



# Application for Significant Changes to Military Design Organisation Approval

## Guidance

These guidelines are designed to assist you to complete the DASR Form 82 for approval of significant changes to a Military Design Organisation under Defence Aviation Safety Regulation (DASR) 21, Subpart J.

### **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 the application process. Once received, DASA will review your application including all supporting documentation provided.

**Applicants are to complete and sign a PDF version of this application form electronically and submit to the nominated DASA email below.**

**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 82**

This DASR Form 82 is the official DASA form to apply for approval for significant change to a Military Design Organisation Approval (MDOA) under DASR 21 Subpart J. This form is considered part of an application pack and should be submitted with the appropriate evidence to support the application.

#### **1.1 Your Reference:**

Please provide a **unique** internal reference to this application. This reference will be used as an identifier of your application in all communication by DASA.

#### **2.1.1 Name and Address:**

**Applicant Number:** Please enter your DASA Applicant Number. This number follows the pattern DASR.21JXXX and can be found on any application acceptance letter received for previous applications.

Please enter the full **name of the company** as it appears on the Business Registration or similar legal document stating name and seat (location of the headquarters) of the company. If applicable also enter the Trade Name, Doing-business-as and the Company registration number.

Please enter the address of the registered office as it appears on the Business Registration or similar legal document. In case the applicant is not a company but natural person, please enter the address at which you are registered.

First time applicants need to submit a copy of the company's **Business Registration** or similar legal document stating name and seat (location of the headquarters) of the company together with the application.

#### **2.1.2 Contact Person:**

The name and contact details specified in this section are those of the person responsible for the application.

#### **2.2.1 Forwarding Address:**

The (company) name and address specified in this section is where DASA will send the original certificate/approval.



# Application for Significant Changes to Military Design Organisation Approval

## 2.2.2 Contact Person at the Forwarding Address:

The contact person of this section is the person the original certificate/approval will be sent to.

## 3.1 Changes to the organisation:

Add description of changes to the organisation (See GM 21A.247).

In case of name/address changes or change of ownership, please provide a copy of your company's business registration together with the application.

## 3.2 Changes to the scope:

Describe, for each kind of product, the exact nature of new design activities planned to be added under DOA (e.g. "minor changes to large aeroplanes related to installation of avionics equipment"; "STC and minor changes to large and small rotorcraft related to cabin interiors"...).

## 3.3 Changes to the list of products:

Indicate new product(s) to be added.

## 3.4 Changes to the limitations:

Indicate changes in limitations.

## 3.6. Changes to the Number of staff:

The number of staff should be calculated as follows, for all sites involved in design and certification activities under the approval:

All staff involved in:	In addition, for Design subcontractors, the following staff should be counted:
<ul style="list-style-type: none"> <li>• Managing the design organisation</li> <li>• Drawing, calculating, testing, simulating</li> <li>• Producing and verifying compliance documentation</li> <li>• Performing airworthiness office tasks</li> <li>• System monitoring.</li> </ul>	<ul style="list-style-type: none"> <li>• All staff involved in producing compliance documents</li> <li>• All staff involved in verifying compliance documents</li> <li>• All staff involved in airworthiness office tasks</li> <li>• All staff involved in system monitoring.</li> </ul>
<p><b>Staff not working full time should be counted, with appropriate ratio.</b></p>	

## 4. Other information:

Add information on schedule for Type Certificate, STC or other design approval.

## 5. Outline of additional data requirements:

Business Registration or similar legal documents stating name and seat of the company should be translated into English.

# Application for Significant Changes to Military Design Organisation Approval

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## 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.

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## Form Submission

Submit the electronic application to DASA by email: [DASA.DCACAA@defence.gov.au](mailto:DASA.DCACAA@defence.gov.au)

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

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# Application for Significant Changes to Military Design Organisation Approval

## 1. Applicant's Reference

### 1.1 Your Reference

## 2. Applicant Address and Contact Data

### 2.1 Applicant Data

<b>2.1.1 Name and Address</b> (registered (business) name and address of the company or organisation)	Applicant Number		DOA Number	
	(Company) Name			
	Street / Nr			
	Post Code			
	City			
	Country			
<b>2.1.2 Contact Person</b> (responsible for this application)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms		
	Name			
	First name			
	Job title			
	Phone/Fax			
	Email			

### 2.2 Form Forwarding Data (may be left blank, if same as Applicant Data under 2.1)

<b>2.2.1 Forwarding Address</b> (for sending original DASR documents)	(Company) Name			
	Street / Nr			
	PO Box			
	Post Code			
	City			
	Country			
<b>2.2.2 Contact Person</b> (at the Forwarding Address)	Title	<input type="checkbox"/> Mr <input type="checkbox"/> Ms		
	Name			
	First name			
	Job title			
	Phone/Fax			
	Email			



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### 3. Identification of significant change(s)

#### 3.1 Changes to the organisation

(ref. DASR 21.A.247 and GM to DASR 21.A.247)

No     Yes (please specify changes below)

- Change of ownership  
 Change of name and/or address  
 Other: please specify

#### 3.2 Changes to the scope

No     Yes (please specify the new activities to be added to the DOA scope below)

#### 3.3 Changes to the list of products

No     Yes (please specify the new product(s) below)

#### 3.4 Changes to the limitations

No     Yes (please specify changes below)

#### 3.5 Changes to the privilege(s)

No     Yes (please specify new privileges below)

#### 3.6. Changes to the number of staff

(please consult the completion instructions on how to count the number of staff)

No     Yes (please specify the new total number of staff below)

### 4. Other Information

### 5. Outline of additional data requirements

In case of name change or new address, a copy of the Business Registration or similar legal document stating name and address of the company must be provided.

**Additional information about this significant change to your design organisation will be requested at a second stage.**

## Application for Significant Changes to Military Design Organisation Approval

### 6. Applicant's declaration

I declare that I have the legal capacity to submit this application to the DASA and that all information provided in this application form is correct and complete.

Date	Name/Title	Signature

**Important Note:** DASA cannot accept applications without signature. Please make sure that you sign the application.

This Application is to be sent by e-mail or regular mail to:

Address for Regular Mail:  
DASA Compliance Management  
DASA DPM-5  
661 Bourke Street, Melbourne, VIC, 3000

### 7. DASA USE ONLY

7.1 Record Objective ID:

7.2 Major Change application:

Application Approved
                 
  Application Requires Resubmit
                 
  Application Not Approved

7.3 Output Documentation:

- DOE:  
 Form 83:  
 Improved DAS procedures  
 Other

7.4 Additional Comments:

Date	Name/Position	Signature