

***Renewal of an aviation organisation certificate***

***Participant information declaration***

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| Purpose *This form has been designed to help the effective implementation of some of the regulatory relief measures put in place due to the impact of COVID-19.*  *It is designed for certificated organisations that* ***intend to continue operating*** *and wish to renew their certificate(s). It will help*   1. *You determine your state of compliance and inform us of crucial aspects of your organisation;* 2. *The Civil Aviation Authority (CAA) carry out a* *desktop risk assessment that will inform the process to issue a new certificate for a period of six to twelve months from the date of expiry of your current certificate. This is subject to the CAA being able to assure itself that there are no significant safety concerns in doing so.*   *Further notes and instructions are included in the grey margins of the different sections.*  ***Please submit this form electronically.*** | | | | | |
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**1. Organisation and Certificate Details**

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| **CAA Participant Number** |  | **Companies Office Number** | |  |
| **Legal Name of Organisation** |  | |  | | |
| **Certificate being renewed** |  | **Expiry date** | |  |
| *Submit one form per certificate* |  | | | | |

**2. Declaration by Chief Executive**

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| *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 a body corporate, to a maximum fine of $50,000.* | *By submitting this form, I am stating that, to the best of my knowledge:*   * *The organisation is operating in compliance with –*   + - *the Civil Aviation Act*     - *the Civil Aviation Rules*     - *the organisation’s exposition and SMS documentation (where applicable)* * *The organisation remains financially stable and has adequate resources available* * *The organisation has carried out a review of its aviation risks and that those risks remain acceptable* * *All of the senior persons remain in place and are able to carry out their individual senior person responsibilities* * *There are no matters of concern that impact on the continued FPP status of any of the organisation’s senior person responsibility holders*   *I understand that as a result of the Covid-19 Alert Level 4 preventing CAA carrying out independent checks, the CAA may need to rely on the accuracy of the information that I provide without further independent verification and that if information I provide is inaccurate or misleading, this may result in action being taken against the certificate.* | | |
| **Full name of Chief Executive** |  | **CAA Participant Number** |  |
| **Signature** |  | **Date** |  |

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| **3. Organisation’s operational information** | | | |
| *You must review your current operations specifications / schedule of conditions / exposition acceptance / approvals specification / organisation specifications produced for your organisation.*  *Review it against your actual operations and indicate if anything has changed.*  *Note: Not all sections will apply to your organisation. This will depend on the kind of document(s) you hold.* | | | |
|  | | *No change Document is current* | *Changes made to operations* |
| Common to many certificate types | Location of the principal base of operation |  |  |
| Other bases / locations |  |  |
| Address for service |  |  |
| Other business trading names |  |  |
| Nominated senior persons / Persons with responsibilities |  |  |
| System for safety management |  |  |
| Internal quality or management system |  |  |
| Exemptions |  |  |
| Limitations and conditions |  |  |
| Part 119 | Types of air operations authorised |  |  |
| NZ registered aircraft authorised for use |  |  |
| Use of aircraft under lease or hire |  |  |
| Foreign registered aircraft authorised for use |  |  |
| Service providers |  |  |
| Training |  |  |
| Competency assessments |  |  |
| Aircraft maintenance programmes |  |  |
| Fatigue of flight crew |  |  |
| Security programme |  |  |
| Part 19F | Part 19F approvals |  |  |
| Facilities |  |  |
| Authorisations |  |  |
| Part 102 | Privileges of the certificate |  |  |
| Unmanned aircraft authorised for use |  |  |
| Service providers |  |  |
| Part 109 | Scope |  |  |
| Cargo and mail security procedures |  |  |
| Authorisation procedures |  |  |
| Procedures for known customer |  |  |
| Part 115 | Types of air operations authorised |  |  |
|  | NZ registered aircraft authorised for use |  |  |
|  | Use of aircraft under lease or hire |  |  |
|  | Service providers |  |  |
|  | Training |  |  |
|  | Competency assessments |  |  |
|  | Aircraft maintenance programmes |  |  |
|  | Fatigue of flight crew |  |  |

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| Part 137 | Authorised operations |  |  | |
| Service providers |  |  | |
| Chemical refresher course validity |  |  | |
| Aircraft to be used |  |  | |
| Part 139 | Aerodrome type and facilities |  |  | |
| Qualifying aerodrome certification |  |  | |
| Part 140 | Locations |  |  | |
| Scope |  |  | |
| Part 141 | Approved flight examiners |  |  | |
| Synthetic training devices (STDs) |  |  | |
| Courses |  |  | |
| Competency assessments |  |  | |
| Location of the principal base of operations |  |  | |
| Other bases |  |  | |
| Aircraft authorised for use |  |  | |
| Part 145 | Maintenance ratings |  |  | |
| Facilities / Locations |  |  | |
| Authorisations |  |  | |
| Part 146 | Part 146.11 ratings |  |  | |
| Locations of design work |  |  | |
| Scope |  |  | |
| Part 147 | Synthetic training devices (STDs) |  |  | |
| Courses |  |  | |
| Part 148 | Part 148.11 ratings |  |  | |
| Facilities / Locations |  |  | |
| Scope |  |  | |
| Special flight permit final testing activities |  |  | |
| Part 149 | Privileges |  |  | |
| Persons to be employed |  |  | |
| Scope of work |  |  | |
| Part 17x series | Approved services |  |  | |
| 172 | Training and assessment ratings |  |  | |
| Training and assessment licenses |  |  | |
| 174 | Locations |  |  | |
| Airspaces |  |  | |
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| *If any changes have been made to your organisation that no longer match the operations specifications / schedule of conditions / exposition acceptance / approvals specification / organisation specifications has changed, provide details in section* ***4. Changes.***  *For example: change of scope of activities, new or removed senior persons, different service providers, etc.* | | | |

**4. Changes**

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| **Section of document** | **Detail of changes** |
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**5. Exposition**

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| *List the manuals that constitute your* ***exposition / SMS documentation***  *Indicate in the final column whether these have changed since the last amendment sent to CAA* | **Manual Titles** | **Amendment No. and date** | **Change?** |
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**Return the completed form to** [**certification@caa.govt.nz**](mailto:certification@caa.govt.nz)