# Part 146 aircraft design organisation exposition - amendment notification

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| **Application requirements and instructions for completing the form**1. This form is used by the CAA to determine how to deal with your exposition amendment. Use it as a checklist to avoid having the CAA return to you any exposition amendment that is incorrect or incomplete.
2. 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.
3. If the self-assessment in Section 3 determines that any exposition changes require CAA acceptance, you will need to make a formal application by submitting CAA form [24146-01](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=&Rule=122) and include the amended draft exposition. If no acceptance is needed, then only this form and the exposition amendment is required.
4. Email this form to certification@caa.govt.nz or post to Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140.
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### Organisation details

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| CAA participant no. *(if known)* |       | Name of organisation |       |

### Changes to exposition

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| --- | --- | --- | --- |
| Manual name |       | Amendment no. and date |       |
| Summary of changes |
|       |

### Self-assessment

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| **A.** | **Do the changes to the exposition relate to any of the requirements of rule 146.105(d), which requires prior acceptance by the Director?** *– as listed below* | **Yes** | **No** |
| (1) | The chief executive | [ ]  | [ ]  |
| (2) | The listed senior persons | [ ]  | [ ]  |
| (3) | The scope of the design activities the certificate holder undertakes | [ ]  | [ ]  |
| (4) | The location at which work is carried out | [ ]  | [ ]  |
| (5) | The system for safety management, if the change is a material change*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.* | [ ]  | [ ]  |
| **B.** | **Do any of the changes affect the organisations Exposition Acceptance document?** | [ ]  | [ ]  |

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| --- | --- | --- |
| If you answered **‘YES’** to any of these questions, make an application for amendment to your aircraft design organisation certificate. **Submit CAA application form** [**24146-01**](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=&Rule=122) and include the amended draft exposition and this form. |  |  |
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| If you have answered **‘NO’** to **all** of these questions, send in your exposition amendment with this form.**No application is required**. |

### Previous application

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| **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 rule 146.105(d) or other information on the Exposition Acceptance | Work request no. |       |
| [ ]  | Response to an audit finding | Work request or finding no. |       |
|  | Who within CAA is processing this change? *(if known)* |       |

### Changes submitted by

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

**Submit the completed application and supporting documents to either:**

**Email:** certification@caa.govt.nz

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