

Exposition Amendment Summary for an Aircraft Design Organisation under Civil Aviation Rule Part 146

Application requirements and instructions for completing the form

- a) This form is used by the CAA to determine how to deal with your exposition amendment. Use it as a checklist to avoid having the CAA return to you any exposition amendment that is incorrect or incomplete.
- b) Use this form to:
 - i. identify changes made to your exposition; and
 - ii. assess whether any of these changes require prior acceptance by the CAA.
- c) If the self-assessment in Section 3 determines that any exposition changes require CAA acceptance, you will need to make a formal application by submitting CAA form [24146-01](#) and include the amended draft exposition. If no acceptance is needed, then only this form and the exposition amendment is required.
- d) Email this form to certification@caa.govt.nz or post to Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140.

1. Organisation details

CAA participant no. (if known)	<input type="text"/>	Name of organisation	<input type="text"/>
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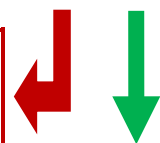
2. Changes to exposition

Manual name	<input type="text"/>	Amendment no. and date	<input type="text"/>
Summary of changes			
<input type="text"/>			

3. Self-assessment

A.	Do the changes to the exposition relate to any of the requirements of rule 146.105(d), which requires prior acceptance by the Director? – as listed below	Yes	No
(1)	The chief executive	<input type="checkbox"/>	<input type="checkbox"/>
(2)	The listed senior persons	<input type="checkbox"/>	<input type="checkbox"/>
(3)	The scope of the design activities the certificate holder undertakes	<input type="checkbox"/>	<input type="checkbox"/>
(4)	The location at which work is carried out	<input type="checkbox"/>	<input type="checkbox"/>
(5)	The system for safety management, if the change is a material change <i>Note: material changes are considered to be those affecting the performance of a fundamental process or system underpinning the safety management system. Refer to AC100-1, Section 3.3.5 for examples of a material change.</i>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Do any of the changes affect the organisations Exposition Acceptance document?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'YES' to any of these questions, make an application for amendment to your aircraft design organisation certificate.
Submit CAA application form [24146-01](#) and include the amended draft exposition and this form.



If you have answered 'NO' to all of these questions, send in your exposition amendment with this form.
No application is required.

4. Previous application

Are the changes made in response to an earlier application or submission that is currently being assessed by the CAA?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes	<input type="checkbox"/> Change to your organisation under 146.105(d) or other information on the Exposition Acceptance	Work request no.	
	<input type="checkbox"/> Response to an audit finding	Work request or finding no.	
Who within CAA is processing this change? <i>(if known)</i>			

5. Changes submitted by

Submitted by	<input type="text"/>	Position	<input type="text"/>
Email	<input type="text"/>	Date	<input type="text"/>

Submit the completed application and supporting documents to either:

Email: certification@caa.govt.nz

Post: Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140