***Part 147***** ***application for issue, renewal, or amendment of a maintenance training organisation certificate***

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| Application requirements and instructions for completing the form  1. *The CAA standard 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 12.* 2. *Please ensure all documents are enclosed. No application will be processed until all required documentation is received.* 3. *The application must include:*  * *for* ***initial issue*** *and* ***renewal,*** *a completed rule compliance matrix for the applicable rules.* * *for* ***initial issue****, a completed Safety management system evaluation tool (*[*24100-02*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24100)*).* * *an exposition as required by rule 147.25, preferably in electronic format:*   *for* ***initial issue****, a complete exposition  for* ***renewal****, a complete exposition or a declaration of the status of the different manuals   for* ***amendment****, the relevant amended pages.*   1. *Further notes and instructions are included in the grey margins of the different sections.* 2. *Use additional sheets such as those at the end of the form to provide further details and explanations that do not fit in the original sections of the form.* 3. ***Submit the completed application and supporting documentation to either:***   ***Email:***[*certification@caa.govt.nz*](mailto:certification@caa.govt.nz)  ***Post:*** *Certification Unit, Civil Aviation Authority, PO Box 3555, Wellington 6140* | | | | | |
|  |  |  |  |  |  |
| Issue |  | Renewal |  | Amendment |  |

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*** *for initial issue or for an amendment involving a change to the legal name of the organisation.* | | | | | |
| Trading name(s) *(if any)* | |  | | | |
|  | |  | | | |
| Address for service  *The Civil Aviation Act 2023, section 73, requires applicants to provide an address for service in New Zealand (i.e. a physical address, not a PO Box) and to promptly notify the Director of any changes.* | | | Postal address  *(if different from Address for Service)* | | |
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|  | | |  | | |
| Post Code |  | | Post Code | |  |
| Phone |  | | Phone | |  |
| Email |  | | Email | |  |
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| --- | --- | --- | --- | --- |
| Your reference – or – | |  | | |
| Details of the person who may be contacted for further information | | | | |
| Name |  | | Position |  |
| Phone |  | | Phone |  |
| Email |  | | | |

1. **Reason for Application**

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| --- | --- | --- | --- | --- |
| *Indicate the type of application being made. Please then complete the relevant sections of the form.* | Initial issue of certificate – | at least 90 days prior to operations |  | Complete all sections |
| Renewal of certificate – | at least 60 days prior to expiry |  | Complete all sections |
| Amendment requiring prior CAA acceptance as per CAR 147.25  ***Note:*** *For**a renewal**or**amendment**that any of the changes listed in CAR 147.25(b), that require the Director’s prior approval, the application must be accompanied by completed documentation consistent with the participants management of change process in its exposition.* | |  | Complete sections 1, 2, 11 and 13, and only those sections appropriate to the amendment request. |
| Issue of Restricted Certificate – as per CAR 147.51 | |  | Complete sections 1, 2, 3, 4, 5, 6, 7, 8, 11, 12, and 13 as appropriate. |

1. **Questionnaire**

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| *These two questions must be answered for the* ***initial issue*** *and for the* ***renewal*** *of a certificate.* | | 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? |  |
| *Note* | *If “Yes”, please provide details with this application on separate sheets.* | | |

1. **Location**

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| --- | --- | --- | --- |
| *Name the locations you wish to operate from* | | | |
| Principal Location *Ref. CAR 147.23(a)(8)* |  | | |
| Other Locations | | | |
| 1. | | 2. | 3. |

1. **Senior Persons**

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| --- | --- | --- | --- | --- |
| *Separate forms must accompany this application for each of the nominated senior persons as shown below.*  ***Initial issue:***  *Appropriate fit and proper person form (*[*CAA 24FPP*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP) *or* [*24FPPDEC*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*), and CV*  ***Amendment:***  *Appropriate fit and proper person form (*[*CAA 24FPP*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP) *or* [*24FPPDEC*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*), and CV*  ***Renewal:***  *- Changed persons:*  *Appropriate fit and proper person form (*[*CAA 24FPP*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP) *or* [*24FPPDEC*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*), and CV*  *- Unchanged persons:*  *Their names and titles must be confirmed in this section and the appropriate fit and proper person form (*[*CAA 24FPP*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPP) *or* [*24FPPDEC*](https://www.aviation.govt.nz/about-us/forms/Filter/?SearchTerm=24FPPDEC)*) must be included.*  *They need not submit a CV where they are continuing in their CAA accepted senior person role.* | Nominated persons | | Name and company title | CAA Participant No. (if known) |
| Chief Executive | Name |  |  |
|  | Title |  |
| Training Manager | Name |  |  |
| Title |  |
| Safety Management | Name |  |  |
| Title |  |
| Other nominee | Name |  |  |
| Title |  |
| Other nominee | Name |  |  |
| Title |  |
| Other nominee | Name |  |  |
| Title |  |
| Removed person | Name |  |  |
| Title |  |
| Removed person | Name |  |  |
| Title |  |
|  | | | |

1. **List of Personnel**

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| --- | --- | --- | --- | --- |
| *List those personnel, together with a copy of their qualifications and experience, who are to plan, supervise and conduct the training.* | Position | | Name and Company title | Participant No. (if known) |
|  | Name |  |  |
| Title |  |
|  | Name |  |  |
| Title |  |
|  | Name |  |  |
| Title |  |
|  | Name |  |  |
| Title |  |
|  | Name |  |  |
| Title |  |
|  | Name |  |  |
| Title |  |
| Removed person | Name |  |  |
| Title |  |
| Removed person | Name |  |  |
| Title |  |

1. **Training Courses and Examinations**

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| --- | --- | --- | --- | --- |
| *List the training courses and assessments that require acceptance by CAA if exercised under your Part 147 certificate by marking the appropriate boxes.* | Courses | | | Remarks / Type Rating |
| E1 |  | Basic Aircraft Maintenance Engineering Course –Mechanical |  |
| E1 |  | Basic Aircraft Maintenance Engineering Course –Avionics |  |
| E2 |  | Aircraft Maintenance Engineers Licence –Mechanical Course aircraft type or task training |  |
| E2 |  | Aircraft Maintenance Engineers Licence - Avionics Course aircraft type or task training |  |
|  | E3 |  | Aircraft Maintenance Engineers Licence – knowledge examination conducted on behalf of the Director |  |
|  | E3 |  | Aircraft Maintenance Engineers Licence – knowledge examination conducted on behalf of the Director |  |
|  | E4 |  | Aircraft Maintenance Training Course - Other |  |
|  | E4 |  | Aircraft Maintenance Training Course - Other |  |

1. **Facilities and Resources**

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| *Provide brief details of the facilities and resources that are to be used to provide training.* |  |
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1. **Exemptions**

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| *List any exemptions you hold  (list numbers and applicable rules).* |  |

1. **Exposition**

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| --- | --- | --- | --- |
| *List the manuals that constitute the* ***exposition*** *required by CAR 147.23*  For **renewal** list the publications already held by CAA and their latest amendment status.  Indicate in the final column whether these have changed since the last amendment sent to CAA. | Manual Titles | Amendment No. and date | Change? |
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1. **Declaration by Chief Executive or Authorised Officer / Representative of the Applicant**

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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 sections 107 and 362 of the Civil Aviation Act 2023, and is subject, in the case of a person other than an individual, to a maximum fine of $100,000.* | I have obtained a current copy of CAR Part 147 and all relevant advisory circulars, and have read and understood the contents as they apply to this application.  This application is made for and on behalf of the organisation identified above. I certify that the Chief Executive is empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements of the Civil Aviation Act 2023, section 13. | | |
| I hereby confirm the nomination of the person(s) listed in section 5 for the responsibilities indicated. | | |
| I declare that, to the best of my knowledge, the information supplied in this application and any documentation attached is true and correct. | | |
| Full name of duly authorised officer / representative of the applicant |  | 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, s9(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/). | | **The signature of the Chief Executive below indicates financial authority for this certification activity to commence.**  Charges will be invoiced at the current standard hourly rate for all the time involved. It is acknowledged that, from receipt of a complete application:   * an initial issue may take up to 90 days, and * a renewal may take up to 60 days.   Ensured 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)* | |  | | |

1. **Applicant’s Checklist – please take the time to check and complete this section**

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| *Ensure all documents are enclosed.*  *Applications which are incomplete or lacking any required documents will not be processed.*  *\*Applicants applying for a new certificate must complete the Safety management system evaluation tool (24100-02)* |  | **Yes** | **N/A** |
| 1. All required sections of this application completed |  |  |
| 1. Completed rule compliance matrix (CAA 24147-03) |  |  |
| 1. Completed or amended company exposition |  |  |
| 1. Fit and proper person application forms and CVs for the nominated senior persons |  |  |
| 1. Safety management system evaluation tool (24100-02) enclosed (if applicable)\* |  |  |
| 1. Form CAA 24147-02 Amendment summary (as applicable) |  |  |
| 1. Management of change document as required by CAR Part 100.3(a)(2) – refer to Element 8 in AC100-1 |  |  |
| 1. Purchase Order number (optional) |  |  |
| 1. Copy of the Companies Office Certificate of Incorporation (if applicable) |  |  |

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| *Use this sheet if you need to provide further information or explanations that do not fit in the original sections of the form.* | |
| **Section** | **Additional details or explanations** |
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