

## Aircraft Maintenance Engineer – Maintenance Approval

For the issue of a Maintenance Approval, a completed Fit and Proper Person Questionnaire, form CAA 24FPP or CAA 24FPPDEC, is required with this application. Refer to the 24FPP form for guidance on the appropriate form to be used.

### 1. Personal Details

CAA Participant Number / Licence Number <i>(if known)</i>		Date of Birth <i>(dd/mm/yy)</i>			
Title		Last Name			
Given Name(s)					
Address for Service - Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.					
Phone		Mobile			
Email					
Postal Address <i>(if different from Address for Service)</i>					
Phone		Mobile			
Email					

### 2. Maintenance Approval

<i>Application for</i>	Maintenance Approval Issue <input type="checkbox"/>	Maintenance Approval Renewal <input type="checkbox"/>	Maintenance Approval Amendment <input type="checkbox"/>
<p>1. Please give details of the maintenance to be performed.</p> <p>2. Detail the associated tasks required to perform the maintenance requested</p> <p>3. Specify fully the aircraft or component and registration etc</p> <p>4. Please give details of employer or company name the maintenance task is performed for.</p>			
Experience Log completed		Approval required for period	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	From	To

### 3. Justification

*Please offer details to justify the maintenance task being applied for.*


### 4. Experience Log

*Detail experience relevant to the maintenance privileges you are applying for.*

Date from	Date to	Aircraft or Component	Experience Details ( <i>Concise accurate statements – print clearly</i> )

### 5. Declaration

<p><i>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 49 of the Civil Aviation Act 1990 and is subject, in the case of an individual, to imprisonment for a term not exceeding 12 months or to a fine not exceeding \$10,000.</i></p>	<p>I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.</p> <p><b>Consent to Disclosure &amp; Collection</b></p> <p>I authorise the collection by the Director of Civil Aviation or his delegate (hereinafter referred to as "the Director") from, and the disclosure to the Director by, any person, organisation or government department of any details of my knowledge &amp; compliance with transport safety regulatory requirements.</p> <p>I authorise the Director to use, and disclose, the information obtained about me for any purpose under the Civil Aviation Act 1990, or other such purpose permitted by law.</p>		
	<p><b>Applicant's Signature</b></p>		<p><b>Date</b></p>

Name \_\_\_\_\_

CAA ID \_\_\_\_\_

**6. Application fees**

Maintenance Approval Fee \$266.00 (incl GST)

Unless the full fees are paid and receipt is attached, applications will not be processed.For information relating to fees, refer to the Civil Aviation Charges Regulations. **DO NOT SEND CASH.**Please pay online at <https://sec.caa.govt.nz/onlinepayment> and attach the receipt that will be emailed to you.

Confirmed receipt number

**7. Applicant's Check List**

Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.

	Yes	N/A
1. Proof of Payment for fee(s)	<input type="checkbox"/>	
2. Fit and Proper Person Questionnaire – either 24FPP or 24FPPDEC	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of old maintenance approval document enclosed	<input type="checkbox"/>	<input type="checkbox"/>
4. Relevant course certificates, examination certificates and PTR enclosed	<input type="checkbox"/>	<input type="checkbox"/>

Submit the completed application, a copy of your receipt and supporting documents to either:

Email: [lic.applications@caa.govt.nz](mailto:lic.applications@caa.govt.nz)

Post: Licensing and Standards, Civil Aviation Authority, PO Box 3555, Wellington 6140, New Zealand

**CAA USE ONLY**

Receipt No.	Receipt Date	W/R No.
AMEAI		

Examinations										Yes	No	N/A	
Required										Experience Log Satisfactory	<input type="checkbox"/>	<input type="checkbox"/>	
Passed										Fee Correct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments										Course/Exam completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assessing Person										Date			

Name \_\_\_\_\_ CAA ID \_\_\_\_\_

Full wording of requested Maintenance Approval