

Part 145 aircraft maintenance organisation exposition - amendment notification



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 an application form for an amendment to an aircraft maintenance organisation certificate (CAA 24145-01).**

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

CAA Participant No. (if known)	<input type="text"/>	Name of Organisation	<input type="text"/>
--------------------------------	----------------------	----------------------	----------------------

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 145.105(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 maintenance ratings	<input type="checkbox"/>	<input type="checkbox"/>
(4)	the procedures for changing the scope within a rating	<input type="checkbox"/>	<input type="checkbox"/>
(5)	the locations at which maintenance is carried out	<input type="checkbox"/>	<input type="checkbox"/>
(6)	the procedure for authorising persons to certify maintenance	<input type="checkbox"/>	<input type="checkbox"/>
(7)	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 organisation's Exposition Acceptance document?		<input type="checkbox"/>	<input type="checkbox"/>

If you answered 'YES' to any of these questions, **submit an application** form to amend your aircraft maintenance organisation certificate. Include the amended draft exposition and this form.

Submit the Part 145 application for amendment of an aircraft maintenance organisation certificate (CAA 24145-01).



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 CAA?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes	<input type="checkbox"/> Change to your organisation under rule 145.105(d) or other information on the Exposition Acceptance	Work request / Case No.	<input type="text"/>
	<input type="checkbox"/> Response to an audit finding	Work request, Case, or Finding No.	<input type="text"/>
Who within CAA is processing this change? (if known)		<input type="text"/>	

5. Changes Submitted by

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