

CHAPTER 1

UNDERSTANDING THE PURPOSES, FUNCTIONS AND KEY CONCEPTS OF LICENSING



1.1 Overview

(61.005)

This chapter details the purpose of the licensing system, the related function of various bodies and agencies and key concepts in the licensing process.

The chapter also explains the relationships, through diagrams and tables, between various licences, ratings and endorsements. This will assist you in determining your training options and needs.

This chapter includes information on the following:

- › Part 61 of CASR and how the MOS relates
- › purpose and regulations of flight crew licensing
- › CASA's licensing functions and record keeping
- › the role of legislative and non-legislative instruments
- › approvals issued under Part 61
- › qualification standards for flight simulation training devices
- › the role of the International Civil Aviation Organization (ICAO)
- › recognition of foreign states
- › how licences, ratings and endorsements relate to each other
- › explanation of aircraft category, class and type ratings and design feature endorsements
- › conduct of unauthorised activities
- › a summary of gaining your licence, rating or endorsement
- › applying for an aviation reference number (ARN)
- › licence document styles
- › eligibility to apply for a pilot licence online
- › reprinting your licence and expired licences (for old style licences)
- › obligations of licence holders
- › identity checks and provision of photographs
- › what to do when required to produce your licence or medical certificate
- › logbook requirements
- › testing of aircraft without holding an Australian licence
- › conduct of various operations including community flights and air displays.

1.2 Part 61 of CASR

(61.007)

Part 61 establishes a framework for pilots operating Australian registered aircraft. You must hold an Australian licence or certificate of validation (CoV) issued by CASA if you are flying a VH-registered aircraft in Australia or overseas.

Part 61 details:

- › the requirements to be met to obtain licences, ratings and endorsements
- › the associated privileges
- › any conditions or limitations on the exercise of those privileges.

Part 61 of CASR applies to flight in a registered aircraft of any of the following categories:

- › aeroplane
- › helicopter
- › powered-lift aircraft
- › gyroplane
- › airship.

This plain English guide is for the aeroplane category only.

1.3 How the Part 61 MOS relates

(61.035 and 61.040)

The regulations allow CASA to issue a Manual of Standards (MOS) for Part 61. The MOS is used for two main reasons:

- › to prescribe detailed technical standards which would otherwise make the regulations overly complex
- › to provide a more flexible and responsive way of updating these standards.

Standards in the MOS need to be updated to keep pace with technology and other changes. Regulations, on the other hand, are updated less often. A MOS is a legislative instrument (see below in this chapter for information about instruments) and can be disallowed in Parliament. There are rules for making and amending a MOS including consultation and publication.

The Part 61 regulations detail what you must do regarding licensing. The MOS includes the more detailed specifications for aeronautical knowledge standards and theory examinations, as well as practical competency standards for flight training, flight tests, proficiency checks and flight reviews. Wherever practical and for ease of reference, this guide combines the Part 61 regulatory requirements with the MOS.

The MOS is available on the Federal Register of Legislation.

You may like to refer to AC1-01: Understanding the legislative framework, for guidance on the Australian legislative framework including an explanation of the purpose of a MOS.

1.4 Flight crew licensing

The Australian flight crew licensing system has the safety of aviation and the general community as its focus.

Section 20AB of the Civil Aviation Act, requires any person performing a duty essential to the operation of an Australian registered aircraft to either:

- › hold the appropriate civil aviation authorisation e.g. flight crew licence
- › be authorised to conduct the operation without the required qualifications.

The flight crew licensing manual (FCLM) details the flight training and required competencies to conduct various flight operations safely.

A licence provides evidence of competency for the licences, ratings and endorsements that you, as the licence holder, have achieved. It also provides evidence that you have satisfied the other related requirements such as: age, security status and English language proficiency. Your licence also provides proof that you have demonstrated the skills, knowledge and attitudes required to obtain the authorisation(s) listed on your licence document.

Australian licences, other than the recreational pilot licence (RPL), with a few exceptions, meet the standards prescribed by the International Civil Aviation Organization (ICAO). As a contracting state, Australian licensing protocols and procedures closely align with ICAO standards. This means you can have your Australian licence and associated ratings and endorsements recognised overseas and conduct international flights in Australian registered aircraft. There are several areas where there are differences between the Australian and the ICAO requirements. Information is endorsed on the flight crew licence to display the differences as is applicable.

Australia also recognises the licences of contracting states (see chapter 16 and chapter 17 of this guide). If you hold a foreign licence you can apply to CASA for the grant of an equivalent Australian licence, rating and endorsement.

Australian Defence Force (ADF) pilots can also apply to convert their ADF qualifications into equivalent Part 61 licences ratings and endorsements. See chapter 18 of this guide

1.5 Regulating flight crew licensing

(61.005, FCLM 1.1, 1.2 and 3.4 and Part 61 MOS)

Flight crew licensing is one of the means CASA uses to maintain the safety of air travel and airspace, both for members of the aviation industry and the general public. The licensing system is designed to ensure all civilian pilots are properly trained and proficient. This is achieved by:

- › requiring anyone who wishes to perform any duty essential to the operation of an Australian aircraft during flight to hold an appropriate authorisation
- › controlling the qualifications of pilots before they are permitted to fly an aircraft
- › controlling who may train and test pilots' proficiency to ensure they meet the required standards.

In terms of procedures, flight crew licensing refers to the system of issuing, renewing and recording the documents that permit or authorise you to operate Australian registered aircraft.

Reference should be made to the following for flight crew licensing:

- › Part 61 of CASR and the Part 61 MOS
- › Flight Crew Licensing Manual (FCLM)
- › Part 141: Recreational, private and commercial pilot flight training other than certain integrated training courses
- › Part 142: Integrated and multi-crew pilot flight training, contracted recurrent training and contract checking.



There are also a number of advisory circulars (ACs), instruments and the acceptable means of compliance/guidance manual (AMC/GM) available on the CASA website. ACs and instruments as applicable are included in this manual and a list of repeal dates for instruments are contained in appendix E.

CASA staff, examiners, instructors and approval holders (as applicable) must follow documented procedures for the processing and assessing of all applications for, and granting of, flight crew licences, ratings and endorsements. See section 1.6 of this guide. This also applies to issuing and reissuing licence documents.

A CASA checklist is used to ensure all aspects related to the application are met. This checklist is filed as a permanent record of the assessment process and the result.



All licences require an aviation security check and are not issued until a successful security check has been completed. Where your flight training provider notifies CASA of your successful flight test online, these checks are completed automatically. See section 1.18 of this guide.

1.6 CASA's licensing functions

Overview

The administration and oversight of your flight crew licence is conducted by CASA.

Flight crew licensing is one of the means CASA uses to maintain the safety of air travel and airspace both for members of the aviation industry and the general public. The licensing system ensures that all civilian pilots and flight engineers are properly trained and proficient. This is achieved by:

- › requiring anyone who wishes to perform any duty essential to the operation of an Australian aircraft during flight to hold an appropriate permit or authorisation
- › controlling the qualifications pilots and flight engineers must have before they are permitted to operate an aircraft
- › controlling who may train and test the proficiency of pilots and flight engineers to ensure they meet the required standards. In terms of procedures, flight crew licensing refers to the system of issuing, renewing and recording the documents that permit or authorise flight crew to operate Australian registered aircraft.

This guide is for flight crew (aeroplanes) only.

1.7 CASA record keeping

(FCLM 1.4.5)

CASA keeps records of all flight crew authorisations and examination results, except for pre-solo air legislation exams and basic aeronautical knowledge (BAK) exams (this is because they are set and recorded by the industry).

CASA keeps all licensing information in its enterprise aviation processing (EAP) system. This system interfaces with other relevant data systems, including the medical information database, the flight crew theory exam database (the PEXO system) and myCASA.

1.8 The role of legislative and non-legislative instruments

Legislative instruments

(61.045, 61.047, 61.050, 61.055, 61.060, 61.061 and 61.062)

Generally, instruments that create or amend law or apply to a group of people or entities are legislative instruments. They can be subject to consultation, impact assessment (costs and any potential infringement of human rights) and parliamentary scrutiny. Legislative instruments relevant to the Australian aviation industry can be drafted by the Office of Parliamentary Counsel but are instructed by CASA or entirely drafted within CASA.

A legislative instrument can be disallowed (repealed) by Parliament if it is found to trespass unduly on personal rights and freedoms. This results from scrutiny by the Senate Standing Committee.

Under Part 61, CASA may use instruments to prescribe, for example:



the qualification standards for flight simulation training devices
(see section 1.10 of this guide)



the recognition of foreign states
(see section 1.12 of this guide)



the classing of single-engine aeroplanes
(see section 1.15 of this guide)



for multi-crew aircraft
(see section 1.15 of this guide):

- > applicable type ratings
- > variant aircraft models including applicable differences training



for single-pilot aircraft
(see section 1.15 of this guide):

- > applicable type ratings
- > variant aircraft models, including relevant differences training
- > type ratings that fulfil the requirements of an instrument proficiency check or flight review
- > if the criteria are met, aircraft models are no longer variants of each other and, as such, vary the additional flight training required



for class ratings
(see section 1.15 of this guide):

- > aircraft types for which an aircraft type flight review or instrument proficiency check meets the class flight review requirements
- > aircraft types for which class rating privileges must not be exercised until the rating holder has completed aircraft type flight training and an aircraft type flight

Since Part 61 was first implemented, there have been other legislative instruments introduced to correct errors or change requirements. These will remain in force until the Office of Parliamentary Counsel allocates resources to redraft the affected regulations.

These instruments will be identified in this guide where appropriate. A full list can be found in Appendix E of this guide.

Legislative instruments are available from the Federal Register of Legislation (FRL) website.

Non-legislative instruments

In addition to legislative instruments, you may also see non-legislative instruments. These typically apply to a single operator or individual. Non-legislative instruments have a range of applications, such as issuing permissions and exemptions or approvals for particular activities.

Non-legislative instruments are not subject to parliamentary scrutiny. These instruments are primarily used to manage circumstances where an individual or particular entity has operating needs or limitations that impact compliance with the overarching legislative framework. Many of the instruments that CASA makes are non-legislative instruments.

1.9 Approvals issued under Part 61

(61.040)

All approvals granted by CASA under Part 61 are subject to the procedural requirements of CASR Part 11 (regulatory administrative procedures). This part requires CASA to have regard for the safety of air navigation when considering the issue of approvals.

CASA is authorised to issue approvals under Part 61, where a regulation refers to a CASA approval.

In many of the regulations governing the training and testing of persons for qualifications and for certain activities, there is often a subregulation that allows for a person, other than a person who holds the required authorisation, to be approved to conduct that activity.

An operator may also operate under an approval issued under regulation 61.040. The operator must have satisfied CASA they meet applicable Part 61 and MOS competency units and standards.

1.10 Qualification standard for flight simulation training devices

(61.045)

Flight simulation training devices (FSTDs) include approved flight simulators, flight training devices and synthetic trainers that may be used to gain aeronautical experience.

Regulation 61.045 provides another way for CASA to specify minimum standards for a FSTD where there are no standards specified in other MOS or instruments i.e. for unique devices.

Part 60 of CASR sets out the rules for the initial and recurrent qualification of flight simulation training devices. The Part 60 MOS prescribes the qualification standards for FSTDs.

Using approved and capable FSTDs can enhance the quality and effectiveness of pilot training while mitigating the safety risks associated with conducting activities in simulated engine out flight and other non-normal manoeuvres.



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1.11 The role of the International Civil Aviation Organization

(FCLM 2.1.4)

The International Civil Aviation Organization (ICAO) sets standards and recommended practices applicable to flight crew licences.



Australian licences largely comply with ICAO Annex 1 (Personnel licensing) standards. However, there are some differences that CASA has notified to ICAO, and these are listed on the Australian flight crew licenses and ICAO differences page on the [CASA website](#).

CASA also recognises licences issued by other ICAO contracting States that comply with the Annex 1 standard. Chapter 16 of this guide details the process of recognition of an overseas licence by CASA.

1.12 Recognised foreign states

(61.047)

The term 'recognised foreign state' is used in Part 61 to enable equivalent licensing activities to be conducted by operators who are authorised by the National Aviation Authority (NAA) of the recognised State.

These states are recognised because the regulatory system in that state is similar to Australia's, and consideration has been given to it being recognised for this purpose.

For example, you may complete type rating training for a specific aircraft type in an approved flight simulation training device (FSTD) that is also approved by a recognised foreign state. This recognition saves the foreign operator from having their FSTD approved by Australia.

See chapter 16 of this guide for how to obtain an Australian licence, rating or endorsement based on an overseas qualification.

1.13 How licences, ratings and endorsements relate to each other

Overview (FCLM 1.3)

The authorisations issued by CASA to licence flight crew fall into 3 groups:

- › Licence: a document and an authorisation issued by CASA that indicates privileges a holder is authorised to exercise.
- › Rating: an authorisation entered on or associated with a licence and forming part of the special conditions, privileges or limitations pertaining to the licence.
- › Endorsement: an additional qualification which extends the privileges of an aircraft rating of the licence holder.

An authorisation can mean any of the following:

- › pilot licence being any of the following:
 - » recreational
 - » private
 - » commercial
 - » multi-crew
 - » air transport
 - » flight engineer licence (not included in this guide)
 - » glider pilot licence (not included in this guide)
- › a rating can mean any of the following:
 - » aircraft category rating
 - » aircraft class or type rating
 - » operational rating
- › an endorsement can mean any of the following:
 - » design feature e.g. retractable undercarriage
 - » flight activity e.g. aerobatics, formation flying
 - » an endorsement on an operational rating.

Table 1: Licences, ratings and endorsements

Type	Section
Licences indicating the most fundamental authorised privileges of the holder	
Recreational pilot licence (RPL)	Section 4.11
Private pilot licence (PPL)	Section 4.12
Commercial pilot licence (CPL)	Section 4.13
Air transport pilot licence (ATPL)	Section 4.14
Multi-crew pilot licence (MPL)	Section 4.15
Ratings indicating special conditions, privileges or limitations of a licence	
Aircraft category rating	Sections 4.3 and 5.2
Aircraft class rating	Sections 4.4 and 5.3
Aircraft type rating	Sections 4.5 and 5.5
Operational ratings	
Instrument rating	Section 10.2
Private instrument rating	Section 10.3
NVFR rating	Section 10.4
Aerial application rating	Chapter 8
Low-level rating	Chapter 7
Instructor ratings	
Flight instructor rating	Section 11.12
Simulator instructor	Section 11.13
Examiner ratings	
Flight examiner rating	Chapter 12
Design feature endorsements extending the rating to more specialised privileges	
Tailwheel undercarriage	Chapter 6 and section 4.6
Retractable undercarriage	Chapter 6 and section 4.6
Manual propeller pitch control (piston engine)	Chapter 6 and section 4.6
Gas turbine engine	Chapter 6 and section 4.6
Multi-engine centreline thrust	Chapter 6 and section 4.6
Pressurisation system	Chapter 6 and section 4.6
Floatplane	Chapter 6 and section 4.6
Floating hull	Chapter 6 and section 4.6
Ski landing gear	Chapter 6 and section 4.6
Flight activity endorsements extend the rating to more specialised privileges	
Aerobatics	Chapter 9
Aerobatics (1,500 ft)	Chapter 9
Aerobatics (1,000ft)	Chapter 9
Aerobatics (500 ft)	Chapter 9
Aerobatics (unlimited)	Chapter 9
Formation flying (aeroplane)	Chapter 9
Formation aerobatics spinning	Chapter 9

Operational ratings and endorsements (61.855, 61.910, 61.955, 61.1040 and 61.1090)

CASA specifies operational ratings that require you to complete additional training to that of your pilot licence. These ratings have several endorsements that define the extra knowledge and skills you need to conduct these specific operations safely.

The following are considered operational ratings:

- › instrument rating – see section 10.2 of this guide
- › private instrument rating – see section 10.3 of this guide
- › NVFR rating – see section 10.4 of this guide
- › pilot instructor rating – see chapter 11 of this guide
- › flight examiner rating – see chapter 12 of this guide
- › aerial application rating – see chapter 8 of this guide
- › low-level rating – see chapter 7 of this guide.

Operational ratings require you to undertake specific training to complete the required competencies. A rating may then have additional knowledge and skill components (endorsements).

For example, if you wish to operate below 500 ft above ground level (AGL), you must hold a low-level rating or an aerial application rating. If you then wanted to fly mustering operations, you would also need to add a mustering endorsement to your privileges.

To gain an operational rating, you must complete the training and successfully undertake the associated flight test. Your flight training must be done by either:

- › an authorised flight instructor
- › a person authorised by CASA.

You can then conduct the activity if you have also satisfied the requirements of the flight review or proficiency check.

Operational rating and endorsement flow charts

Figure 1: Instrument rating

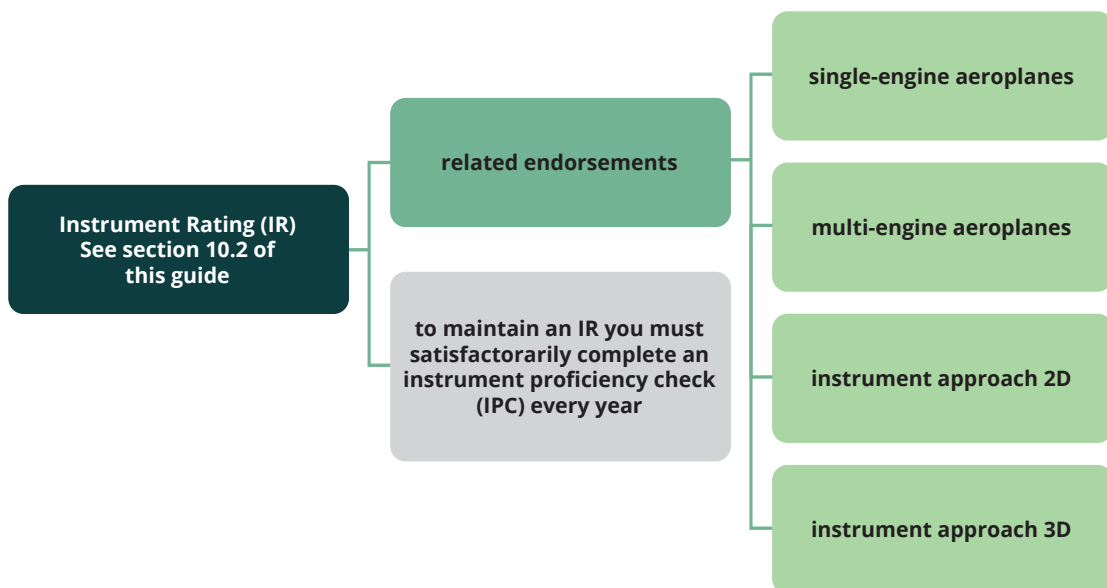


Figure 2: Private instrument rating

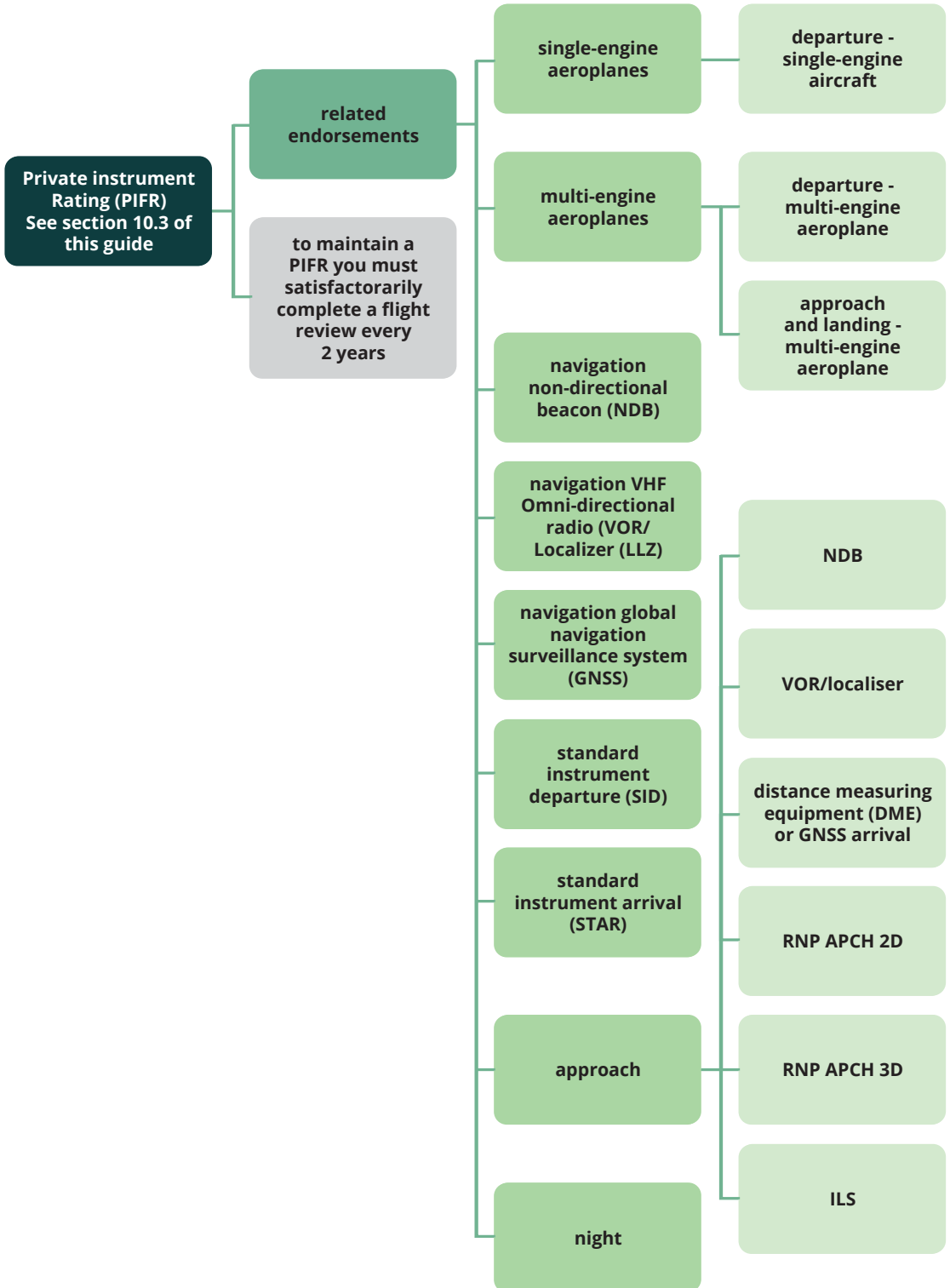


Figure 3: Night VFR rating

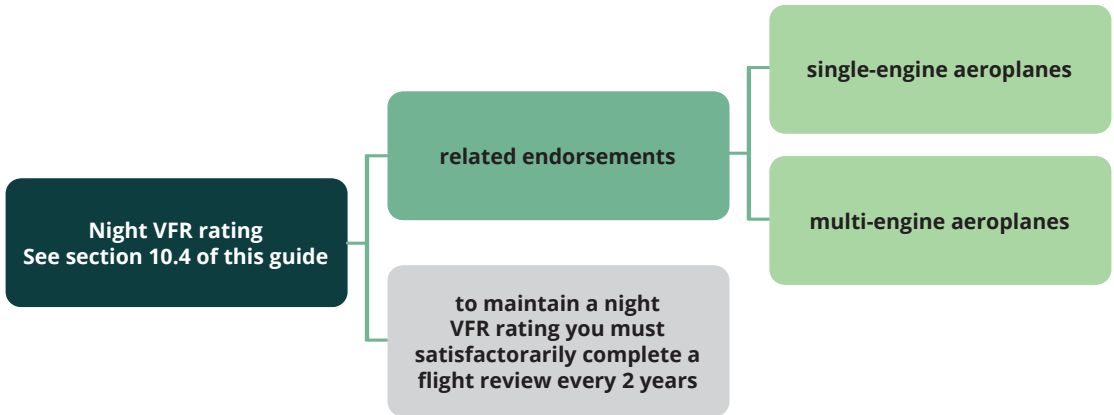


Figure 4: Aerial application rating

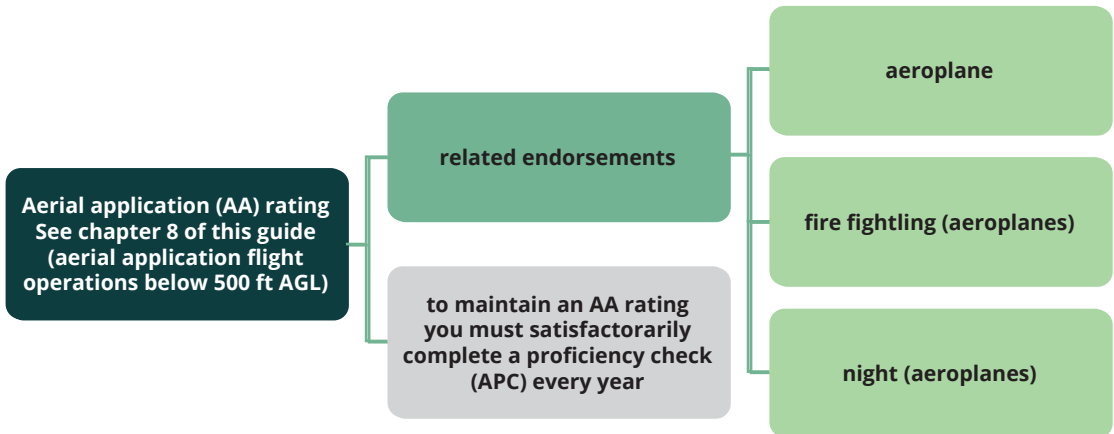
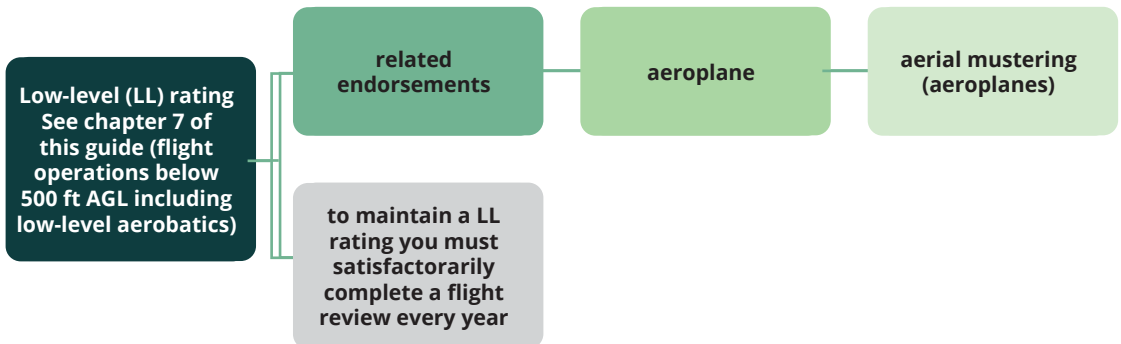


Figure 5: Low-level rating





Pilot instructor ratings and endorsements

To conduct flight training, you must hold a pilot instructor rating. There are two types of pilot instructor ratings:

- › flight instructor
- › simulator instructor.

Note: If you hold a simulator instructor rating and do not also hold a flight instructor rating, you are only permitted to conduct training in an approved flight simulation training device.

Note: All flight instructor endorsements apply to a simulator instructor rating.

To be granted a pilot instructor rating, you first must hold a PPL, CPL or ATPL.

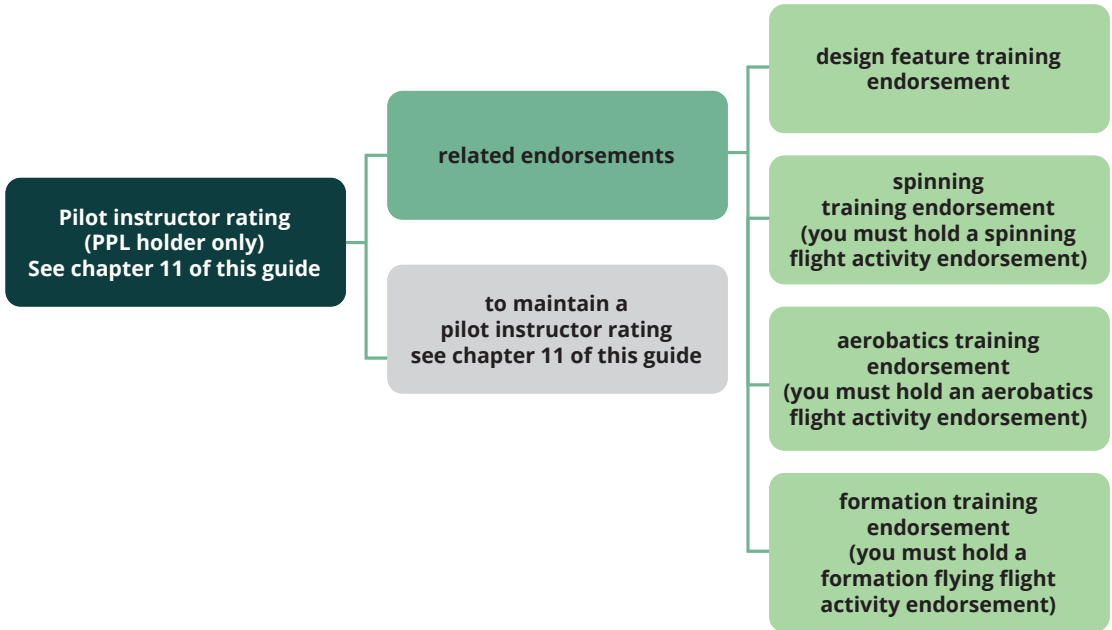
If you hold a PPL, then you can only conduct training for the issue of:

- › a design feature endorsement
- › flight activity endorsement.

This training can be conducted independently i.e. not by a Part 141 or 142 operator.

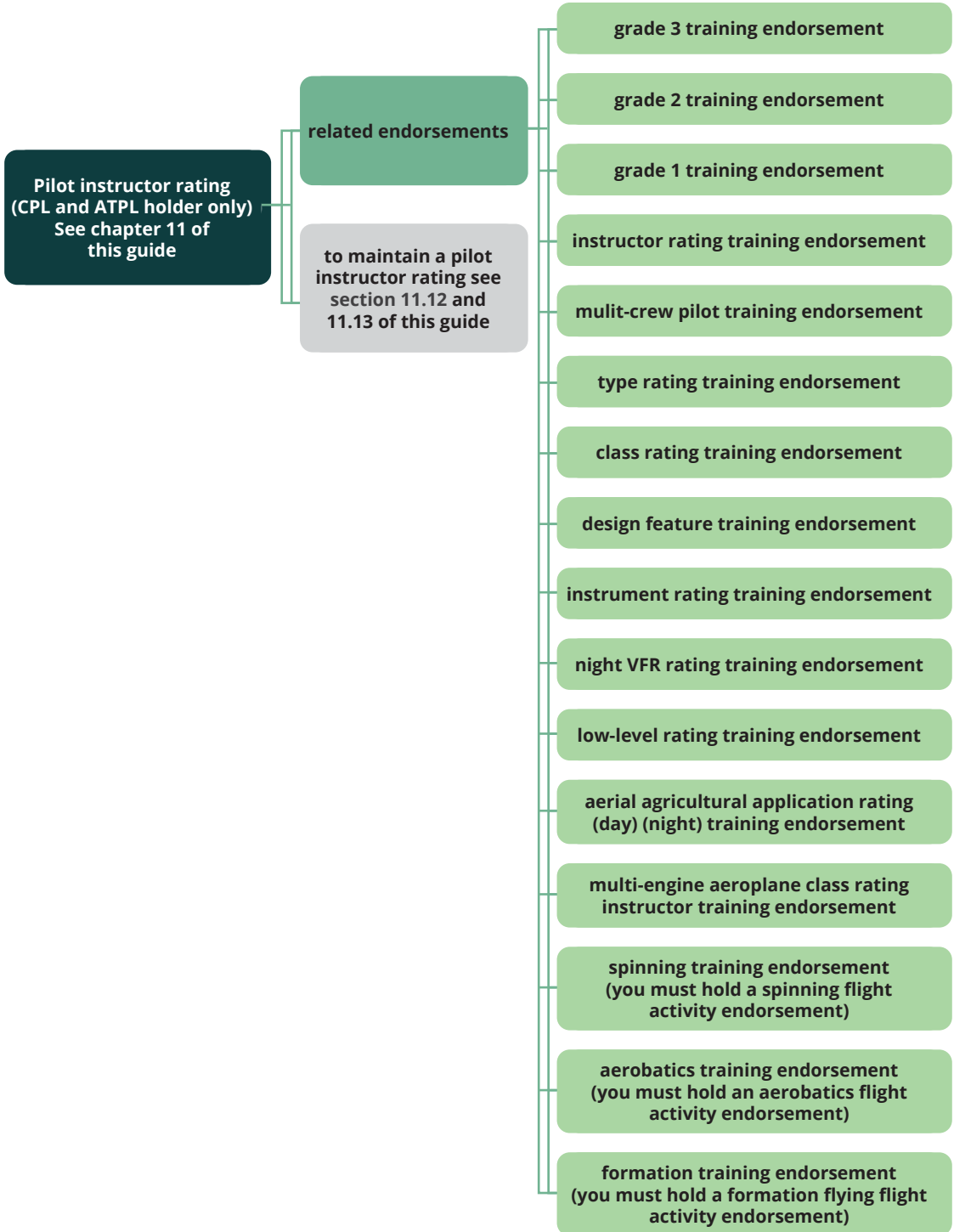
Pilot instructor ratings and endorsement flow charts

Figure 6: Pilot instructor rating (PPL holder)



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Figure 7: Pilot instructor rating (CPL and ATPL holders)



1.14 Aircraft category, class and types explained

An aircraft rating is a flight crew qualification that allows you to operate particular aircraft. The rating(s) you need depends on the type of pilot licence you hold and the aircraft you want to fly.

Aircraft category rating

When obtaining a pilot licence, you must choose the category of aircraft your training and qualifications will relate to.

Part 61 applies to the following aircraft categories:

- › aeroplane
- › helicopter
- › powered lift aircraft
- › gyroplane
- › airship.

This guide relates only to licensing in the aeroplane category.

You must hold the correct category rating on your licence to fly as the pilot in command (PIC) or copilot of an Australian (VH) registered aircraft. Once you have your initial licence and aircraft category rating, you may add other categories to your licence. See chapter 14 of this guide.

For example, you may hold a PPL in the aeroplane category and a CPL in the helicopter category. Each licence is linked to the category for which it is granted.

See section 5.2 of this guide (Aircraft category requirements).

Aircraft class ratings

Your aeroplane category rating will normally include at least one class rating.

By holding a class rating, you are authorised to operate an aircraft in the class that is not designated as a type-rated aircraft.

Note: There are certain aircraft that fall in the single engine class, for example, the C208 that require a separate flight review to exercise the privilege of the single engine class rating. These aircraft are listed in Part 61 Flight Crew Licensing (Prescribed aircraft and type ratings), Schedule 12.

Table 2: Aircraft categories and associated class ratings

Category	Class rating applicable
Aeroplane	single-engine aeroplane
	multi-engine aeroplane
Helicopter	single-engine helicopter
Powered lift aircraft	power-lift aircraft
Gyroplane	single-engine gyroplane
Airship	airship

See section 5.3 of this guide (aircraft class rating requirements).

Aircraft type ratings

More complex aircraft require you to complete additional training and obtain a type rating before you fly them. These ratings may also be referred to as a pilot type rating.

CASA specifies aircraft type ratings for aircraft that:

- › are certified to be operated by more than one pilot
- › are certified in the transport category
- › are multi-engine turbojet powered
- › are fitted with more complex systems
- › have unique handling or performance characteristics.

Note: The above reference to transport category refers to a homogeneous grouping of aircraft types and models of generally similar characteristics. These are based on the proposed or intended use of the aircraft and their operating limitations and is not referring to air transport operations.

To keep your aircraft type rating current, you must have completed a proficiency check or a flight review relevant to the rating within the past 2 years.

To conduct a flight under the instrument flight rules (IFR) in a type-rated aircraft, you must have a valid instrument proficiency check relevant to the kind of aircraft.

See Appendix C of this guide for details of aircraft type rating requirements.

See section 5.4 of this guide (Aircraft type rating requirements).



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1.15 Prescription of aircraft classes, ratings and variants

Multi-engine aeroplanes included in the single-engine aeroplane class (61.050)

If you hold a single-engine aeroplane class rating you may be allowed to fly some multi-engine aeroplanes. For example, multi-engine centre-line thrust aeroplanes (C336 and C337). However, you will have to complete extra flight training and a flight review or endorsement before you're permitted to do so.

Type-rating and variants – multi-crew aircraft (61.055)

Type-rated aircraft are complex or distinct aircraft types. Aircraft that are certified to be flown by more than one pilot are examples of type-rated aircraft. Pilots flying these aircraft must have specialised training.

For certain type-rated aeroplanes with similar characteristics to others in their class, competency checks in the type-rated aircraft may count for the class rating flight review.

Aircraft that fall into this category are described in the instrument titled Part 61 Flight crew licensing (prescribed aircraft and type ratings). Further details can be found in Appendix C of this guide.

You can train for some aircraft type ratings at a Part 141 school. These types are prescribed in instrument type ratings excluded from Part 142 flight training (edition 7) instrument 2023.

Type-rating – single-pilot aircraft (61.060)

Single-pilot aircraft types are those that one pilot may operate and require initial and ongoing type-specific training and competency checking. These aircraft are sufficiently complex, or their performance or handling characteristics are such that additional training of pilots is warranted to enable them to operate the aircraft safely.

Aircraft types can have variants within each type, and the characteristics of the variants can differ (for example, in areas such as operating systems, size or performance). In some cases, additional training of pilots is warranted to enable them to operate these variants of the original aircraft type.

Note: If you have passed a flight test as a multi-crew operation in an aeroplane that is certificated for single-pilot operations, you must not exercise the privileges of the rating in a single-pilot operation unless you have:

- › completed flight training to meet the required competencies for the operation of the aeroplane in a single-pilot operation
- › met one of the following:
 - » passed the flight test for the rating as a single-pilot operation
 - » successfully completed an instrument proficiency check conducted by a flight examiner as a single-pilot operation in an aeroplane of the type rating
 - » successfully complete an operator proficiency check conducted as a single-pilot operation in an aeroplane of the type rating.

Aircraft to which this regulation applies are described in the instrument titled Part 61 Flight crew licensing (prescribed aircraft and type ratings).

Type-rated aircraft – flight review requirements for class ratings (61.061)

Some aircraft are sufficiently complex or have performance or handling characteristics that warrant initial and ongoing type-specific training.

A relevant class rating flight review is acceptable because the aircraft type is sufficiently in common with aircraft in that class rating.

Aircraft this regulation applies to are described in instrument titled Part 61 Flight crew licensing (prescribed aircraft and type ratings) (see Appendix C of this guide) and instrument type ratings excluded from Part 142 flight training (edition 7) instrument 2023.

Types of aircraft for additional limitations on class ratings

(61.062 and 202.268A)

CASA may require you to undertake specific training and a flight review for some aircraft types in order to exercise the privileges of a class rating.

If this is necessary, CASA will issue an instrument detailing the requirements. Aircraft included in the instrument are considered sufficiently complex or have performance or handling characteristics that warrant initial type-specific training and a flight review in the specific type.

However, these types are not so different that ongoing training and competency checking needs to be type specific. In these cases, you only need to complete initial type-specific training along with a flight review, rather than a flight test, as the means of assessing the your competence in operating that type of aircraft. A flight review in any other aircraft in the same class satisfies the flight review requirements to fly that type of aircraft.

Aircraft this regulation applies to are described in the instrument titled Part 61 Flight crew licensing (prescribed aircraft and type ratings). See appendix C of this guide.

The requirements of this section do not apply if:

- › you are the holder of a continued authorisation that is equivalent to a class rating
- › you hold an aircraft endorsement for an aircraft covered by a class rating (in force prior to 1st September 2014)
- › the endorsement was for a type of aircraft prescribed in an instrument mentioned above in this section.



1.16 Conduct of unauthorised activities

(61.065)

You must only pilot a registered aircraft, or act as an instructor or flight examiner, if you are authorised by the Part 61 regulations.

1.17 A summary of how to get your licence, endorsement or rating

(FCLM 2.2, FCLM 3.2 and FCLM 3.3)

CASA is the only body that can grant and issue flight crew licences in Australia. This is designed to maintain the validity and integrity of the licence in the international aviation sector.

To be granted a licence, endorsement or rating, you must be deemed competent. Competency means you have completed:

- › initial and recurrent medical assessments or a valid Class 5 medical self-declaration
- › applicable training
- › the accumulation of aeronautical experience
- › the theoretical knowledge examinations
- › the practical assessments (flight tests).

Once issued, your flight crew licence, ratings and endorsements are perpetually valid. However, you must undergo, as applicable, regular medical assessments, flight reviews and proficiency checks, to be legally able to exercise the privileges of your licence.

CASA delegates the granting and issuing of most ratings and endorsements to approved and qualified persons. CASA assesses these persons to make sure they are competent to do these approvals in their own right.

Flight examiner ratings and associated flight test endorsements, and the approval of persons under regulation 61.040 to conduct flight tests, grant ratings and endorsements, must be conducted by CASA.

1.18 Security requirements for pilots

If you wish to exercise the privileges of a Part 61 flight crew licence you must have an aviation security status check. You will also need an aviation security status check if you're applying for a flight crew licence.

In order to have a status check you will need to apply for either:

- › an Aviation Security Identification Card (ASIC)
- › an Aviation Identification (AVID).

Aviation Security Identification Card (ASIC)

You will need an ASIC if you are flight crew flying at a security controlled airport, or a pilot under the age of 18. It allows you to operate at any airport in Australia.

You can apply for an ASIC through any of the ASIC issuing bodies listed on the Department of Home Affairs website.



The time frame for receipt of your ASIC is usually 4 to 6 weeks.

Aviation Identification (AVID)

An Aviation Identification (AVID) is more restrictive. For example, you cannot use an AVID at security-controlled airports. To apply for an AVID, you must:

- › be 18 years or older
- › have a Part 61 Flight Crew Licence issued by CASA (or be applying for one)
- › have a current aviation medical.

Applications for an AVID will usually take between 4 and 6 weeks to process and cost \$126.

To apply for an AVID, use Aviation identification application form 499.

1.19 Applying for an aviation reference number (ARN)

You must have an individual aviation reference number (ARN) in order to:

- › access many CASA services
- › hold an Australian licence, permission or authorisation.

Applying through the myCASA portal

Your application for an ARN is undertaken through the myCASA portal. You will need to create an account or log in to your myCASA account to apply for an ARN.

To create a myCASA account you will need either your:

- › email address and a password
- › digital identity using your MyGovID digital identity.

Once logged in, you navigate via the 'Need an ARN?' and then the 'Apply for an ARN' icons.

You will then be required to enter your personal details which includes your:

- › full name (as it appears on your primary form of identification i.e. your passport, birth certificate or drivers licence)
- › address
- › date of birth
- › gender
- › phone numbers
- › nationality.

You will then be prompted to submit your identification. You only need one type of identification and most can be verified online. Suitable identification includes:

- › Australian or foreign passport
- › Australian birth certificate
- › Australian citizenship certificate
- › ImmiCard.

Note: An ImmiCard is issued to certain visa holders who don't have and can't obtain a passport recognised by the Australian government.



If your identification does not automatically verify, you can upload a certified copy of the document instead.

Once you have completed the required information, double check the information matches your identity documents and submit. You will receive an email with your ARN a few minutes after submission.

Applying via email or post

If you cannot apply online, you can apply for an individual ARN by emailing or posting the application form to CASA with certified copies of your identity documents.

To apply via email or the post you will need to:

- › download and enter your personal details onto the individual aviation reference number application form (Form 1162)
- › print or save it on to your device
- › nominate your 100 points of identification
- › email or post your application.

Note: You can use different combinations of documents to make up your 100 points. All documents must be certified.

1.20 Licence styles

Previous licence styles

Plastic card style



Licences issued between April 1992 and March 2001 were in the form of a plastic card, similar to a credit card. This only shows the highest licence you hold for each aircraft category. This style of licence remains a valid licence for use in Australia but is not suitable for overseas use as it is not ICAO compliant. Records of flight crew qualifications (RFCQ) to accompany the plastic card licence are no longer available and are replaced by the new book style licence.

Paper docket style

A few licences, such as student pilot licences (SPL), were issued by industry delegates and flying schools as a paper docket. CASR Part 61 has removed the student pilot licence requirement.

'Old' book style

The 'old' book style licences issued before April 1992 can no longer be used to exercise your pilot privileges.

Current book style licences



Licences issued after April 2001 are in a new booklet style to comply with ICAO requirements and allow for easier recognition of flight crew qualifications overseas.

This format details all licences, qualifications and ratings you hold and removes the need for a separate record of flight crew qualifications (RFCQ) to accompany your licence.

Your licences can be reprinted each time a new licence, endorsement or rating is added or renewed and replaces the previous licence in full. However, this is not required in order to use the licence, as it is only a record of the qualifications held.

Medical certificates are placed in the back of the folder and are also replaced in full when a new medical certificate is received after each medical examination.

Licence prints can be requested at any time in writing to CASA.

Digital pilot licences (CASR 91.100)

You are permitted to carry any flight related documents electronically when flying in Australia.



An electronic form of your licence may be referred to as a digital licence.



If travelling overseas you may need a printed version of your licence and associated documentation as a digital licence is not accepted in all countries.



A digital licence may not be a substitute for your paper licence when flying internationally, or obtaining a rating or endorsement, you will need to carry your paper licence.

You can carry your flight crew licence with you on your iPhone, iPod touch and Apple Watch using Apple Wallet. To download a digital copy you will need to activate a myCASA account (if you have not done so already).



CASA has available a fact sheet regarding how to download a digital view of your licence.

Android digital licences will not include a photo, so you will also need to carry separate photo identification, such as a driver's licence or ASIC, with you.

It may take up to 2 weeks for new privileges to appear on your digital licence, during which time you can only exercise those privileges that appear on your digital licence. If you want to use these new privileges, you will need to carry your paper licence.

1.21 Eligibility to apply for a pilot licence online

You can now apply and pay for your pilot licence in myCASA. To apply for the issue of your pilot licence online you must:

- ✔ have finished your training, exams and flight test
- ✔ ensure your examiner has lodged your successful flight test with CASA
- ✔ have completed the required English language proficiency (ELP)
- ✔ have an aviation security identification card (ASIC) (or AVID as applicable)
- ✔ have transitioned to Part 61 (by completing form 61-9TX) if you have held a previous flight crew licence (such as a CAR 5 licence).



You must have a suitable valid medical certificate at the time you undertake your flight test.

If you meet these criteria, you will need to log in or create a myCASA account and follow the prompts.



Before logging on to complete your application ensure you have your ARN and ID documents ready.

If you do not meet these requirements, you will need to complete a manual application form i.e., Form 61-PLA – Pilot Licence Application – Australian Civil Trained.

If you are a student, you will receive an email from CASA letting you know that your examiner has submitted your passed flight test and you can now apply online.

Once your application has been processed a copy of your licence will be posted to you and it will be available for you to download to your digital wallet.

1.22 Reprinting your licence

You will need to contact CASA if you need a paper reprint of your licence for operational reasons, such as international air operations. The fee for a licence reprint is \$25.

You can apply for a licence re-print by either:

- › going to myCASA and requesting a reprint via your licence view page
- › completing the licence reprint form (form 61-9R) and submitting it to CASA.

1.23 Expired licences

(FCLM 3.10)

If your flight crew licence has expired and you wish to start flying again, you will need to request the re-issue of a new flight crew licence from CASA. This will require a current relevant medical certificate (see section 2.7 of this guide) and a security check (see section 1.18 of this guide).

You may apply in writing and a flight crew licence reflecting the perpetual status of your current licence will be sent to you. Alternatively you may provide evidence acceptable to CASA that the old licence is stamped 'PERPETUAL' after which you will be issued a new flight crew licence.

You cannot exercise the privileges of your licence until your new licence has been issued and you have successfully completed any required flight review or proficiency check.

1.24 Obligations of holders of flight crew licences and certificates of validation

(61.190)

As the holder of a flight crew licence or certificate of validation (see section 16.3 of this guide), you may be subject to identity checks and asked to provide further documentation, such as a photograph.

You are also legally required to keep a logbook.

It is a condition of your flight crew licence, rating or endorsement that you comply with:

- › the limitations on the exercise of the privileges of the licence, rating or endorsement
- › the requirements of Part 61 that apply to you.

1.25 Identity checks

(61.335)

If you are the holder of a flight crew licence or certificate of validation (CoV) CASA may give written notice to you to prove your identity. You must provide the evidence requested.

Once you are issued with a new licence or CoV, as applicable, you will have fulfilled the identity requirement and are free to exercise the privileges of your licence or CoV again.

It is an offence to exercise the privileges of your licence or CoV if CASA hasn't given written confirmation (for example by way of a licence or certificate of validation) that your identity requirement has been met.

1.26 Provision of photograph

(61.336)

CASA needs to have a photograph of each licence holder which can be used for identification purposes.

As an applicant for a licence you must provide a recent photograph unless you have provided a photograph to CASA within the previous 10 years. (Refer to regulation 61.155)

CASA may give you written notice to provide a recent photograph which:

- › shows your full face, head and shoulders
- › was taken no more than 6 months before the date of the notice.

If you have received a notice, you have 30 days to provide the photograph. It is an offence to use your licence if you have not complied with this requirement.



This circumstance may arise if the photo CASA has on record is not a sufficiently close likeness of you. In this situation CASA may give you written notice to produce a more recent photograph.

1.27 Production of licence documents, medical certificates and identification

(61.340)

Licence holders

CASA may direct you to produce any or all of the following documents for inspection:

- › your licence document
- › your medical certificate (unless you hold a medical exemption)
- › a document that includes a photograph showing your face, head and shoulders that is current and issued within the previous 10 years by a government authority or government that is:
 - » the Commonwealth or a state or territory
 - » a foreign country, or a state or province of a foreign country.

Certificate of validation holders

CASA may direct you, as the holder of a certificate of validation (see section 16.3 of this guide), to produce any, or all, of the following documents for inspection:

- › your certificate of validation
- › your overseas medical certificate
- › your overseas flight crew licence
- › a current document that includes a photograph showing your full face, head and shoulders issued within the previous 10 years by a government authority that is:
 - » the Commonwealth or a state or territory
 - » a foreign country, or a state or province of a foreign country.

It is an offence if you do not produce your documentation within the time specified by CASA.

1.28 Logbooks

Logbooks and recording of flight time (61.345)

As a condition of your licence or certificate of validation (see section 16.3 of this guide), you must keep a logbook. Your logbook must contain your full name and date of birth.

It can be a paper or an electronic logbook as long as it contains the details described below.

Logbooks are an official record of your experience and used for licensing purposes. For example, as a record that you meet minimum experience standards for a licence or recent experience requirements. Your logbook can also be required for investigation and compliance purposes.

Logbooks may vary in their set-up. However, after completing each flight, you must record at least the following information:

- › the date the flight began
- › the aircraft type
- › whether the aircraft was single-engine or multi-engine
- › the nationality and registration marks of the aircraft
- › the take-off and landing points for the flight and each segment of the flight
- › the flight time flown in each of the following capacities that applied to the flight:
 - » pilot in command (PIC)
 - » copilot
 - » pilot in command under supervision (PICUS)
 - » pilot receiving flight training
 - » if you are a flight instructor, any flight time spent exercising the privileges of your flight instructor rating
 - » if you are a flight examiner, any flight time spent exercising the privileges of your flight examiner rating
 - » whether the flight was by day or night, or both
 - » any instrument flight time
 - » whether you conducted an instrument approach operation and, if so, the type of instrument approach procedure
- › if applicable, that the flight was a community service flight and record the details of the flight (see section 1.31 of this guide).



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You must also log your time in an approved flight simulation training device (FSTD) in your logbook. Specifically you must include the following:

- › the date the simulated flight began
- › the type of aircraft represented by the device
- › the simulated flight time performed in each of the following capacities:
 - » pilot in command (PIC)
 - » copilot
 - » pilot in command under supervision (PICUS)
 - » pilot receiving flight training
 - » if you are a flight instructor or simulator instructor, any time spent exercising the privileges of your instructor rating
 - » if the flight was conducted in simulated day or night conditions or both
 - » a description of the simulated flight activity
- › if applicable, that the flight was a community service flight and record the details of the flight (see section 1.29 of this guide).



Although not required, it is standard practice for flight examiners to also record flight time in an approved simulator and the relevant details of the activity in their logbook.

Exemption – logbook recording for copilot (Instrument CASA EX32/24 Flight Crew Licensing and Other Matters (Miscellaneous Exemptions) Instrument 2024)

This exemption allows you to log copilot flight time even though the flight doesn't meet the definition of a multi-crew operation. Copilot flight time in the regulations requires the operation to be in a multi-crew certified aircraft or a single-pilot certified aircraft that is required by the regulations to be flown multi-crew. This may occur for example in a Part 121 air transport operation in a BE350 aeroplane. The aircraft must be fitted with appropriate instruments and the standard operating procedures being used must also support a multi-crew operation.

The exemption allows you to log that copilot flight time and use it for the purposes of meeting the flight time required for an ATPL or to comply with the flight time in relation to a type rating.

In this situation you are a permitted copilot on a single-pilot aircraft. You do not need to differentiate this time as permissible copilot time in your logbook. You must, however, record as soon as practicable the permissible copilot time as if it were copilot flight time.

Note: Permissible copilot time, in relation to you being a permitted copilot, means time during where you performed copilot duties in a multi-pilot capable aircraft following the multi-crew procedures specified in the operations manual or exposition (whichever is applicable) of the AOC holder operating the aircraft.

Retention of logbooks (61.355)

You must retain your logbook for 7 years from the last date of entry.

It is an offence to fail to keep a logbook.

False entries in logbooks (61.360)

All logbook entries must be correct and not misleading.

It is an offence to make a false or misleading entry in your logbook.

CASA may give you a written direction to correct an entry in your logbook, and you must do so within 14 days of receiving the notice.

Production of logbooks (61.365)

CASA may direct you to produce your logbook for inspection. You must provide your logbook within 7 days of the notification.

If you keep your logbook in electronic form, you must produce a printed copy of the logbook with each page certified by you as a true copy of your logbook.

1.29 Authorisation to test aircraft without holding type rating

(61.140)

As the holder of a flight crew licence you may apply to CASA, in writing, for authorisation to act as a flight crew member of an aircraft for which you do not hold a pilot type rating during a flight conducted for the purpose of:

- › testing the aircraft
- › conducting an experiment in relation to the aircraft.

When acting as a flight crew member, you must meet the requirements of the authorisation issued by CASA.



You may, for example, operate an aircraft to conduct aircraft tests without holding a type rating. This can occur when a new type of aircraft is being tested for certification purposes or a modification of an existing type. Test pilots undertake specialist training for conducting test flights and need to have an authorisation to fly these aircraft types because often there is no type rating available at that point in time.

1.30 Conduct of adventure flights

A range of ex-military, historic and replica aircraft are used to offer adventure-style flights to the general public for a fee.

Rather than being a traditional joy flight, providers market these flights as:

- › warbird
- › combat
- › military
- › top-gun
- › adventure.

The Australian Warbirds Association (AWAL) under Part 132 of CASR (Limited category aircraft), manage these flights.

Adventure flight pilots must hold:

- › either a CPL or ATPL
- › a current Class 1 medical certificate
- › the appropriate endorsements and ratings.



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1.31 Conduct of community service flights

(Instrument number CASA 09/19 Civil Aviation (Community Service Flights – Conditions on Flight Crew Licences) Instrument 2019)

A charitable or community organisation may coordinate, arrange or facilitate a community service flight (CSF) for charitable or community service purposes. These organisations do not operate with an Air Operators Certificate (AOC).

The rules for pilots conducting CSFs are in the [CASA 09/19 – Civil Aviation \(Community Service Flights – Conditions on Flight Crew Licences\) Instrument 2019](#).

A CSF involves:

- › the transport of one or more patients so they can receive non-emergency medical treatment or services
- › the transport of a patient from a treatment destination to any other place.

CSFs provide support and assistance to patients and their families or carers without charge.

Note: Medical treatment is not provided on board the aircraft for the flight other than the administering of medication or in response to an unexpected medical emergency.

To conduct a CSF, you must hold a:

- › PPL, CPL or ATPL
- › a current class 1 or 2 medical certificate or medical exemption.

In addition, you must meet the following aeronautical experience requirements (as applicable):

- › you must have completed one landing in the same aircraft class (or type, if the aircraft requires a pilot type rating) during the previous 30 days (this can be on the same day, before the flight)
- › if your CSF is under the visual flight rules (VFR), you must have at least 10 hours of flight time in an aircraft of the same type to be used for the CSF
- › if your CSF is under the instrument flight rules (IFR), you must have at least 20 hours of flight time in an aircraft of the same type to be used for the CSF
- › if your CSF is in a multi-engine aeroplane, you must have at least 25 hours of flight time as pilot in command of any multi-engine aeroplane
- › if you hold a CPL and are not also an ATPL holder, you need 150 hours as pilot in command of an aeroplane or helicopter
- › if you hold a PPL you must have at least:
 - » 400 hours of flight time in an aeroplane or a helicopter
 - » 250 hours of flight time as pilot in command in an aeroplane or a helicopter.

Note: You must not conduct a CSF flight under the night VFR.

You must also record information that the flight is a CSF in your logbook.

1.32 Conduct of parachute operations

Reference should be made to:

- › [CASR 105 Parachuting from Aircraft](#)
- › Part 105 (Parachuting from Aircraft) Manual of Standards
- › CASA EX105/23 – Part 105 (Parachute Operators and Pilots) Instrument 2023.

1.33 Conduct of air displays, including aerobatics practice

(Instrument CASA EX07/24 Low-level Operations (Air Displays and Aerobatic Manoeuvres) Exemption 2024)

This section applies if you are the pilot in command of an aircraft and you:

- › do not hold a low-level rating or aerial application rating and you are conducting a low-level operation from time to time either:
 - » at an air display approved by CASA
 - » during practice for an air display approved by CASA at an aerodrome specified by CASA (this must be in an instrument under regulation 165 of CAR)
- › hold an aerobatics (unlimited) flight activity endorsement, and you are conducting a low-level operation from time to time to practice aerobatic manoeuvres at an aerodrome specified by CASA (this must be in an instrument under regulation 165 of CAR).

If this section applies to you, you are exempted from the following provisions:

- › CASR 91.267 (Minimum height rules – populous areas and public gatherings) and Part 91 MOS Chapter 12
- › subregulation 61.065 (1) (Conduct of authorised activities – holders of flight crew licences), prohibiting you from conducting low-level operations
- › subregulation 61.375 (7) (Limitations on exercise of privileges of pilot licences – rating).



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