

Exposition Amendment Summary Sheet for an Adventure Aviation Operator under Civil Aviation Rule Part 115



Use this form to:

- Identify changes made to your exposition; and
- 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 24115-10](#).

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		Name of Organisation	
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2. Changes to Exposition

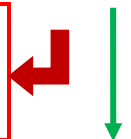
Manual Name		Amendment No. and Date	
Summary of Changes			

3. Self-assessment

A. Do the changes to the exposition relate to any of the requirements of rule 115.109(b), which requires prior acceptance by the Director? - as listed below		Yes	No
(1)	the chief executive:	<input type="checkbox"/>	<input type="checkbox"/>
(2)	the title or name of any senior person specified in the exposition as required by rule 115.79(a)(2):	<input type="checkbox"/>	<input type="checkbox"/>
(3)	the locations referred to in rule 115.79(a)(5), from which the certificate holder conducts adventure aviation operations:	<input type="checkbox"/>	<input type="checkbox"/>
(4)	the scope of the certificate holder's certificate:	<input type="checkbox"/>	<input type="checkbox"/>
(5)	OMS: the overall scope or intent of the organisation's management system required by rule 115.77:	<input type="checkbox"/>	<input type="checkbox"/>
	OR		
(5)	SMS: 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"/>
(6)	the maintenance programme required by rule 115.61:	<input type="checkbox"/>	<input type="checkbox"/>
(7)	any contractor carrying out the certificate holder's maintenance:	<input type="checkbox"/>	<input type="checkbox"/>
(8)	the scheme for regulation of flight and duty time required by rule 115.401:	<input type="checkbox"/>	<input type="checkbox"/>
B. Do any of the changes affect the organisation's Operations Specifications? - for example parachutes and paragliders		<input type="checkbox"/>	<input type="checkbox"/>

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

Submit application form [CAA 24115-10](#) 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 115.109(b) or other information on the Operations Specifications	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 form and supporting documents to either:

Email: certification@caa.govt.nz

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