



Keeping Your Exposition Relevant

The CAA is making changes to the way it processes exposition amendments to make the procedure more effective.

An exposition is much more than just a regulatory requirement to demonstrate compliance with applicable Civil Aviation Rules. When used effectively, the exposition becomes a powerful management tool for both the decision-makers and employees, detailing the policies and processes that underpin the way the organisation goes about its day-to-day business. It's also an essential tool in building an organisation's safety culture.

Remember though, that the onus is on the certificate holder to maintain a compliant exposition (for example, rule 119.165(a) (1)). It's important to keep exposition manuals up to date and to notify the CAA when changes are made. You can see the requirements in the rules relating to your organisation certificate under the headings, "Continued compliance" and "Changes to the certificate holder's organisation".

Amendments

All exposition amendments should now be sent directly to the CAA library. We'd prefer that you send submissions in an electronic format and email to: library@caa.govt.nz. Paper copies can still be sent to: CAA Library, PO Box 3555, Wellington 6140, New Zealand. Sending us a link to an intranet address or portal is not sufficient; the CAA requires a copy to retain on file.

How an amendment is processed by the CAA will depend on the nature of the amendment and whether the changes made require prior acceptance by the Director or not.

You can find out if you need prior acceptance in the rules applicable to your organisation certificate.

Organisation Changes

As your business grows and adapts, exposition amendments are made to reflect the natural, ongoing changes to your aviation processes. When these do not require prior acceptance by the CAA, the Information Services team will file them directly into our library.

Prior Acceptance

Amendments that require prior acceptance before they are filed need to be assessed by a CAA inspector on behalf of the



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Director. When you submit amendments that require prior acceptance, it is essential that you attach the application form for amendment of your organisation certificate.

The certificated organisation cannot execute any changes until they have received a formal notice of acceptance from the CAA.

Summary Sheet

To assist you in submitting amendments correctly, the CAA is providing summary sheets (for example, Form 24115/08). You can use these to detail the changes made to exposition documents and assess what type of submission to make. It is helpful to send these in with your exposition changes.

Improvements

Xavier Ruch, CAA Operations Support Analyst, believes that the increased efficiency of document management and amendment processing will create time and cost savings for commercial aviation organisations and the CAA.

“We’ve made the submission of routine amendments easier by using one address. At the same time, we need to emphasise the certificate holder’s responsibility to submit changes correctly. That means we will be more confident we have the right information,” says Xavier.

Tips

An electronic format is preferred for exposition amendments. The preferred file format is PDF, but MS Word, and Open Office are also acceptable. Please use a consistent file naming convention. Keep file names short, and format dates using “yyyymmdd”.

When naming a specific manual, start the name with the organisation name you are certificated under, or your CAA participant number. Next, identify the manual with a rules part number or an abbreviated form of the manual name, eg, “MAINT” for Maintenance Manual. Finally, add information that will indicate the exposition revision status. This may be a revision number or date of revision (or both if you like).

Each manual submitted should have its own list of effective pages (LEP) and revision status to avoid possible confusion. When revising a manual, the LEP and revision status needs to be amended every time a section in the manual is revised.

In addition, if a particular page is revised, the page’s updated revision status should match the entry in the LEP, as well as the LEP’s revision status.

One electronic file per manual is easier to manage than separate files for each section or page. To keep sections manageable, each section can be page numbered as “section 2 page 3”, or similar, followed by the revision status.

If you require a receipt when submitting your amendment, you can either use the email “read receipt” setting, or request a receipt in your email, but don’t make the mistake of interpreting a receipt as acceptance of the changes. ■

