

Application for issue, renewal or amendment of a Maintenance Organisation Certificate under Civil Aviation Rules, Part 145



Application requirements and instructions for completing the form

- a) Please ensure all documents are enclosed. No application will be processed until all required documentation is received.
- b) The application must include
 - for **initial issue** and **renewal**, a completed rule compliance matrix [24145/02](#);
 - for **initial issue**, a completed Application for approval of SMS Implementation Plan form [24100/01](#), with an SMS Implementation Plan. Current certificate holders have until the dates detailed in [Transition requirements](#) to submit a plan.
 - for **initial issue** and **renewal** (unless unchanged), a complete exposition or the relevant amended pages for **amendment**, as required by rule 145.67.
- c) Further notes and instructions are included in the grey margins of the different sections.
- d) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.
- e) The charge is at the [current standard hourly rate](#) for the time taken to assess and process the application.

Initial issue

Renewal

Amendment

1. Organisation Details

CAA Participant Number (if known)

Legal Name of Organisation

A certificate will be issued only to a registered company, a partnership, a sole trader or an incorporated society. For a registered company, submit a copy of the **Companies Office Certificate of Incorporation** for initial issue or for an amendment involving a change to the legal name of the organisation.

Trading name (if any)

Address for Service

The Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.

Postal Address

(if different from Address for Service)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Post Code

Tel

Fax

Email

Post Code

Tel

Fax

Email

Location of maintenance facilities

(if different from above)

This is a new location

This is a new location

Your reference – or –

Details of the person who may be contacted for further information

Name

Tel

Fax

Position

Mobile

Email

2. Reason for Application

Indicate the type of application being made, then complete the relevant sections of the form.	Initial issue of certificate	<input type="checkbox"/>	Complete all sections
	Renewal of certificate	<input type="checkbox"/>	Complete all sections
	Amendment requiring prior CAA acceptance as per 145.105(d)	<input type="checkbox"/>	Complete sections 1, 2, 9, and only those sections appropriate to the amendment request

3. Questionnaire

These two questions must be answered for the initial issue and for the renewal of a certificate.	Has the organisation been convicted for any transport safety offence in the last five years or is the organisation presently facing charges for a transport safety offence?	Yes / No
	Has the organisation previously had an application for an aviation document rejected or has an aviation document held by the organisation been suspended or revoked?	Yes / No

Note If "Yes", provide details with this application on separate sheets.

4. Rating(s) applied for (145.11)

A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	A3 <input type="checkbox"/>	A4 <input type="checkbox"/>	P1 <input type="checkbox"/>	E1 <input type="checkbox"/>
C1 <input type="checkbox"/>	C2 <input type="checkbox"/>	C3 <input type="checkbox"/>	C4 <input type="checkbox"/>	C5 <input type="checkbox"/>	F1 <input type="checkbox"/>
S1 <input type="checkbox"/>	S2 <input type="checkbox"/>	S3 <input type="checkbox"/>			

Procedures for changing the scope within a rating
(provide references to your exposition)

5. Brief Summary of the Scope of Work to be carried out

Provide references to your exposition

6. List of Senior Persons

For initial issue, renewal, or amendment, separate forms must accompany this application for each of the nominated senior persons as shown below.

Note also that the Transition Provisions related to SMS are detailed in Parts 145.151 and 145.153.

Initial issue:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Amendment:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

Renewal:

- Changed persons:

Form [CAA 24FPP](#) or [24FPPDEC](#), and CV

- Unchanged persons:

Their names and titles must be confirmed in this section and form [CAA 24FPP](#) or [24FPPDEC](#) must be included.

They need not submit a CV where they are continuing in their CAA accepted senior person role.

Nominated persons area(s) of responsibility as per 145.51(a) and 145.68(1) (as applicable)	Name & company title	Participant No. (if known)
Chief Executive		

Indicate any senior persons that are being removed from the organisation's certificate.

Removed persons

7. Number of Persons to be Employed (145.51(a)(3))

1-5 <input type="checkbox"/>	6-10 <input type="checkbox"/>	11-50 <input type="checkbox"/>	51-100 <input type="checkbox"/>	> 100 <input type="checkbox"/>
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8. Procedure for Authorising Persons to Certify Maintenance 145.67(a)(8)(xiii).

Provide references to your exposition

9. Exposition

Please list the manuals that constitute the exposition required by CAR 145.67 For renewal list the publications already held by CAA and their latest amendment status.	Manual Titles	Amendment No. and date

10. Declaration by Chief Executive or Delegated Senior Person

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.

I have obtained a current copy of NZCAR Part 145, and have read and understood the contents as they apply to this application. I also have a current copy of AC145-1, and CAR Parts 12 and 43 as applicable.

This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 1990, Section 12.

I declare that to the best of my knowledge and belief the statements made and the information supplied in this application and the attachments are complete and correct.

Full Name of Chief Executive or Delegated Senior Person	Participant Number (if known)	
Signature	Date of application	

11. Applicant's Checklist

	Yes	N/A
1. All necessary sections completed	<input type="checkbox"/>	
2. Completed rule compliance matrix enclosed	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed or amended company exposition enclosed	<input type="checkbox"/>	<input type="checkbox"/>
4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>	<input type="checkbox"/>
5. *CAA 24100/01 Application for approval of SMS Implementation Plan <i>*Applicants for a new certificate must include a form CAA 24100/01 with an implementation plan for SMS. Current certificate holders have until the dates detailed in Transition requirements to submit a plan.</i>	<input type="checkbox"/>	<input type="checkbox"/>

Submit the completed application together with the appropriate fee and supporting documentation to:

By post - Civil Aviation Authority
PO Box 3555
Wellington 6140
New Zealand

By e-mail - Administrator.Airlines@caa.govt.nz

Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.

Section	Additional details or explanations