# Guidance

These guidelines are designed to assist you to complete the DASR Form 12 for a DASR 147 Initial/Change Approval under Defence Aviation Safety Regulation (DASR).

### IMPORTANT

**It is the applicant's responsibility to apply for DASA approval only if they have a requirement for the approval and can demonstrate compliance with all the relevant regulatory requirements.**

Please carefully read this document and any relevant Acceptable Means of Compliance or Guidance Material issued by DASA. This information is available on the [Defence Aviation Safety Authority](#) (DASA) website and will assist with the application process.

## About this form and application process

### Application Process

Completing this application form is the first step in becoming a DASR 147 Maintenance Training Organisation (MTO). Once received, DASA will review your application including all supporting documentation provided.

**Applicants are to complete and sign the application form electronically and submit to the nominated DASA email.**

**NOTE:** DASA may not consider an application or cease to consider it further while the applicant has not complied with all DASR requirements.

### DASR Form 12

This DASR Form 12 is the official DASA form to apply for a DASR 147 Maintenance Training Organisation approval under DASR. This form is considered part of an application pack and should be submitted with the appropriate evidence to support the application.

### DASR Form 12A - Military Aircraft Type Rating Initial/Change Course Approval

DASR Form 12A is to accompany the DASA Form 12 when the application is for initial course approval or an update to an existing course. Documentation to accompany the DASR Form 12A, as a minimum, are the course Training Needs Analysis (TNA) or equivalent acceptable to the authority, the DASR 66 Appendix III compliance matrix, both the theory and practical course content , and the On-The-Job-Training (OJT) logbook.

## Withdrawal of Application

An application can be withdrawn in writing at any time.

## Q1. Applicant DARNO

If your organisation has been previously issued with a Defence Aviation Reference Number (Organisation) (DARNO), please provide this number with this application. If a DARNO has not been issued, please leave this field blank and a DARNO will be issued upon registration of this Form 12 by DASA staff.

## Q2. Applicant data

Legal name of the company as it appears on the Business Registration or similar legal document. Please include confirmation of the legal status of your organisation and enclose a copy of your Certificate of Incorporation with this application. Not applicable for a Defence Organisation.

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## Q3. Contacts

Please provide details of the Accountable Manager, Training Manager and the Quality Manager. (Note: A Defence Organisation DASR 147 Accountable Manager is not required to complete a DASR Form 4 application).

## Q4. Application Type

Provide information on the type of application – whether it is an initial application, a change of scope to an existing application or there are changes to any of the courses delivered. Also include the training to be provided and any existing approvals attained.

A DASR Form 12A is to accompany the application should the application be for a new course or changes to an existing course.

## Q5. Facility/Sites

There is no requirement to complete Q5.1 providing your organisation address is the same as that identified in Q2. For multiple sites, include the addresses of all venues that training is delivered.

## Q6. Checklist

In order to ensure all required information is provided to DASA with this DASR Form 12 application, please review and confirm that your application contains the required documents.

## Q7. Declaration

The Accountable Manager, or nominated representative, upon signing the DASR Form 12 application, declares the information provided is true and correct and all documentation required by DASA to process this application is provided.

## Privacy Policy

DASA requires the provision of information as listed in this form. All such information received will be treated as confidential and will not be disclosed to any third parties unless that disclosure is required or authorised by law. DASA will safeguard personal information however, please be aware that DASA policy is to publish approvals on its website.

## Form Submission

Submit the electronic application form to DASA by clicking the 'Submit Form" button.

**NOTE:** If there is insufficient space in any of the fields, please attach additional information to this form.

# Application for DASR 147 Initial/Change Approval

## Application

### 1. Applicant's DARNO: (If previously issued)

### 2. Applicant Data

| 2.1 | **Registered Name and Address** | Organisation Name | | | |
|---|---|---|---|---|---|
| | | Street No and Name | | | |
| | | Suburb | | | |
| | | State | | Post Code | |
| | | Country | | | |

**Important Note:** An approval may be granted to an organisation which may be a natural person, a legal entity or part of a legal entity. Would you therefore please include with this application confirmation of the legal status of your organisation and enclose a copy of your Certificate of Incorporation.

| 2.2 | **Postal Address** (if different from above) | Street No and Name | | | |
|---|---|---|---|---|---|
| | | Suburb | | | |
| | | State | | Post code | |
| | | Country | | | |
| 2.3 | **Contact Person** | Title/Rank | | | |
| | | Full Name | | | |
| | | Position Title | | | |
| | | Phone | | | |
| | | Email | | | |

### 3. Contacts

| 3.1 | **Accountable Manager** | Title | | Name | |
|---|---|---|---|---|---|
| | | Position | | Phone | |
| | | Email | | | |
| 3.2 | **Training Manager** | Title | | Name | |
| | | Position | | Phone | |
| | | Email | | | |
| 3.2 | **Quality Manager** | Title | | Name | |
| | | Position | | Phone | |
| | | Email | | | |
| 3.3 | **Organisation E-mail** | | | | |

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## 4. Application Type

| | | | |
|---|---|---|---|
| Initial | ☐ | Course Approval (Form 12A required) | ☐ |
| Change of Scope | ☐ | Course Removal | ☐ |

**4.1 Basic Training / Basic Examination** *(see note 1)*

Enter new/change of scope here

**4.2 Military Aircraft Type Training**

Enter new/change of scope here

**4.3 State any existing approvals**

| | | |
|---|---|---|
| DASR M | ☐ | Approval No: |
| DASR 145 | ☐ | Approval No: |
| DASR 21 | ☐ | Approval No: |
| Other NMAA Approvals | ☐ | Approval No: |
| Other NMAA Approvals | ☐ | Approval No: |
| Other NMAA Approvals | ☐ | Approval No: |

## 5. Facilities/Sites

| 5.1 | Facility/Site 1 | Street No and Name | | | |
|---|---|---|---|---|---|
| | | Suburb | | | |
| | | State | | Post code | |
| | | Country | | | |
| | Facility/Site 2 | Street No and Name | | | |
| | | Suburb | | | |
| | | State | | Post code | |
| | | Country | | | |
| | Facility/Site 3 | Street No and Name | | | |
| | | Suburb | | | |
| | | State | | Post code | |
| | | Country | | | |
| | Facility/Site 4 | Street No and Name | | | |
| | | Suburb | | | |
| | | State | | Post code | |
| | | Country | | | |

**NOTE 1**: Initial employment training at RAAFSTT shall be trade-based, in accordance with the contract with the Commonwealth of Australia

## 6. Submission Checklist

DASA requires the following supporting documentation to assist with your application:

| | |
|---|---|
| ☐ | Maintenance Training Organisation Exposition (MTOE) |
| ☐ | Form 4 – Nominated Personnel (if applicable) |
| ☐ | DASA Form 12A (if applicable) |
| ☐ | Supporting Documentation |

## 7. Applicant's Declaration

(To be completed by the Accountable Manager)

Declaration:

I declare that the information provided on this form is true and correct.

I understand and accept that for DASA to proceed with this application, I have supplied all supporting documentation to DASA.

| | | |
|---|---|---|
| | | |
| Date | Name/Position | Signature |

On completion, please send this form under confidential cover to DASA via email by using the 'Submit Form' button.

Submit Form

## 8. DASA USE ONLY

| 8.1 Record Objective ID: | |
|---|---|

**8.2 Organisation Approval application:**

| | | | | | |
|---|---|---|---|---|---|
| ☐ | Application Approved | ☐ | Application Requires Resubmit | ☐ | Application Not Approved |

**8.3 Additional Comments:**

| | | |
|---|---|---|
| | | |
| Date | Name/Position | Signature |