DASA has designed the following guidelines to assist the applicant to complete DASR Form 302 for Aerodrome Operator Certificate Operations Specification – Request for Variation, under Defence Aviation Safety Regulation (DASR) 139 − *Aerodromes*.

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 of the relevant regulatory requirements.

Please carefully read this document and any relevant Acceptable Means of Compliance or Guidance Material (available on the [DASA website](http://www.defence.gov.au/DASP/DASR-Regulations/Default.asp)).

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About this form and the application process

Completing this application form is the first step in the process to add a certified Aerodrome to the Aerodrome Operator Certificate Operations Specification (ADOPRC OpSpec) or request a variation to the ADOPRC OpSpec. When received, DASA will review the application including all supporting documentation provided.

Applicants must complete and sign the application form electronically and submit the signed form to DASA using the email address [dasa.registry@defence.gov.au](mailto:dasa.registry@defence.gov.au)

NOTE: DASA may reject an application if the applicant has not complied with relevant and applicable requirements. Mature draft submission to DASA will support developing a complete application for formal submission.

DASR Form 302

DASR Form 302 is the official DASA form for an AD OPR to request a variation to their ADOPRC OpSpec under DASR 139− *Aerodromes*. This form is considered part of an application pack and should be submitted with appropriate evidence to support the application.

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Withdrawal of application

The applicant may withdraw an application, in writing, at any time. The applicant should send the withdrawal request to [dasa.registry@defence.gov.au](mailto:dasa.aerodromes@defence.gov.au).

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Section 1 – Aerodrome Operator information

Include the name of the organisation as it appears on your ADOPRC and details of the organisation’s contact person for this Request for Variation. DASA expects that the contact person will be a member of the AD OPR’s nominated Key Staff and should be a minimum rank of O5/EL1 equivalent.

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Section 2 – Reason for application

The AD OPR may use this form to:

1. add/remove a certified Aerodrome to the ADOPRC OpSpec
2. request to withdraw/change an ADOPRC OpSpec condition or limitation
3. request a change due to a regulatory safety requirement
4. change other information related to the organisation, systems or processes—where there is an appreciable change to the AD OPR’s Authority-approved system.

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Section 3 – Updated Compliance Statement

The applicant should provide an Objective hyperlink to the AD OPR’s updated Compliance Statement to facilitate DASA assessment of regulatory compliance.

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Section 4 – Requested change details

The AD OPR should identify all changes in the Compliance Statement that require DASA approval. Each change item should include the nature of the requested change from the drop down menu, the associated Compliance Statement reference, and an Objective hyperlink to any artefacts outside of the Compliance Statement that substantiate DASR compliance.

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Section 5 – Applicant declaration

Upon signing the DASR Form 302, the AD OPR contact person declares the information provided is true and correct, and all relevant documentation required to process the application is provided to DASA.

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**Section 6 – DASA USE ONLY**

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Privacy policy

DASA requires the provision of information as listed in this form. DASA will treat all such information received as ‘in confidence’ and will not disclose this information to any third parties—unless disclosure is required or authorised by law. DASA will safeguard personal information. However, DASA publish approvals on its website in accordance with extant DASA policy.

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Form submission

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

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

|  |  |  |
| --- | --- | --- |
| 1. Aerodrome Operator information | | |
| **1.1 Organisation name** |  | |
| 1.2 Contact person | Title/Rank |  |
| Full name |  |
| Position title |  |
| Phone |  |
| Email |  |

|  |
| --- |
| **2. Reason for application** |
| Add/remove certified Aerodrome  Withdraw/Change a condition or limitation |
| Change due to regulatory safety requirement  Appreciable change to Authority-approved system |
|  |

|  |  |
| --- | --- |
| **3. Updated Compliance Statement** |  |

|  |  |  |
| --- | --- | --- |
| **4. Requested change details** | | |
| **4.1 Add certified Aerodrome** | | |
| **Aerodrome name** |  | |
| **ICAO identifier/Ship Pennant Number** |  | |
| **Compliance Statement reference (section/para)** |  | |
| **Affected OIP** |  | |
| **4.2 Remove certified Aerodrome** | | |
| **Aerodrome name** |  | |
| **ICAO identifier/Ship Pennant Number** |  | |
| **Is the responsibility for the Aerodrome transferring to another AD OPR?** | | **Yes  No** |
| *If yes, provide details* | | |
| **4.3 Withdraw/Change a condition or limitation** | | |
| **Aerodrome name** |  | |
| **ICAO identifier/Ship Pennant Number** |  | |
| **Imposed condition or limitation change** |  | |
| **Authority to amend or close** |  | |
| **Status after change** |  | |
| **Review date (if change is temporary)** |  | |
| **Compliance Statement reference (section/para)** |  | |
| **Affected OIP** |  | |
| **4.4 Change to regulatory safety requirement** | | |
| **Aerodrome name** |  | |
| **ICAO identifier** |  | |
| **Regulation change** |  | |
| **Compliance Statement reference (section/para)** |  | |
| **Affected OIP** |  | |
| **4.5 Appreciable change to Authority-approved system** | | |
|  | | |
| **Compliance Statement reference (section/para)** |  | |
| **Affected OIP** |  | |

|  |  |  |
| --- | --- | --- |
| **5. Applicant declaration***(contact person to complete)* | | |
| I declare that the information provided in this form is true and correct.  I declare that I have supplied all supporting documentation required for DASA to assess this application for regulatory compliance.  I confirm that the AD OPR has developed suitable changes to organisational systems to support the proposed ADOPRC OpSpec change(s). | | |
|  |  |  |
| Date | Name/Position | Signature |

|  |  |  |
| --- | --- | --- |
| Submission checklist (As Required) | | |
| Please submit the following supporting documentation which is relevant to the application: | | **Objective ID** |
|  | Compliance Statement (*as per Section 3*) |  |
|  | Aerodrome Manual |  |
|  | Aerodrome Certificate |  |
|  | Aerodrome Maintenance Program |  |
|  | Quality Management System |  |
|  | Safety Management System |  |
|  | Personnel Competency |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 6. DASA USE ONLY | | | |
| 6.1 Record Objective ID: |  | | |
| 6.2 FastTrack reference |  | | |
| 6.3 Documents received and reviewed | Compliance Statement  Aerodrome Manual  Aerodrome Certificate  Aerodrome Maintenance Program  Quality Management System  Safety Management System  Personnel Competency | | |
| 6.4 Application outcome: | | | |
| Application approved | Application requires resubmit | | Application not approved |
| 6.5 Output documentation: | Aerodrome Operator Certificate Operations Specification *(DASR Form 301)*  DG DASA Minute: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| 6.6 Comments: | | | |
|  | | | |
|  | |  |  |
| **Date** | | Name/Position | Signature |