

# Exposition Amendment Summary Sheet for an Aircraft Maintenance Organisation under Civil Aviation Rule Part 145



## 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 24145/01](#).**

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 <i>(if known)</i>								Name of Organisation	
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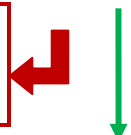
## 2. Changes to Exposition

Manual Name		Amendment No. and Date	
Summary of Changes			

## 3. Self-assessment

A. Do the changes to the exposition relate to any of the requirements of rule 145.105(d), which requires prior acceptance by the Director? - as listed below		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"/>
B. Do any of the changes affect the organisation's Exposition Acceptance document?		<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 24145/01](#) 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 145.105(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

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

Email this completed form and all attachments to [library@caa.govt.nz](mailto: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 145.105(d).  
It remains your responsibility to maintain an exposition that is acceptable to the Director as required by 145.67(c).***

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.