

***Application for Issue, Renewal or Amendment of an Aviation Training Organisation Certificate Under Civil Aviation Rules, Part 141***

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| Application requirements and instructions for completing the form  1. *The CAA Standard Rate hourly charge applies. Follow the link for information on* [*fees and charges*](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/)*. NOTE: You MUST obtain the details AND signature of the Chief Executive in Section 13.* 2. *Please ensure all documents and applicable fees are enclosed. No application will be processed until all required documentation and applicable fees are received.* 3. *Further notes and instructions are included in the grey margins of the different sections.* 4. *If you wish to add additional text explaining the amendment, please do so in the block to the right or provide in a cover letter:* 5. ***Submit the completed application and supporting documentation to either:***   ***Email:*** *Certification*[*certification@caa.govt.nz*](mailto:certification@caa.govt.nz) *or Licensing and Standards* [*pft.admin@caa.govt.nz*](mailto:pft.admin@caa.govt.nz)  ***Post:***  *Certification Unit or Licensing and Standards Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140* |

**Reason for Application**

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|  | Initial Issue: | Standard Certificate - complete all sections, apart from section 10 and 11 |
|  | Renewal: | Standard Certificate - complete all applicable sections  Complete those additional sections appropriate for the renewal if amending certificate |
|  | Amendment: | Standard Certificate - complete sections 1 and 2 and 12 to 14 and complete all other sections applicable to the requested amendment. |
| ***Note:*** *For a renewal or amendment that includes any of the changes listed in CAR 141.103(d), that require the Directors prior acceptance, the application must be accompanied by completed documentation consistent with the participant’s management of change processes in its exposition.* | | |
|  | Restricted: | Restricted Certificate - complete sections 1 and 2, 5 to 7 and 10 to 14 |

1. **Organisation Details**

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| 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.* | | | | | | |
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| Trading name *(if any)* | |  | | | | |
| Your reference *(order number or contact person or* *other reference as applicable)* | |  | | | | |
| Address for Service –  *Civil Aviation Act, s8, requires applicants to provide an address for service in New Zealand (i.e. a physical address) and to promptly notify the Director of any changes.* | | | | | | |
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| Postal Address *(if different from Address for Service)* | | | | | | |
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1. **Organisation Questionnaire**

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| *The following questions must be answered for initial application and renewal.* |  | Yes | No |
| 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? |  |  |
| 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? |  |  |
| *If answering “Yes”, please provide the details on separate sheets enclosed in a sealed envelope marked “Confidential, Manager Certification Organisation, Civil Aviation Authority”. Include organisation name, CAA Participant number (if known) and the type of certificate applied for.* | | | |

1. **Senior Persons**

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| *For initial issue, renewal or for a change of Senior Persons, a Fit and Proper Questionnaire, CAA* [*24FPP*](https://www.aviation.govt.nz/assets/forms/24FPP.pdf) *or CAA* [*24FPPDEC*](https://www.aviation.govt.nz/assets/forms/24FPPDEC.pdf)*, must be completed for each of the senior persons nominated. Refer to the form* [*24FPP*](https://www.aviation.govt.nz/assets/forms/24FPP.pdf) *for guidance on the appropriate form to use. A CV must also be enclosed.* | Names and Titles of nominated senior persons *(refer CAR Part 141.51)* | CAA Participant No. |
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1. **Flight Examiners**

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| Names of Flight Examiners to be listed on Schedule of Conditions as required by CAR Part 61.905 | CAA Participant No |
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1. **Training Courses Applied for**

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| *Mark appropriate boxes to indicate training courses applied for.*  *The following courses or assessments can currently be done without seeking specific approval:*   * *Any pilot licence training – PPL or CPL;* * *Any Instructor training;* * *Instrument rating training – ground and air.* | Training Courses | | | | | Remarks |
|  | P1 | Pilot type rating – specific to type | | | *Aeroplanes over 5700kg; multi-engined helicopters; single engined helicopters over 1500kgs.* |
|  | P2 | Pilot licence training (aeroplane & helicopter) | | |  |
|  | P3 | Flight instructor – Instructional Techniques Course Cats “C” & “D” | | |  |
|  | P4 | Pilot chemical rating | | |  |
|  | P5 | Basic gas turbine knowledge | | |  |
|  | P6 | Flight simulators – specific to type | | |  |
|  | P7 | Cat II & III ILS approaches | | |  |
|  | P8 | Aerobatic flight rating | | |  |
|  | P9 | EDTO | | |  |
|  | P10 | Agricultural rating | | |  |
|  | P11 | Advanced mountain flying | | |  |
|  | P12 | Robinson Safety Awareness Training | | |  |
|  | P13 | Examiner Theory Course | | |  |
|  | E1 | Engineer type rating training | | |  |
|  | E2 | Engineer licence training | | |  |
|  | E3 | Flight engineer type rating | | |  |
|  | E4 | Flight engineer licence training | | |  |
|  | M1 | Dangerous goods -  Operator acceptance  Ground-handling, storage and loading  Passenger handling  Passenger and baggage security screening |  | Flight Crew  Other crew  Packers  Regular Shippers/Agents | Refer to CAR Part 92  Appendix A (4) |
|  | M2 | Aviation medical training - Hypoxia | | |  |
|  | M3 | Human factors | | |  |
|  | M4 | Cabin crew emergency procedures | | |  |
|  | M6 | Crew Training –  102  115  121 |  | 125  135  AQP |  |
|  | M7 | Cabin crew training *if applicable* | | |  |
|  | M8 | Safety Systems | | |  |
|  | ATS | Air Traffic Services Training | | |  |

1. **Competency Assessments Applied for**

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| *Mark appropriate boxes to indicate competency assessments applied for.* | Assessments | | | Remarks |
|  | A1 | PPL demonstration flight test to recommend issue |  |
|  | A2 | CPL demonstration flight test to recommend issue |  |
|  | A3 | ATPL Flight Test |  |
|  | A4 | Flight Instructor Rating – initial issue (Category “D” only) |  |
|  | A5 | Instrument rating  Additional aid  Continued competency  Multi-engine  Synthetic trainers |  |
|  | A6 | Instructor rating – currency test  Category “A”  Category “B”  Category “C”  Category “E” | *Category A instructor renewals restricted to CAA delegated examiners only.* |
|  | A7 | Instructor rating – additional privileges  Aerobatic  Night  Spinning  Instrument  Mountain Flying  Synthetic Trainers  Robinson Safety Awareness Training (Category “A” and “B only) |  |
|  | A8 | Operational Competency  115 operations  121 operations  125 operations  135 operations |  |
|  | A9 | Aerobatic flight rating |  |
|  | A10 | Agricultural rating  Aeroplane  Helicopter  Grade 1  Grade 2  Aerial Topdressing rating  Aerial Spraying rating  Aerial VTA rating |  |
|  | A11 | Helicopter winching, rappelling & human sling load |  |

1. **Facilities and Resources**

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| *Provide brief details of the facilities and resources that are to be used to provide the training. (Refer NZCAR 141.53 for Standard Certificate, or NZCAR 141.151 (a)(3) for Restricted Certificate.* | Principal Base of Operation | |  |
| Other Bases | |  |
| Details |  | |
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1. **Exemptions**

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| *List any exemptions held – list numbers and applicable rules* |  |
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1. **Exposition**

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| *List the manuals that constitute the exposition required by CAR 141.63*  *For renewal applications list the manuals already held by CAA and their latest amendment status/revision.*  *In the final column whether these have changed since last amendment sent to CAA.* | Manual Title | Amendment No. and date | Yes | No |
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**For a Restricted Certificate only –**

1. **List of Personnel**

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| *List those personnel, together with their qualifications and experience, who are to plan, conduct and supervise the training and assessment listed in Section 6. (Refer NZCAR Part 141.151(a)(1) and (2)).* |  |
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1. **Technical Standards and Documentation**

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| *List details of all relevant technical standards and practices and any other documentation that is necessary for the provision of the proposed training course. (Refer NZCAR Part 141.151(a)(4)).* |  |
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1. **Declaration**

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| *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 access to a current copy of NZCAR Part 141 and have read and understood its contents as it applies to this application for a Standard or Restricted Aviation Training Organisation Certificate, or renewal or amendment of the Certificate. I also have access to a current copy of AC141-1. I am aware of my responsibilities under Section 12 of the Civil Aviation Act 1990. This application is made for and on behalf of the organisation identified in section 1.  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 NZCAR Part 141.51(a)(1).  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 |  | CAA Participant Number (if known) |  |
| Signature |  | Date of Application |  |

1. **Charges**

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| The Civil Aviation Charges Regulation Schedule 1, Fees and Charges, Part 5, Other aviation-related charges, 9(f) applies.  Follow this link for information on [fees and charges](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/). | | | |
| **Signature of Chief Executive below to financially authorise CAA for this certification activity to commence.**  Charges at the current standard hourly rate for all the time involved will be invoiced, and  It is acknowledged that from receipt of a complete application for CAA to process, that:   * an initial issue may take up to 90 days, or * a renewal may take up to 60 days, and * you have ensured that all documents are supplied in sufficient time for this process to take place. | | | |
| Name |  | | |
| Signature |  | Date |  |
| Postal Address:  *(For the invoice to be sent)* |  | | |
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| Purchase order number  *(if applicable)* |  | | |
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1. **Applicant’s Checklist**

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| Yes N/A | | | |
| *Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will be returned.*  *\*Applicants for a new certificate must include a form CAA* [*24100/01*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=&Rule=80) *with an implementation plan for SMS.* | 1. All required sections of this application completed |  |  |
| 1. Reason for Amendment or cover letter |  |  |
| 1. Details from section 2 enclosed if applicable |  |  |
| 1. Copy of the Companies Office Certificate of Incorporation |  |  |
| 1. CAA 24FPP or 24FPPDEC and CV for each nominated senior person |  |  |
| 1. \*CAA 24100/01 Application for approval of SMS Implementation Plan (initial issue only) |  |  |
| 1. Management of change document as required by CAR Part 100.3(a)(2) – refer to element 8 in AC100-1 |  |  |
| 1. Charges acceptance – section 13 signed |  |  |
| 1. Organisation name completed at the top of each page |  |  |
| 1. Purchase order number (optional) |  |  |