

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 you have been referred to us by one of our regular referrers, we will invoice them.

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.

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 FORM 101-06

Check that the application form 101-6 is completed in full and scanned ready to send with your application. (Forms 101-06 must be used NOT Form 101-02 from CASA. When applying through a Delegate you must use Form 101-06). 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

- 1 – the details to be entered are for the proposed ReOC holder – either an individual or a company. Where the application is by an individual the name should be as appears on the individual’s RePL. Where the application is by a company ensure the company name is written exactly as it is registered with ASIC.
- 2 – the contact person does not have to be the director, Chief Remote Pilot or Maintenance Controller. It can be another individual who is the designated contact person for the duration of the application.
- 3 – tick “initial issue”.
- 4 – only complete this section if there is a business (trading) name to be included on the ReOC. A company name is not a business name. If you are in any doubt as to whether you have a business name, feel free to call us to discuss. If you are including a business name, state the name as registered with ASIC and tick the “add” box.
- 5 – complete details of the director of the company. Where the application is made by an individual, complete your details here.
- 6 – complete with details required for CRP. ‘RPA Type operated’ it is sufficient to complete the category of RPA you operate – e.g Multi Rotor 7kg or Multi Rotor 25kg etc. Flying time to be completed in hours.
- 7 complete relevant details for Maintenance Controller.
- 8 – 11 – tick ‘yes’ or ‘no’ as appropriate.
- 12 – complete this section if you have answered yes to and of questions 8 – 11. Please provide all relevant details an attach additional pages if you need to.
- 13 – tick ‘yes’ or ‘no’ as appropriate.
- 14 - tick ‘yes’ or ‘no’ as appropriate.
- 15 – only complete if you answered ‘yes’ to question 14.
- 16 – complete details for all RPAS to be operated under the ReOC. Ensure that all RPAS proposed to be operated are within the category that the CRP is licensed for. The gross weight is the maximum take-off weight for the RPAS. Tick the ‘RPAS Aerial Work’ box for each RPAS listed.
- 17 – if you are including a business name then tick the first box and provide documentation showing the business name and ABN. Tick the additional details/information boxes as appropriate. The last 3 boxes (copy of RePL, operations manual and library) must be ticked. If we are preparing your manual and library for you, please still tick the manual and library boxes.
- 18 – ensure the form is signed and dated. Please note that if the form is being signed by someone other than a director or secretary of the company, or the individual applying then an authority must be provided authorizing the person signing to sign the form on behalf of the company/individual.

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 or company).
2. ARN for all nominated personnel (CEO/Director, Dean, Vice Chancellor, Chief Remote Pilot, Maintenance Controller etc) mentioned in the application documentation. A copy of the

- ARN email or letter from CASA is required.
3. Proof of ID for all people named in the Form 101-06.
 4. Where the application is in a Company name, we need to see an ASIC Current Company Extract for the Company (these are available from the ASIC website for a small fee).
 5. If the applicant Company or individual also uses a trading/business name, we need to see proof that the trading/business name is registered to the individual/Company.
 6. Where you are preparing your own Operations Manual, have you checked that you have the latest version of this document? Download it from our website.
 7. Where you are preparing your own Library check carefully in the Library document and Operations Manual for any attachments referred to and ensure they are suitably prepared and included.
 8. Application form 101-06 fully and neatly completed.
 9. A copy of the CASA issued RePL or CC for the Chief Remote Pilot. 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. If you have been issued with a CASA infringement notice, we need to see a copy of the email or document sent to you.
 11. If you have a criminal conviction, we need to see summarized court documents.
 12. A copy of any aviation Radio Qualifications you may have.
 13. Where you are preparing your own Library: 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), Checklists, battery and the risk assessment.
 14. Submit **all** documents via email to info@casadelegate.com.au