

New Zealand Part 129 Exposition Template Guide

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Introduction

This document is a “how to” guide to assist an applicant to complete their New Zealand (NZ) Part 129 Exposition using the exposition template. DO NOT edit or amend this document and send it in, you must edit the exposition template and send it in as your new Part 129 Exposition.

Completion of the Template

- Where ‘**APPLICANTS COMPANY NAME**’ appears, the applicant must replace with the airlines name.
- **Italic text** surrounded by ‘*parenthesis*’ = () requires the applicant to enter the required text. Once the required text is entered ensure the text is normal, ie, not italic.
- Text in <details> requires the applicant to enter the necessary details.
- Where ? appears, the applicant must enter the necessary details.
- Where **NNNNNN** appears, the applicant must enter the Civil Aviation Authority (CAA) assigned participant number.
- Where **dd/mm/yyyy** appears, the applicant must replace with the relevant date.
- Where light grey text appears, this is an example to assist and must be deleted.

Exposition Issue and Revision Numbering

Each time the exposition is changed:

- a. A new revision number is to be used
 - i. The initial issue of a Part 129 should be ‘Issue 1’ and issue number should then normally only change when the Part 129 Foreign Air Operating Certificate (FAOC) is renewed or there are significant changes (amendments) to the exposition.

Section Guidance

The guidance given below is divided into sections that match the sections in the Part 129 Exposition Template as shown in the contents section of that document.

Section 0: Headers, Footers and Cover Page

a. Exposition Headers and Footers

Header: Enter the ‘*Applicant’s Company Name*’

Footer: Enter exposition ‘*Issue/Revision Number*’ and ‘*Issue/Revision date*’.

b. Cover Page

- ii. Enter the ‘*Applicant’s Company Name*’
- iii. CAANZ Client Number (NNNNNN) is not required for initial issue. For revisions or renewals, the CAANZ Client Number is the ‘FAO’ number shown at the bottom of the applicant’s FAOC and Operational Specifications.

Section 1: CONTENTS

- a. The contents table lists the required contents of the exposition under Section, Title, Rule and Page Columns.
- b. The Rule column lists the applicable NZ rules for each section.
- c. At the end of the table are the Annexes. These can be used by the applicant as required but for standardisation are reserved as follows:
 - i. Annex A is for the applicant's National Aviation Authority (NAA) Air Operating Certificate (AOC) & Operations Specifications; and
 - ii. Annex B, C, & D are for copies of documents, as required (not passport copies).
- d. Add rows for additional Annexes when required or conversely delete unneeded Annexes rows.
- e. When the exposition is complete populate the page numbering column in the contents table.

Section 2: LIST OF EFFECTIVE PAGES

- a. When the exposition is complete populate the List of Effective Pages table.
- b. For the date column use the format dd/mm/yyyy.
- c. The table will include pages from any annexes.
- d. Add or delete rows as required.

Section 3: RECORD OF REVISIONS

- a. Complete the Record of Revisions table.
- b. For the date column use the format dd/mm/yyyy.
- c. Must show who has authorised the revision (control of the exposition).
- d. Add or Delete rows as required.

Section 3.1: Summary of Renewal or Revision Changes

- a. Each time the exposition is renewed or revised complete the Summary of Changes table.
- b. In the Renewal or Revision Change column give a brief description of the change.
- c. In the Exposition Reference column enter the Section reference next to the change.
- d. Add rows as required.

Section 4: DISTRIBUTION OF EXPOSITION

- a. The Distribution of Exposition table needs to include airline's head office, CAANZ (Normally Copy Number 2), the New Zealand Manager/Representative and each manager who needs a copy to complete their duties. Electronic copies are acceptable instead of physical copies. Remember to make sure a copy is available at your NZ offices and for the NZ representative.
- b. Add rows as required.

Section 5: INTRODUCTION

Section 5.1: Legal Name of Organisation

- a. Enter the legal name of the organisation.

Section 5.2: Trading Name(s) Under Which Certificate Holder Will Operate

- a. Enter the Trading Name or Names under which the certificate holder will operate.
- b. If the applicant does not use a Trading Name say 'Nil'.
- c. The applicant may not use the name of another airline (that has its own AOC).
- d. If the applicant uses another airline that has its own NZ FAOC then that requires a separate application and will not be in this section.

Section 5.3: Company Address in Country of Domicile

- a. Complete the company address and communication fields for the country of domicile.
- b. The New Zealand Civil Aviation Act, Section 8, requires applicants to provide an address for service, ie, a physical address.
- c. Include country code, area code and number for phone and fax numbers as if they were dialled from another country.

Section 5.4: Mailing Address in Country of Domicile

- a. Enter the company mailing address for the country of domicile. This may be different from the physical address.

Section 5.5: Bases in Country of Domicile

- a. The exposition template at Sections 5.5.1, 5.5.2 and 5.5.3 allows the applicant to give the addresses, phone, fax and e-mails of each base if the Principal Place of Operation, Main Maintenance Base and Main Flight Operations Base are at different locations.
- b. Include country code, area code and number for phone and fax numbers as if they were dialled from another country.
- c. If any or all the bases detailed in paragraph 'a.' are co-located, combine the tables accordingly and make a statement in this section to that effect, eg, The '*Applicant's Company Name*' Principal Place of Operation and Main Flight Operations Base are co-located.
- d. If these tables are combined the Contents Section needs to be amended.

Section 5.6: Company Address in New Zealand

- a. The New Zealand Civil Aviation Act, Section 8, requires applicants to provide an address for service in New Zealand, ie, a physical address.
- b. The address for service is associated with a senior person domiciled in NZ; see Section 6.2.2. This is your NZ Representative.
- c. Include country code, area code and number for phone and fax numbers as if they were dialled from another country.

Section 5.7: Name of National Aviation Authority (NAA) in Country of Domicile

- a. Enter the name of the Civil Aviation Authority having principal oversight of the applicant's airline and the abbreviation of the Authority in brackets, if applicable.

Section 5.7.1: Address of the NAA

- a. In the table enter the address of the NAA.

Section 5.7.2: Appropriate Contacts within the NAA.

- a. In the table enter appropriate contacts for the NAA with their titles, telephone and email details. These are normally the Flight Operations and Airworthiness contacts within the NAA.
- b. Also list the NAA department contact details in case of personnel changes.

Section 6: ADMINISTRATION & PERSONNEL

Section 6.1: Control of the Exposition

- a. The applicant is required to outline a procedure in this section describing:
 - i. The person responsible for controlling the exposition, authorising its contents and revisions.
 - ii. How the exposition is to be amended and distributed.
 - iii. How a reader should reference Section 7.2 concerning the requirement for New Zealand Director of Civil Aviation's prior approval for certain revisions.
 - iv. How a reader can identify changes to the exposition, eg, Section 3.1: Summary of Renewal or Revision Changes, change bars, highlighted text, etc.
 - v. When the exposition will be reviewed to ensure its contents remain current. This would normally occur when a revision is made and/or at least annually.

Section 6.2: Functions, Titles and Names of Senior Persons

Section 6.2.1: Senior Persons Domiciled Outside New Zealand

- a. The table in this section lists the applicant's Senior Persons (Senior Managers) domiciled outside NZ that are required by CAANZ.
- b. The 'Function' column details the six senior persons functions (what they do).
- c. If the applicant does not require a Security Program, then the row for the Senior Person responsible for security can be deleted.
- d. The 'Company Title' is the title that the applicant gives their Senior Person. This title must be consistently used throughout the exposition to describe this person.
- e. The 'Name' of the Senior Person must be identical to the name in the Senior Person's passport copy provided to CAANZ. A passport copy is required for identification purposes and is secured by CAANZ.
- f. The applicant must provide the Senior Person's business telephone number and email in the last column.

Section 6.2.2: Senior Persons Domiciled in New Zealand

- a. An applicant for a NZ Part 129 FAOC must have a Senior Person domiciled in NZ and their NZ physical address will be the address for service detailed in Section 5.6. The Senior Person will normally either be:
 - i. A NZ manager employed by the applicant who is responsible for the applicant's NZ staff; or

- ii. A person domiciled in NZ to act as the conduit between CAANZ and the applicant and working or living at the applicant's NZ address for service, thereby meeting the requirement of NZ Civil Aviation Rule (CAR) 129.13(b)(3). This person is typically a manager of a NZ fixed-base operator (FBO), a handling agent, or a professional, ie, an accountant or lawyer.
- b. The Senior Person described in paragraph 'a. i.' or 'a. ii.' must be shown in Section 6.3 with clear communication and/or reporting lines to a senior person in the applicant's organisation and be available continuously in NZ to meet their responsibilities.
- c. Detail in the table the Senior Person's Company Title, Name and Business Telephone and Email.

Section 6.3: Organisational Chart

- a. This chart, drawn appropriately for the applicant's organisation, must show the lines of responsibility between all the senior persons domiciled inside and outside NZ, and named in Sections 6.2.1 and 6.2.2.

Section 6.4: Duties and Responsibilities of Senior Persons

- a. In this section detail:
 - i. The duties and responsibilities for each of the six Senior Person named in Sections 6.2.1 and 6.2.2 and shown in Sections 6.3, including;
 - ii. The Senior Person(s) who have responsibility for dealing directly with the CAANZ on behalf of the applicant's organisation.
- b. Sections 6.4.1 to 6.4.6 are reserved for this detail and the Senior Person's Company Title should be used as the heading.
- c. In the exposition 'Contents' section you must populate Sections 6.4.1 to 6.4.6 with the details of the Senior Person's Company Titles.

Section 6.5: Summary of Scope of Activities in New Zealand

- a. This section should summarise the scope of activities in NZ and include the following elements:
 - i. Describe briefly why the applicant operates to and from NZ, eg, 'To conduct scheduled passenger and cargo services to and from Auckland'.
 - ii. Describe if and where an applicant employs staff in NZ.
 - iii. If staff are employed, a summary of the operational tasks they carry out.
 - iv. If any services are contracted out, then name the contracting company or companies and the services that they provide. Contracted services might include: maintenance, flight planning, re-fuelling, passenger & baggage handling, etc.

Section 6.6: Staffing Structure at New Zealand Locations

- a. If the applicant employs staff in New Zealand summarise the staffing structure for each location, ie, the number of staff, how they are employed, and who is responsible for their supervision and control.
- b. If the applicant does not employ staff in NZ, then say; 'No staff are employed in NZ'.

Section 7: CONTINUED COMPLIANCE

Section 7.1: Staff

- a. The following pre-entered statement is to be made in this section; All '*Applicant's Company Name*' staff are to comply with the procedures detailed in this exposition.

Section 7.2: Changes to Company Organisation

- a. The pre-entered statement in the template is to remain.
- b. If the applicant does not require a security programme, then delete paragraph (d) and the reference to it in the opening sentence, ie, change (d) to (c).

Section 8: SECURITY & SAFETY REPORTING

Section 8.1: Security Programme

- a. An Air Operator Security programme is required under NZ CAR 129.61 if the applicant's aircraft carry ten or more fare paying passengers.
- b. Conversely, an Air Operator Security programme is not required if the applicant's aircraft are:
 - i. Freight only; or
 - ii. Configured to seat less than ten passengers (excluding crew member seats).
- c. Therefore, if a Security programme is required state in this section; '*Applicant's Company Name*' Air Operator Security Programme is attached to the exposition;'
- d. The senior person responsible for Security is normally responsible for the Security Programme; if this is true, also make the following statement:

'The Security Manager is the person responsible for:

 - i. Maintaining the security programme;
 - ii. Amending it and obtaining NZ CAA approval for the amendments; and
 - iii. Ensuring its procedures are carried out and adhered to.'
- e. If an Air Operator Security Programme is not required state why, eg:
 - i. "Not Applicable - '*Applicant's Company Name*' aircraft are freight only"; or
 - ii. "Not Applicable – '*Applicant's Company Name*' aircraft carry less than ten fare paying passengers".

Section 8.2 to Section 8.6: Reporting Accidents and Incidents

- a. These sections must inform the applicant's staff in NZ, and/or aircrew operating into and out of NZ aerodromes and in NZ's airspace, of how to report an accident, serious incident, or incident to the CAANZ in accordance with the requirements of NZ CAR Part 12.
- b. Details of how the reporting requirements for the applicant's National Civil Aviation Authority are linked to the NZ reporting requirements may also be placed here.
- c. In the Exposition Template, Sections 8.2 to 8.6 offer a narrative that is an acceptable means of compliance for an applicant.
- d. If an applicant chooses not to use this narrative, they must show compliance with the applicable CAANZ Part 12 Accident & Incident Reporting requirements.

Section 8.7: Preservation of aircraft, contents, and records

- a. Detail how the applicant will prevent access to or interference with an aircraft involved in an accident.
- b. Detail how the applicant will preserve records relating to an accident or incident.
- c. Detail how the applicant will retain a defective product or component.

Section 8.8: Aircraft operating statistics

- a. Detail the required procedures and frequency for reporting statistics to CAANZ.

Section 9: RECORDS

Section 9.1: Records – Personnel

- a. For any staff member employed who meets the requirements of NZ CAR 129.57(1) certain training, experience and qualification records must be maintained and available for audit. The Rule requires a procedure to do this.
- b. The following detail is required in this section for any staff member employed in NZ meeting the requirements:
 - i. The person responsible for maintaining the records;
 - ii. Where the records will be kept; and
 - iii. When the records will be updated.
- c. Also show that the records will contain the following information for each applicable staff member:
 - i. Name of staff member.
 - ii. Licences or ratings held, including scope, validity and currency in accordance with NZ CAR 129.57(1)(i) and 129.57(2)(ii).
 - iii. Any CAA delegations held in accordance with NZ CAR 129.57(1)(ii) and 129.57(2)(iii).
 - iv. Nature of any authorisations held in accordance with NZ CAR 129.57(1)(iii) and 129.57(2)(iii).
 - v. Experience in accordance with NZ CAR 129.57(2)(i).
 - vi. Qualifications in accordance with NZ CAR 129.57(2)(i).
 - vii. Training, including:
 - Courses;
 - Dates and venues;
 - Instructors;
 - Completion standards; and
 - Validity.
 - viii. Records retention will be in accordance with NZ CAR 129.57(3).
- d. If the applicant does not employ staff in NZ, then say; 'No staff are employed in NZ' or if no staff employed in NZ meet the requirements of NZ CAR 129.57(1) then say; 'No staff employed in NZ meet the requirements of NZ CAR 129.57(1).'

Section 9.2: Records – Resources

- a. Procedures are required to ensure details are recorded of testing, checking and calibration of any safety critical resources. ‘Safety critical’ resources are things like weighing scales, fire extinguishers, certain engineer’s tools, etc.
- b. If an applicant holds safety critical resources in NZ the procedures for recording the details of testing, checking and calibration need to be written here, together with the requirement that a record of the details will be retained in NZ for 2 years from the date the details are recorded.
- c. If all the applicant’s handling is performed by NZ contractors, they will have had to cover these items in their own certification. If this is the case say: ‘All safety critical resources are the property of NZ contractors.’

Section 10: OPERATIONS

Section 10.1: Current Air Operator Certificate and Operations Specifications from National Aviation Authority

- a. The Exposition Template has the following two paragraphs of standard wording that must be completed by the applicant.

‘Applicant’s Company Name’ Air Operator Certificate and Operations Specifications issued by the ‘National Aviation Authority’ and expiring on ‘date’ are attached at Annex A.

When ‘Applicant’s Company Name’ Air Operator Certificate and Operations Specifications issued by the ‘National Aviation Authority’ are amended or renewed this exposition will be updated.

Note:

A NZ Part 129 FAOC says in part: “This certificate shall be valid only while ‘Applicant’s Company Name’ is in possession of a valid air operator’s certificate or equivalent document issued by ‘the NAA’ approving air transport operations for which this certificate is issued.”

- b. The NAA’s Air Operator Certificate and Operations Specifications may show that the applicant’s airline is:
 - i. Authorised to fly to New Zealand; and
 - ii. Authorised to operate the listed aircraft types and models to New Zealand.
- c. If the Air Operator Certificate and Operations Specifications do not show this then the applicant must produce equivalent documentation that does, attach it as an Annex to this exposition and refer to that Annex here.

Section 10.2: Proving Flights

- a. A statement is required to show compliance with CAR129.

Section 10.3: Destination Aerodromes in New Zealand

- b. Using the table in the Exposition Template list the destination aerodrome/s the applicant intends to use in NZ and their International Civil Aviation Organisation (ICAO) Aerodrome Code. Also indicate which runways the applicant will use and whether those runways have Runway End Safety Areas (RESA), ie, Yes or No.
- c. The RESA dimensions for each runway required for NZ CAR 129.107 are detailed in the NZ Aeronautical Information Publication ([AIP New Zealand](#)) in either:

- i. 'Aerodromes-AD1' under 'Runway Physical Characteristics' for Auckland, Christchurch, Dunedin, Hamilton, Palmerston North, Queenstown, Rotorua and Wellington, or;
 - ii. For all other airfields that have RESA in the Aerodromes Charts section on the 'Operational Data' page, under 'Runway'(RWY).
- d. If a nominated NZ destination aerodrome does not have RESA, the applicant must make a statement at Section 10.6 that they will comply with the take-off and landing performance calculation requirements of NZ CAR 129.109(2).
- e. The statement regarding evaluation of the aerodrome must remain.

Section 10.4 Alternate Aerodromes in New Zealand

- a. Using the table in the Exposition Template list the alternate aerodrome/s the applicant intends to use in NZ and their ICAO Aerodrome Code. Also indicate which runways the applicant will use and whether those runways have RESA, ie, Yes or No. These will often be the same as the destination aerodromes.
- b. If a nominated NZ alternate aerodrome does not have RESA, the applicant must make a statement at Section 10.6 that they will comply with the take-off and landing performance calculation requirements of NZ CAR 129.109(2).
- c. The statement regarding evaluation of the aerodrome must remain.

Section 10.5: Crew Competency

- a. Foreign Air Transport operators wishing to fly into New Zealand must ensure and provide statements or evidence that their pilots have received the following training. The following text for the applicant's exposition is suggested:
'Applicant's Company Name' pilots have received training in the following:
 - a. The use of navigational facilities and communications facilities for instrument flight within New Zealand;
 - b. Air traffic control procedures and the applicable regulations prescribed for the areas to be traversed within New Zealand;
 - c. RVSM and RNP10 operational procedures;
 - d. (if applicable) Specific aerodrome training for NZWN as recommended by CAANZ; and
 - e. (if applicable) Specific aerodrome training for NZQN as per the NZAIP.

Section 10.6: Low Visibility Operations

- a. If the applicant has approval from their NAA for low visibility take-offs and landings and wish to seek approval for take-offs in zero ceiling conditions and visibility less than 800 m, and/or Category II / IIIB approaches in New Zealand they must:
 - i. Submit copies of the approval granted by their NAA as annexes to this exposition.
- b. In this section make the following statement:
 - i. 'Approval is requested for take-offs in zero ceiling conditions and visibility less than 800 m, and/or (*select as required*) Category II / IIIB approaches in New Zealand.'
'*National Aviation Authority*' approval for low visibility take-offs and/or landings is in the '*document name*' at Annex....'

Section 10.7: Runway End Safety Area

- a. If a nominated NZ destination or alternate aerodrome does not have RESA, the applicant must make a statement that they will comply with the take-off and landing performance calculation requirements of NZ CAR 129.109(2).
- b. If all NZ destination and alternate aerodromes have RESA, make the statement:
'All New Zealand destination and alternate aerodromes have RESA'.

Section 10.8: Aerodrome Operating Minima to be used for each Aerodrome

- a. This rule requires the Pilot in Command to comply with the aerodrome operating minima of a New Zealand aerodrome, as published in the NZ AIP or if the operator increases the aerodrome operating minima the Pilot in Command must comply with that increased minima.
- b. Narrative is required to demonstrate compliance with this rule.

Section 10.9: Airline world-wide comprehensive insurance

- a. Evidence is required of comprehensive airline insurance.
- b. If it is not world-wide then it must cover at least the Asia-Pacific region.

Section 10.10: Details of Aircraft to be Used and their Approvals and Limitations

- a. Complete a table for each aircraft model registered in the country of the applicant. In the exposition template there are several tables provided; add or delete tables as required.
- b. If there are aircraft to be used that are not registered in the country of the applicant:
 - i. Complete a separate table and annotate the table accordingly.
 - ii. Provide a copy of the aircraft lease or charter agreement between the applicant and the lessor and include it in the exposition as an Annex or Attachment.
Note that Aircraft, Crew, Maintenance and Insurance (ACMI) leases are only acceptable when the Lessor has a separate FAOC with CAANZ.

Annexes

- a. As shown in the exposition template document there are four pages provided for Annexes A to D with Annex A reserved for the NAA AOC & Operations Specifications.
- b. Add or delete Annex pages as required.