

ARENA BEFORE YOU START

We recommend you use a modern web browser to access ARENA ->

- Chrome 32+
- Firefox 25+
- Internet Explorer 10+

Before you start entering data in ARENA you will need some information and a few documents ready to either copy data from or to upload into ARENA when requested.



Operators

Organisation

- ✓ ABN and registered business details

Air Operators Certificate

- ✓ AOC number(s) and an *electronic copy* of each of your AOCs (PDF or scan)

Staff

- ✓ Aviation Reference Number (ARN) for each of your key staff

Related businesses

- ✓ Registered names and ABNs of related businesses

Insurance

- ✓ Insurance policy numbers and details
- ✓ An *electronic copy* of each insurance policy (PDF or scan)

Aircraft and Equipment



Aircraft

- ✓ Registration marks and details for each aircraft
- ✓ Performance details for each aircraft – from flight manual

Vehicles

- ✓ Registration and details for each vehicle
- ✓ Weights and dimensions for each vehicle

Photos

- ✓ External and internal photos of each aircraft or vehicle (JPG or PNG)

Pilots & Flight Crew



Personal

- ✓ ARN (CASA issued Aviation Reference Number)
- ✓ An *electronic copy* of your ASIC card (PDF or scan)

Licences

- ✓ Relevant air crew licences numbers and details
- ✓ An *electronic copy* of each air crew licences (PDF or scan)

Endorsements, Ratings and Approvals

- ✓ Details of relevant Endorsements, Ratings and Approvals
- ✓ An *electronic copy* of each Endorsements, Ratings and Approvals (PDF or scan)

Certifications, qualifications, and other approvals

- ✓ Details of relevant Certifications, qualifications, medicals, and other approvals
- ✓ Examples may include Wild fire awareness training, Helicopter Underwater Escape Training etc
- ✓ An *electronic copy* of each Certifications, qualifications, and other approvals (PDF or scan)

Experience

- ✓ Detail and summary totals of your relevant aeronautical experience
- ✓ A completed *electronic copy* of the *NAFC Flight Crew Experience Form* – available on ARENA
- ✓ An *electronic copy* of last page(s) of your log book, or equivalent report from log book software