

Exposition Amendment Summary Sheet for a Maintenance Training Organisation Certificate under Civil Aviation Rules, Part 147



Use this form to:

1. Identify changes made to your exposition; and
2. Assess whether any of these changes require prior acceptance by the CAA.
If that is the case you will need to make a formal application by submitting form CAA [24147-01](#).

This form is used by the CAA to determine how to deal with your exposition amendment.

Use it as a checklist to avoid the inconvenience of having the CAA return to you any exposition amendment that is incorrect or incomplete.

1. Organisation Details

CAA Participant Number <i>(if known)</i>		Name of Organisation
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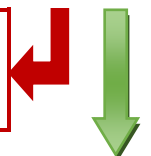
2. Changes to Exposition

Manual Name	Amendment No. and Date
Summary of Changes	

3. Self-assessment

A. Do the changes to the exposition relate to any of the requirements of rule 147.25(b) which requires prior acceptance by the Director?- as listed below		Yes	No
(1)	the chief executive	<input type="checkbox"/>	<input type="checkbox"/>
(2)	the title of a senior person specified in the exposition	<input type="checkbox"/>	<input type="checkbox"/>
(3)	the name of a senior person specified in the exposition	<input type="checkbox"/>	<input type="checkbox"/>
(4)	the location at which an organisation has its principal based of operation	<input type="checkbox"/>	<input type="checkbox"/>
(5)	the scope of –		
	(i) each training course	<input type="checkbox"/>	<input type="checkbox"/>
	(ii) each knowledge examination	<input type="checkbox"/>	<input type="checkbox"/>
	(iii) each practical assessment	<input type="checkbox"/>	<input type="checkbox"/>
(6)	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 Schedule of Conditions?		<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'YES' to any of these questions, make an application for amendment to your aviation training organisation certificate.
Submit application form CAA [24147-01](#) 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 amendment 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 147.25(b) or other information on the Schedule of Conditions	Work request No.	
	<input type="checkbox"/> Response to an audit finding	Work request or finding No.	
Who within CAA is processing this change? (if known)			

5. Changes Submitted by

Submitted by		Position		Date	
Email					

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