviation and Piloting/Bachelor of Business enrolment

This guide is for all applicants planning to enroll in the Bachelor of Aviation and Piloting/Bachelor of Business and commence training to obtain a Commercial Pilot Licence CPL(A). It outlines the 3 required Civil Aviation Safety Authority (CASA) documents that must be held to undertake flight training to obtain a CPL as per the CASA Part 61 Regulations. It is highly recommended that the required forms are submitted well in advance to enrolment in the course, to ensure that the CASA documents are held and will not impose a delay on the commencement of flight training.

1. **CASA Aviation Reference Number (ARN)**
2. **Lodgment of Current Photo with CASA**
3. **CASA Class 1 Aviation Medical Certificate**
4. **Aviation Security Identification Card (ASIC)**

1. Form 1162 Aviation Reference Number (ARN) Application

<https://www.casa.gov.au/files/form1162pdf> An ARN is required for the purpose of being registered with CASA as a trainee pilot/licenced pilot. An ARN is required to submit applications for the other required CASA documents listed above. Once Form 1162 has been received by CASA, the processing time may take up to two weeks before you receive confirmation of your ARN.

2. Lodgement of Current Photo with CASA

<https://www.casa.gov.au/files/form61-9picpdf> Applicants for a flight crew licence must submit a recent photograph to CASA, it must show your full face, head and shoulders. See details of Form 61-0PIC on the CASA website via the link noted.

3. CASA Class 1 Aviation Medical Certificate

A CASA Class 1 Aviation Medical Certificate is required for a person to be able to attempt the Commercial Pilots Licence CPL (A) flight test. Please refer the following link further information on the process;

<http://services.casa.gov.au/avmed/default.asp>

Please refer to the link below to locate a Designated Aviation Medical Examiner (DAME) in your area;

http://services.casa.gov.au/avmed/dame_search/default.asp

You must hold an ARN to be able to schedule an appointment with a DAME for a CASA Medical application.

The DAME will submit the paperwork to CASA on your behalf. Once CASA have received the paperwork, the processing may take up to 6 - 8 weeks before you receive the documentation.

Important Information on CASA Medical Certificate

A CASA Aviation Medical Certificate is a mandatory requirement for the required progression in the flight training component of the course. If a student does not hold a valid CASA Medical Certificate by Census date of Semester 1 2018, the student will be required to be withdrawn from the unit and the student will be required to personally make payment for any flight training undertaken to this date directly to CAE Oxford Aviation Academy (CAE OAA). The student will only be eligible to re-enroll in the unit once a CASA Aviation Medical Certificate is held and recorded on the CAE OAA student file.

Once a student commences the Class 1 Medical application process, they need to enter and submit their complete medical history in Medical Records System (MRS) prior to seeing a DAME. The student will be required to make payment in MRS for the Aviation Medical. Unless this step is completed the DAME will not be able to start the medical exam, please see the link below for further helpful information.

4. Aviation Security Identity Card (ASIC)

<http://www.aviationidaustralia.net.au/application.html>

The ASIC is required for access to any security controlled airport. Moorabbin Airport and a number of other airports that are accessed during the flight training are security controlled airports, and therefore it is a mandatory requirement to hold an ASIC.

Please ensure that you read the instructions carefully to ensure that you include all required information and documentation. The person certifying the documents must be the same person certifying the passport photos.

The ASIC is processed by Aviation ID Australia on behalf of CASA, contact information as follows;

Postal Address: Locked Bag 2000 MERIMBULA NSW 2548

Phone Number +61 2 6495 2881

If you have any questions in relation to the completion of the three CASA documents please contact CASA at the details below.

General enquiries: 131 757

Aviation Medicine: 1300 428 633

Licensing and Registration: 1300 737 032