

Documentation Amendment Summary Sheet for an Agricultural Aircraft Operator under Civil Aviation Rules, Part 137

Use this form to:

1. Identify changes made to your company operations documentation; 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 24137/01](#).

This form is used by the CAA to determine how to deal with your safety management documentation amendment. Use it as a checklist to avoid the inconvenience of having the CAA return to you any amendment that is incorrect or incomplete.

1. Organisation Details

CAA ID Number		Name of Organisation	
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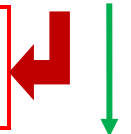
2. Changes to Documentation

Manual Name		Amendment No. and Date	
Summary of Changes			

3. Self-assessment

		Yes	No
A. Do the changes affect the organisation's Approvals Specification?		<input type="checkbox"/>	<input type="checkbox"/>
B. Do the changes to the documentation relate to any of the requirements of rule 137.209, which requires notification of or prior acceptance by the Director? - as listed below			
(1)	currency of any information required by form CAA 24137/01:	<input type="checkbox"/>	<input type="checkbox"/>
(2)	the chief executive:	<input type="checkbox"/>	<input type="checkbox"/>
(3)	Any person referred to in rule 137.153(2): (i) person responsible for agricultural operations including flight operations and the supporting ground operations (chief pilot): (ii) person responsible for the system for safety management:	<input type="checkbox"/>	<input type="checkbox"/>
(4)	the system for safety management, if the change is a material change:	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered '**YES**' to any of these questions, make an application for amendment to your agricultural aircraft operator certificate. Submit application form [CAA 24137/01](#) and include the amended draft documentation and this form.



If you have answered '**NO**' to **all** of these questions, send in your documentation 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 137.209 or other information on the Approvals Specification	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 safety management documentation held in our library.
***This does not constitute an acceptance of the changes if so required by 137.209.
It remains your responsibility to maintain documentation that is acceptable to the Director as required by 137.160***

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.