

## ReOC Application Guidelines

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### A. PREFACE

Please read this document carefully.

Our aim is to undertake your application process as efficiently and cost effectively as possible. To do this your application documents need to be accurate, conforming, complete and all capable of being emailed (some exceptions may apply). The majority of all applications and applicant Chief Remote Pilots, succeed!

There is a checklist below. Use it before you press send!

You will have by now registered and received a quote for services by the Delegate. Payment is required in full before the application and evaluation process commences. Payment details should be on the quotation/invoice that has been sent to you.

If your application documents are complete and don't require any modifications we can generally complete the process in 2-3 weeks. If modifications are needed this may extend the application process as required.

The Delegate will issue the ReOC certificate not CASA.

You will need to LOGIN (using your username and password) at [www.reocapplication.com](http://www.reocapplication.com) and click on 'Members Area' to confirm that you have accepted the quote.

### B. DISCLAIMER

*CASA and Kelvin Hutchinson (the IoD Delegate) make no representations, express or implied, as to the accuracy of the information supplied and accepts no liability however arising from any loss resulting from the use of the information or any reliance placed on it. Use of the information is at your sole risk.*

### C. APPLICATION FORMS 101-06 & 101-08

Check that the two application forms 101-6 and 101-8 are completed in full and scanned ready to

send with your application. (Forms 101-06 and 101-08 must be used NOT Forms 101-02 and 101-04 from CASA. When applying through a Delegate you must use Forms 101-06 and 101-08). If you have any questions on any of the form details, ask for help.

## D. APPLICATION FORM CONTENT TIPS

### Form 101-06

As a guide

#### Part A

- A1 - tick this box.
- A2 - tick the appropriate box to reflect whether you are applying as an individual or Company.
- A3 - do NOT fill this in if you are making a company application. Fill it in only if you are making a personal application in your name. You must have an ARN and we need to see proof of this.
- A4 - Fill in if you are making a company application. You must have an ARN for your company and we need to see proof of that. Where the Application is in a company name the person who signs the form must be a CEO, Director or somebody with financial responsibility for the company. This person will need to have a personal ARN also. We need to see proof of their ARN and the position they hold in the company. Do not send in your application if you do not have a personal (as Chief Remote Pilot), CEO (or Dean, Vice Chancellor etc) and company ARN. We need proof that the signatory to this form is a director/head of the company/organisation and has an ARN.
- A5 Fill this in if you intend to use a trading name. By filling this in will mean your ReOC will be approved as follows – ABCD Pty Ltd trading as YOUR TRADING NAME or in the case of an Application by an individual – YOUR NAME trading as YOUR TRADING NAME. We need proof that you/the company owns the trading name.
- A6 - fill in as required
- A7 - do not fill this in (unless someone is completing this form for you). In this instance 'agent' is someone appointed under a Power of Attorney to act on your behalf. Kelvin Hutchinson is not an agent in this instance!
- A8 - DO NOT COMPLETE THIS UNLESS YOU ARE USING AN AGENT APPOINTED BY POWER OF ATTORNEY.
- A9 - provide details if necessary. If you have none tick 'no' and leave it blank
- A10 provide details if necessary. If you have none tick 'no' and leave it blank
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#### Part B

- B1 - tick this box
- B2 – You must complete the details here for each RPAS you intend operating e.g.- Category: MR or FW; Manufacturer Type: e.g. DJI; Gross Weight: eg 4.4kg. Each RPAS listed here will need to be included in your Operations Manual and Procedures Library.

#### Part C

- Tick the appropriate box depending on who is making the Application.
- Item 6 tick YES or NO.
- Name, signature and date (all signatories MUST have an ARN and a copy of the ARN details from CASA must be submitted)

#### Part D

- D1 Tick and send documents mentioned (see the list on the form). Also include:
- ASIC details on company registration and detail of directors (if applicable);
- ARN proof from CASA for all people mentioned on the form;
- ARN of the company (a copy of the email or document from CASA) (see the list on the form)
- Proof that the trading name is owned by the applicant company (if applicable)
- We need confirmation of the organisation you did your RePL training with as we have an obligation to ensure that they are an authorised training provider.

#### Part E

- E1 Do not fill this in

Scan and save the form as a PDF (or similar). Email with other documents. Do NOT send the form if you don't have all the details filled in and supporting documentation available ready to email.

### Form 101-08

As a guide

#### Part A

A1- Tick the box

A2 - Fill in all of the details. Note in this form the proposed certificate holder is referred to as the Applicant. Therefore if the Application is in a Company name the Company details must be completed here. If the Application is in an individual's name their details are entered here. The applicant must have an ARN (and provide proof). Do not forget to include details of the CEO/Director's management experience- brief precis is acceptable.

#### Part B

B1 - Fill in all of the details. The applicant must have an ARN (and provide proof).

B2 - Fill in all of the details. The applicant must have an ARN (and provide proof). Do not forget to complete details of other positions the Maintenance Controller holds – e.g Chief Remote Pilot, CEO/Director. Provide a brief precis of duties and responsibilities.

C1 A2, B1 & B2 applicants must provide ID (license, passport etc)

#### Part D

Item 5 tick YES or NO

Name(s), signature and date (CEO/Director or Individual).

Part E – do not fill this in

### E. CHECKLIST

Checklist of what to email to the delegate:

1. ARN number confirmation from CASA (normally emailed or a letter) relating to the applicant (individual, sole trader, trust or company).
2. If your application is by a Trust we need proof that the name of the Chief Remote Pilot or name of the principal of the business is in the trust deed. A copy of that proof must be supplied.
3. ARN for all senior members of your team (Remote Pilots, CEO, Deans, Vice Chancellor's, other directors etc) mentioned in the application documentation. A copy of the ARN email or letter from CASA is required.
4. Proof of ID for all people named in the Form 101-06 and 101-08.
5. The Operations Manual Parts A to D. Have you checked that you have the latest version of this document? Download it from our website.

6. Library or Appendix documents. Check carefully in the Library document and Operations Manual for any attachments referred to and ensure they are suitably prepared and included.
7. Application form 101-06 fully and neatly completed.
8. Application form 101-08 fully and neatly completed.
9. A copy of your CASA issued RePL or CC. We cannot finalise your Application without seeing your RePL or CC. It is our preference that you submit all documents together so that we can comprehensively review the documents and ensure consistency; and to do this we need to see your RePL.
10. Details on the ReOC training organisation you attended.
11. If you have been issued with a CASA infringement notice we need to see a copy of the email or document sent to you.
12. If you have a criminal conviction, we need to see summarized court documents.
13. A copy of any aviation Radio Qualifications you may have.
14. Included in your 'Library' RPAS (Drone) manuals and maintenance documents from OEMs (hyperlinks are OK) or documents you have prepared in that regard (if you manufacture your own RPAS).
15. Included in your 'Library' - Checklists, battery and the risk assessment
16. **Submit all documents via the 'login/members area' section** at the [www.reocapplication.com](http://www.reocapplication.com) website (drag and drop documents as instructed).