LOGOMONO***Exposition amendment summary sheet for an***

***Unmanned Aircraft Operator under Civil Aviation Rule Part 102***

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| 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 24102/02**](https://www.aviation.govt.nz/assets/forms/24102-02.doc)**.**   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** |  |

1. **Changes to exposition**

|  |  |  |  |
| --- | --- | --- | --- |
| **Manual Name** |  | **Amendment No. and Date** |  |
| **Summary of Changes** | | | |
|  | | | |

1. **Self-assessment**

|  |  |
| --- | --- |
| Yes | No |
| 1. ***Do the changes to the exposition relate to any of the requirements of rule 102.23(b) which require prior acceptance by the Director?*** *- as listed below* | |  |  |
|  | the prime person |  |  |
|  | any person having control |  |  |
|  | the location from which operations are conducted (the base of operations) |  |  |
| 1. ***Do the changes affect the organisation’s Operations Specifications in any other way? Refer rule 102.15(b)*** *(includes any changes to the exposition page references)* | |  |  |
|  | address for service |  |  |
|  | trading names |  |  |
|  | operational privileges |  |  |
|  | operations permitted |  |  |
|  | geographic areas of operation |  |  |
|  | operator training |  |  |
|  | aircraft authorised for use |  |  |
|  | service providers |  |  |
|  | relate to any exemptions currently on operations specification |  |  |
|  | relate to additional conditions listed on operations specifications |  |  |
|  | | | |
| If you have answered **‘YES’** to any of these questions, make an application for amendment to your unmanned aircraft operator certificate.  Submit application form [CAA 24102/02](https://www.aviation.govt.nz/assets/forms/24102-02.doc) 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. | | | |

1. **Previous application**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Are the changes made in response to an earlier application or submission that is currently being assessed by the CAA?*** | | | | | Yes | No |
| **If Yes** |  | Change to your organisation under 102.23(b)  or other information on the Operations Specifications | | Work request No. |  | |
|  | Formal request for change made by the CAA | | Work request or Ref. if known |  | |
|  | ***Who within CAA is processing this change?***  *(if known)* | |  | | | |

1. **Changes submitted by**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Submitted by** |  | **Position** |  | **Date** |  |
| **Email** |  | | | | |

**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:**

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| **Based on the information you have provided in your self-assessment, the CAA library will either:** |
| 1. 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 102.23(b). It remains your responsibility to maintain an exposition that is acceptable to the Director as required by 102.23.*** |
| **OR** |
| 1. Forward your submission to the appropriate operational unit for assessment. If you need any further details relating to these changes, contact that unit directly. |