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***Part 102 unmanned aircraft operator exposition – amendment notification***

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| Use this form to:  1. Identify changes made to your exposition; and 2. Assess whether any of these changes require prior acceptance by CAA. **If that is the case you will need to make a formal application by submitting the application form to amend an** [**unmanned aircraft operator certificate**](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=unmanned+aircraft+certificate)**.**   This form is used by CAA to determine how to deal with your exposition amendment. Use it as a checklist to avoid the inconvenience of having CAA return to you any exposition amendment that is incorrect or incomplete. |

1. **Organisation details**

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| --- | --- | --- | --- |
| **CAA ID Number** |  | **Name of Organisation** |  |

1. **Changes to exposition**

|  |  |  |  |
| --- | --- | --- | --- |
| **Manual Name** |  | **Amendment No. and Date** |  |
| **Summary of Changes** | | | |
|  | | | |

1. **Self-assessment**

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| --- | --- | --- | --- |
| 1. ***Do the changes to the exposition relate to any of the requirements of rule 102.23(b) which require prior acceptance by the Director?*** *- as listed below* | | Yes | No |
|  | the prime person |  |  |
|  | any person having control |  |  |
|  | the location from which operations are conducted (the base of operations) |  |  |
| 1. ***Do the changes affect the organisation’s Operations Specifications in any other way? Refer rule 102.15(b)*** *(includes any changes to the exposition page references)* | | Yes | No |
|  | address for service |  |  |
|  | trading names |  |  |
|  | operational privileges |  |  |
|  | operations permitted |  |  |
|  | geographic areas of operation |  |  |
|  | operator training |  |  |
|  | aircraft authorised for use |  |  |
|  | service providers |  |  |
|  | relate to any exemptions currently on operations specification |  |  |
|  | relate to additional conditions listed on operations specifications |  |  |
|  | | | |
| If you have answered **‘YES’** to any of these questions, [submit an application](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=unmanned+aircraft+certificate) to amend your unmanned aircraft operator certificate. 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. | | | |

1. **Previous application**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Are the changes made in response to an earlier application or submission that is currently being assessed by CAA?*** | | | | | Yes | No |
| **If Yes** |  | Change to your organisation under rule 102.23(b)  or other information on the Operations Specifications | | Work request/case no. |  | |
|  | Formal request for change made by CAA | | Work request/case or ref. if known |  | |
|  | ***Who within CAA is processing this change?***  *(if known)* | |  | | | |

1. **Changes submitted by**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Submitted by** |  | **Position** |  | **Date** |  |
| **Email** |  | | | | |

**Email this completed form and all attachments to** [**certificate@caa.govt.nz**](mailto:certification@caa.govt.nz?subject=Part%20102%20exposition%20amendment) **or post to:  
Civil Aviation Authority, Certification, PO Box 3555, Wellington, 6140, New Zealand**

**Please note:**

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| **Based on the information you have provided in your self-assessment, CAA will either:** |
| 1. File the changes into CAA’s copy of your organisation’s exposition.   ***This does not constitute an acceptance of the changes if so required by rule 102.23(b). It remains your responsibility to maintain an exposition that is acceptable to the Director as required by 102.23.*** |
| **OR** |
| 1. Forward your submission to the appropriate operational unit for assessment. If you need any further details relating to these changes, contact that unit directly. |