

## Part 148 aircraft manufacturing organisation exposition - amendment notification (24148-03)

### Use this form:

- To identify changes made to your exposition; and
- To 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 24148-01](#).**
- At Renewal of Certificate.

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

<b>CAA Participant No. (if known)</b>	<b>Name of Organisation</b>
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### 2. Changes to Exposition

<b>Manual Name</b>	<b>Amendment No. and Date</b>
<b>Summary of Changes</b>	

### 3. Self-assessment

<b>A. Do the changes to the exposition relate to any of the requirements of rule 148.105(d), which requires prior acceptance by the Director? - as listed below</b>		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"/>
(8)	any DAMP, if the change is a material change <i>Note: material changes are considered to be those changes as outlined in AC99-1, Section 10.1. Minor and administrative changes, such as fixing typos, are not material changes.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Do any of the changes affect the organisation's Exposition Acceptance document?</b>		<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'YES' to any of these questions, make an application for amendment to your aircraft maintenance organisation certificate.

**Submit application form [CAA 24148-01](#) 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

<b>Are the changes made in response to an earlier application or submission that is currently being assessed by the CAA?</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>If Yes</b>	<input type="checkbox"/> Change to your organisation under rule 148.105(d) or other information on the Exposition Acceptance	Work request No.	
	<input type="checkbox"/> Response to an audit finding	Work request or finding No.	
<b>Who within CAA is processing this change? (if known)</b>			

#### 5. Changes Submitted by

<b>Submitted by</b>		<b>Position</b>		<b>Date</b>	
<b>Email</b>					

**Submit the completed application and supporting documents to either:**

**Email:** [certification@caa.govt.nz](mailto:certification@caa.govt.nz)

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