|  |  |
| --- | --- |
|  | Part 137 safety management documentation - amendment summary sheetUse this summary sheet to work out what you need to do for a proposed amendment to your safety management documentation under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/). |

# Organisation’s details

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation’s legal name[i](#_top) |       | Organisation’s CAA ID no. |       |

# Self-assessment

|  |  |
| --- | --- |
| **YES** to ANY of the below | **Don’t** email us this summary sheet. Instead, email us a completed agricultural aircraft operator certificate applicationfor:* amendment 24137-01AMENDMENT and required documents, or
* if your certificate is due to expire, renewal24137-01RENEWAL and required documents
 |
| **NO** to ALL of the below | Email us this completed summary sheet and the latest version of your safety management documentation section amended (if one document) or documents amended (if separate documents) to certification@caa.govt.nz |

|  |  |
| --- | --- |
| 1. Does the amendment affect your organisation’s approvals specification?
 | Yes [ ]  No [ ]  |
| 1. Does the amendment make the information in your certificate application for issue, or last application for renewal, out-of-date under rule 137.209(1)?
 |
| Organisation’s details, contact information, or address for service in New Zealand | Yes [ ]  No [ ]  |
| Bases of operations | Yes [ ]  No [ ]  |
| Type of operation | Yes [ ]  No [ ]  |
| Senior Persons (chief executive, chief pilot, person responsible for the system for safety management) | Yes [ ]  No [ ]  |
| Aircraft used in your operation | Yes [ ]  No [ ]  |
| Maintenance organisation or licensed engineer | Yes [ ]  No [ ]  |
| Maintenance programme | Yes [ ]  No [ ]  |
| Training and competency checks | Yes [ ]  No [ ]  |

|  |
| --- |
| 1. Does the amendment require CAA’s prior acceptanceunder rule137.209(2)?
 |
| Chief executive | Yes [ ]  No [ ]  | Person responsible for system for safety management | Yes [ ]  No [ ]  |
| Chief pilot | Yes [ ]  No [ ]  | Material changes to system for safety management [i](#_top) | Yes [ ]  No [ ]  |

# Tell us if you have an existing work request or audit finding with us

To add rows to tables in this form copy and paste the last row. You must complete the table below for any existing work request or audit finding relating to your current documentation.

|  |  |  |
| --- | --- | --- |
| Work request no./ audit finding no. | Summary | CAA person(s) dealing with it |
|       |       |       |
|       |       |       |

# Declaration by authorised officer/representative

1. I confirm I hold the necessary authority to sign this form on behalf of the applicant.
2. I declare to the best of my knowledge that the information in this application is complete and correct.

Note:Under sections 107 and 362 of the Civil Aviation Act 2023 communicating false information or failing to disclose information relevant to granting or holding of aviation document is an offence and liable on conviction, in the case of an individual, to imprisonment for a term not exceeding 12 months or a fine not exceeding $30,000, or both; and in the case of a person other than an individual, to a fine not exceeding $100,000.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name |       | Position title |       |
| Their CAA ID no. or N/A |       |  | Application date | Click or tap to enter a date. |
|  | Electronic signature**To add your electronic signature**:1. Right click on the X in the signature box
2. Select **Sign** from the drop-down list
3. Follow the instructions to sign
 |  |