|  |  |
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|  | Part 91 application for operational approval  Use this application for operational approval form to apply for approval to conduct certain operations, which require the Director’s approval under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/):   * Part 91 general operating and flight rules * Part 115 adventure aviation certification and operations * Part 119 air operator certification for air operations conducted under Part 121large aeroplanes, Part 125 medium aeroplanes,orPart 135helicopters and small aeroplanes. |

# You need to apply early because our assessment process takes time

|  |  |
| --- | --- |
| To apply, email to [certification@caa.govt.nz](mailto:certification@caa.govt.nz) | * This completed operational approval application * The documents required completed set out in **section 7** of this form |

# About your application and our assessment

|  |  |
| --- | --- |
| * We’ll only start our assessment once your application is complete * No payment is required when you apply * We’ll invoice you during and at the end of the assessment for CAA’s hours taken at the [CAA standard hourly rate](https://www.aviation.govt.nz/about-us/what-we-do/how-we-are-funded/fees-levies-and-charges/) | * Read the relevant [advisory circulars](https://www.aviation.govt.nz/rules/advisory-circulars/) in **section 6** before you start * Complete the relevant [forms](https://www.aviation.govt.nz/about-us/forms/) in **section 7** for your type of operation * Click on the square boxes to select * Click on the field areas and type (which expand as you type) * To add rows to tables in this form copy and paste the last row |

# Organisation’s details Click on the field areas and type (which expand as you type).

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation legal name [i](#_top) | |  | | | | | | | | |
| Trading names | |  | |  | | | | | |  |
| Organisation’ CAA ID no. | |  | | | NZBN or N/A | |  | | | |
| Contact person for this application | | | | | | | | | | |
| Name |  | | | | | Position title | |  | | |
| Email |  | | | | | | | | | |
| Mobile |  | | Their CAA ID no. or N/A | | | | | |  | |

# Organisation’s contact information

*Don’t*complete this section if you are emailing us an application for issue, renewal, or amendment of a certificate under Parts 119, 115, or other Part (as the information is collected there).

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Address for service Must be a physical address in New Zealand. Not a PO Box [i](#i4) | | | | | | | | Postal address If different from address for service. Can be a PO Box | | | |
| No. & street |  | | | | | | No. & street | |  | | |
| Suburb |  | | | | | | Suburb | |  | | |
| City/Town |  | | | | | | City/Town | |  | | |
| Postcode |  | | | | | | PO Box | |  | | |
|  | | | | | | | Postcode | |  | | |
| Email for notices and communications | | |  | | | | | | | | |
| Phone no. for general communications | | |  | | | | | | | | |
| Details for CAA invoices | | | | | | | | | | | |
| Organisation or person to be invoiced by CAA | | | | |  | | | | | | |
| Their CAA ID no. or N/A | |  | | Your reference no. or N/A | |  | | | | Phone no. for invoice enquiries |  |
| Emailforinvoices | |  | | | | | | | | | |

# SELECT the operational approvals you are applying for Click on the square boxes to select.

*Only* use this application for operational approval when you are applying for the approval or amendment to one or more of the following. You can use this form for one aircraft or a fleet of aircraft of the same type and model with similar configuration.

PBN operational approvals

Navigation specifications Part 91 Part 119 Part 129

|  |  |  |  |
| --- | --- | --- | --- |
| RNAV 1 | CAA approval not required  CAA approval not required | CAA approval not required | CAA approval not required |
| RNAV 2 |
| RNAV 5 |
| RNP 1 |  |  |
| RNP 2 |  |  |
| RNP 4 |  |  |
| RNP 10 |  |  |
| FRT | CAA approval not required | CAA approval not required |
| RF Legs |
| Baro VNAV |
| RNP APCH (LP & LPV) |  |
| RNP APCH (LNAV & LNAV/VNAV) |  |
| A-RNP |  |  |
| RNP 0.3 |  |  |  |
| RNP-AR |  |  |  |

Other operational approvals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| EDTO | RVSM | | ILS CAT II | ILS Cat III |
| FANS 1/A | GLS | | GNSS sole means Oceanic/Remote | EDTO max diversion time |
| ADS-B: CAA approval not required | |

# Read the relevant advisory circulars (AC) below

|  |
| --- |
| * AC91-4 Reduced vertical separation minima (RVSM) |
| * AC91-18 Aircraft software configuration management (S/W config) |
| * AC91-21 Operational approvals - performance-based navigation (RNAV1, RNAV2, RNP1, RNP2, RNP4, RNP5, RNP10, RNP APCH, BARO VNAV, BRNAV) |
| * AC121-1 Extended diversion time operations and polar area operations (ETOPS/EDTO) |

# Supporting documents

1. **ALL** applications

If applicable to your type of operation, you must email us the following with this application form.

|  |  |
| --- | --- |
| Completed form 2129 aircraft radio station approval with up-to-date information  Aircraft flight manual (AFM) or supplement containing compliance statements relevant to navigation/operating specifications  Evidence of the acceptable technical data used to install the GNSS system (i.e. OEM fit, STC, modification, etc) | |
| Minimum equipment list (MEL)  SELECT ONE | Not required for operation (Part 91) |
| CAA approved MEL that reflects the intended operation |

1. *Only* **Part 119** air operator and **Part 115** adventure aviation operator

If applicable to your type of operation, you must complete the below.

|  |
| --- |
| Appendix A Operational training & competency and email us any supporting documents required  Appendix B Continuing airworthiness and email us any supporting documents required |

1. *Only* **Part 91** (which are not Part 119 air operations or Part 115 adventure aviation operations)

If applicable to your type of operation, you must email us the below with this application form.

|  |
| --- |
| Maintenance programme that covers the requirements of the operational approvals you are applying for  Proposed standard operating procedures |

*Only*foroperations in **RVSM** and/or **RNP designated airspace** (see AIP ENR 1.8 under rule 71.61), you must complete that section in the below and email us supporting documents.

|  |
| --- |
| Appendix A Operational training & competency (RVSM and/or RNP designated airspace section only)  Appendix B Continuing airworthiness (RVSM and/or RNP designated airspace section only) |

For **other Part 91 operations** not in RVSM and/or RNP designated airspace, you must email us the supporting document below

|  |
| --- |
| Pilot operating handbook (POH) or aircraft flight manual (AFM) |

# Registered aircraft details To add rows to tables in this form copy and paste the last row.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Operating rule(s) applying to the aircraft | Part 91 | Part 115 | Part 119/121 | Part 119/125 | Part 119/135 |

| Aircraft Type and model | Registration | Serial no. |
| --- | --- | --- |
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| Description of equipment that provides the aircraft capability | Part no. | Software version/Part no. | Acceptable technical data used to install equipment/ system (e.g. STC ref, OEM fit, Modification etc.) |
| --- | --- | --- | --- |
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# Declaration by authorised officer/ representative (air operator) or registered owner of aircraft (aircraft operator)

1. I apply for the approval to operate the aircraft under the operational specifications in this form.
2. I confirm:
   * I have read and understand the applicable Civil Aviation Rules
   * I hold the necessary authority to sign on behalf of the organisation
   * the person or organisation in the ‘details for CAA invoices’ section of this form (if completed) is aware they are required to pay the invoice(s) from CAA.
3. 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 | | |  |

Appendix A – Operational training & competency

|  |  |  |  |
| --- | --- | --- | --- |
| **Parts 119** and **115** operational training & competency procedure | Operator procedure document(s) name/no. | Version no. | Ref no. or heading for operations/PBN specifications sought |
| Flight planning |  |  |  |
| Pre-flight |  |  |  |
| Procedures prior to airspace entry |  |  |  |
| In-flight procedures (normal & emergency) |  |  |  |
| Extraction & recovery procedures |  |  |  |
| Error/system failure reporting procedures |  |  |  |
| ATC phraseology |  |  |  |
| Special airspace procedures |  |  |  |
| **Parts 119** and **115,** and **Part 91** for operations in **RVSM** and/or RNP designated airspace | | | |
| Verification / monitoring programme |  |  |  |
| NAT airspace procedures |  |  |  |

|  |  |
| --- | --- |
| Crew training and competency procedure documents are:  SELECT ONE | Already held by CAA and there are no amendments  Attached to the email with this application. If there are proposed amendments, these are highlighted or shown as Track Changes |
| Training programmes are:  SELECT ONE | Already held by CAA and there are no amendments  Attached to the email with this application. If there are proposed amendments, these are highlighted or shown as Track Changes |

Appendix B – Continuing airworthiness

|  |  |  |  |
| --- | --- | --- | --- |
| **Parts 119** and **115** continuing airworthiness procedure | Operator procedure document(s) name/no. | Version no. | Ref no. or heading for operations/PBN specifications sought |
| Maintenance schedule |  |  |  |
| Maintenance procedures |  |  |  |
| Configuration management (software) |  |  |  |
| Configuration management (modification/repair) |  |  |  |
| Defect management |  |  |  |
| **Part 119** and **115**, and **Part 91** for operations in **RVSM** and/or **RNP designated airspace** | | | |
| Static system maintenance & calibration schedule |  |  |  |
| Skin waviness checks |  |  |  |
| Test equipment accuracy |  |  |  |
| RVSM Height monitoring program |  |  |  |

|  |  |
| --- | --- |
| Procedure documents are:  SELECT ONE | Already held by CAA and there are no amendments  Attached to the email with this application. If there are proposed amendments, these are highlighted or shown as Track Changes |
| Training programmes are:  SELECT ONE | Already held by CAA and there are no amendments  Attached to the email with this application. If there are proposed amendments, these are highlighted or shown as Track Changes |
| Maintenance provider contracts are:  SELECT ONE | In place and amended to include continuing airworthiness requirements  In place, but not yet amended to include continuing airworthiness requirements – then you must confirm this before we can approve your application  Not in place – then before we can approve your application, you must confirm this and that continuing airworthiness requirements are included |