

Exposition Amendment Summary Sheet for an Air Operator under Civil Aviation Rule Part 119

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 24119/01](#).

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 ID Number							Name of Organisation	
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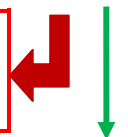
2. Changes to Exposition

Manual Name		Amendment No. and Date	
Summary of Changes			

3. Self-assessment

		Yes	No
A. Do the changes affect the organisation's Operations Specifications? <i>- refer rule 119.15(b) (includes any changes to Exposition page references)</i>		<input type="checkbox"/>	<input type="checkbox"/>
B. Do the changes to the exposition relate to any of the requirements of rule 119.165(b), which requires prior acceptance by the Director? - as listed below			
(1)	the chief executive:	<input type="checkbox"/>	<input type="checkbox"/>
(2)	the listed senior persons:	<input type="checkbox"/>	<input type="checkbox"/>
(3)	the locations detailed in the exposition under rules 119.81(a)(7) or 119.125(a)(5), as appropriate, from which the certificate holder conducts air operations:	<input type="checkbox"/>	<input type="checkbox"/>
(4)	the scope of the certificate holder's certificate:	<input type="checkbox"/>	<input type="checkbox"/>
(5)	QMS: if an airline certificate holder, the overall scope or intent of the organisation's internal quality assurance procedures:	<input type="checkbox"/>	<input type="checkbox"/>
	OR SMS: 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"/>
(6)	if a general aviation certificate holder, the overall scope or intent of the organisation's management system:	<input type="checkbox"/>	<input type="checkbox"/>
(7)	the maintenance programme:	<input type="checkbox"/>	<input type="checkbox"/>
(8)	any contractor carrying out the certificate holder's maintenance or training:	<input type="checkbox"/>	<input type="checkbox"/>
(9)	the flight and duty scheme:	<input type="checkbox"/>	<input type="checkbox"/>
(10)	where required, the air operator security programme.	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'YES' to any of these questions, make an application for amendment to your air operator certificate. Submit application form [CAA 24119/01](#) 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

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 119.165(b) or (c) or other information on the Operations Specifications	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		

Email this completed form and all attachments to library@caa.govt.nz or post to:
Civil Aviation Authority, Library, PO Box 3555, Wellington, 6140, New Zealand

Please note:

Based on the information you have provided in your self-assessment, the CAA library will either:

- File the changes into the copy of your organisation's exposition held in our library.
***This does not constitute an acceptance of the changes if so required by 119.165(b) or (c).
It remains your responsibility to maintain an exposition that is acceptable to the Director as required by 119.81(b) or 119.125(b).***

OR

- Forward your submission to the appropriate operational unit for assessment.
If you need any further details relating to these changes, contact that unit directly.