

Exposition Amendment Summary Sheet for an Aviation Training Organisation under Civil Aviation Rule Part 141

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 [24141-01](#).

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 Participant Number (if known)	Name of Organisation
-----------------------------------	----------------------

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 141.103(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 locations at which training courses or assessments may be carried out	<input type="checkbox"/>	<input type="checkbox"/>
(4)	the training courses or assessments for which the certificate is granted	<input type="checkbox"/>	<input type="checkbox"/>
(5)	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 Schedule of Conditions?		<input type="checkbox"/>	<input type="checkbox"/>

If you have answered 'YES' to any of these questions, make an application for amendment to your aviation training organisation certificate.

Submit application form CAA [24141-01](#) and include the amended draft exposition and this form.



C. Do the changes to the exposition relate to -

(6)	changes to a maintenance programme approved under rule 91.607?	<input type="checkbox"/>	<input type="checkbox"/>
-----	--	--------------------------	--------------------------

If you have answered 'YES' to this question, make an application for amendment to your maintenance programme.

Submit application form CAA [24091-02](#) 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 141.103(d) or other information on the Schedule of Conditions	Work request No.	
	<input type="checkbox"/> Change to your maintenance programme under 91.607	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					

Submit the completed application and supporting documents to either:

Email: certification@caa.govt.nz

Post: Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140