|  |  |
| --- | --- |
|  | 24091-02 Part 91 application for approval or amendment of a maintenance programme(hire or reward aircraft)Use this form to apply for approval or amendment of a maintenance programme (hire or reward aircraft) under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 91 general operating and flight rules. Private operators and non-hire or reward aircraft use 24091-02P not this form. |

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

|  |  |
| --- | --- |
| To apply, email to certification@caa.govt.nz | * This completed application for approval or amendment
* The completed documents in **section 8** 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
* See the Part 91 maintenance programme template [form](https://www.aviation.govt.nz/about-us/forms/)
* Click on the field areas and type (they expand as you type)
* Click on the square boxes to select
 |

# Organisation’s details Click on the field areas and type (they 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 whether you are applying for an approval or amendment

You must comply with rule 91.607 approval of maintenance programmes and rule 91.609 changes to maintenance programmes and schedules.

|  |  |
| --- | --- |
| [ ]  Initial approval of a maintenance programme | [ ]  Approval of an amendment to a maintenance programme |

# Read the applicable advisory circulars (AC) below

|  |  |
| --- | --- |
| AC91-12 and/or AC119-5 Aircraft maintenance programmes  |  |
| AC115-1 Adventure aviation – operator certification | AC115-3 Adventure aviation – parachute drop-aircraft operations  |
| AC115-2 Adventure aviation – hot air balloon operations | AC115-4 Adventure aviation – tandem parachute operations  |

# Aircraft information Click on the square boxes to select.

Complete the table in Appendix A for each aircraft.

# Completed documents *Only* select the documents in this section that apply to your type of operation.

By selecting the documents below, you are confirming the documents are attached to your email with this application.

|  |
| --- |
| [ ]  Your application for issue, renewal, or amendment of an operator certificate[ ]  Maintenance programme, with any proposed amendments highlighted or shown as track changes[ ]  A separate document detailing any bridging requirements (if necessary)[ ]  If the proposed maintenance schedule differs from the manufacturer’s recommendations, source documents showing the aircraft airworthiness and reliability are not reduced  |

# Declaration by senior person responsible for control & scheduling of maintenance

1. I confirm in relation to this application:
* I have read and understood the applicable Civil Aviation Rules and hold the necessary authority to sign on behalf of the applicant
* the person or organisation set out in ‘details for CAA invoices’ section of this form (if completed) is aware they are required to pay the invoice(s) from CAA.
1. I declare to the best of my knowledge that the information in this application is complete and correct.

Note:Under s 49 Civil Aviation Act 1990, 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 $10,000; and a body corporate, to a fine not exceeding $50,000.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 If your application relates to more than **five** aircraft, copy the table below and paste to the last page. Do this for each additional aircraft.

|  |
| --- |
| Aircraft information |
| Type and model | Registration | Serial no. | Type certificate no. | Airworthiness certificate category | Aircraft moving from private operations? |
|       |       |       |       | [ ]  Standard/restricted [ ]  Special | Yes [ ]  No [ ]  |
| Utilisation |
| Predicted hours a year |       | Aircraft use | [ ]  Air transport [ ]  Commercial transport [ ]  Agricultural operations [ ]  Other       |
| Environments operated in (e.g. corrosive, unimproved airstrip) |       |
| Configuration |
| **Engine(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. | Due | Click or tap to enter a date. |
| **Propeller(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. |  | Due | Click or tap to enter a date. |
| Maintenance programme |
| Name  |       | Reference no. |       | Revision no. |       |
| Requirements for induction into maintenance programme (e.g. bridging check) Email us a separate document detailing bridging requirements, if necessary. |
|       |
| Did the previous operator use an approved escalation procedure? | Yes [ ]  No [ ]  |

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| Aircraft information |
| Type and model | Registration | Serial no. | Type certificate no. | Airworthiness certificate category | Aircraft moving from private operations? |
|       |       |       |       | [ ]  Standard/restricted [ ]  Special | Yes [ ]  No [ ]  |
| Utilisation |
| Predicted hours a year |       | Aircraft use | [ ]  Air transport [ ]  Commercial transport [ ]  Agricultural operations [ ]  Other       |
| Environments operated in (e.g. corrosive, unimproved airstrip) |       |
| Configuration |
| **Engine(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. | Due | Click or tap to enter a date. |
| **Propeller(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. |  | Due | Click or tap to enter a date. |
| Maintenance programme |
| Name  |       | Reference no. |       | Revision no. |       |
| Requirements for induction into maintenance programme (e.g. bridging check) Email us a separate document detailing bridging requirements, if necessary. |
|       |
| Did the previous operator use an approved escalation procedure? | Yes [ ]  No [ ]  |

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| Aircraft information |
| Type and model | Registration | Serial no. | Type certificate no. | Airworthiness certificate category | Aircraft moving from private operations? |
|       |       |       |       | [ ]  Standard/restricted [ ]  Special | Yes [ ]  No [ ]  |
| Utilisation |
| Predicted hours a year |       | Aircraft use | [ ]  Air transport [ ]  Commercial transport [ ]  Agricultural operations [ ]  Other       |
| Environments operated in (e.g. corrosive, unimproved airstrip) |       |
| Configuration |
| **Engine(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. | Due | Click or tap to enter a date. |
| **Propeller(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. |  | Due | Click or tap to enter a date. |
| Maintenance programme |
| Name  |       | Reference no. |       | Revision no. |       |
| Requirements for induction into maintenance programme (e.g. bridging check) Email us a separate document detailing bridging requirements, if necessary. |
|       |
| Did the previous operator use an approved escalation procedure? | Yes [ ]  No [ ]  |

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| Aircraft information |
| Type and model | Registration | Serial no. | Type certificate no. | Airworthiness certificate category | Aircraft moving from private operations? |
|       |       |       |       | [ ]  Standard/restricted [ ]  Special | Yes [ ]  No [ ]  |
| Utilisation |
| Predicted hours a year |       | Aircraft use | [ ]  Air transport [ ]  Commercial transport [ ]  Agricultural operations [ ]  Other       |
| Environments operated in (e.g. corrosive, unimproved airstrip) |       |
| Configuration |
| **Engine(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. | Due | Click or tap to enter a date. |
| **Propeller(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. |  | Due | Click or tap to enter a date. |
| Maintenance programme |
| Name  |       | Reference no. |       | Revision no. |       |
| Requirements for induction into maintenance programme (e.g. bridging check) Email us a separate document detailing bridging requirements, if necessary. |
|       |
| Did the previous operator use an approved escalation procedure? | Yes [ ]  No [ ]  |

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| --- |
| Aircraft information |
| Type and model | Registration | Serial no. | Type certificate no. | Airworthiness certificate category | Aircraft moving from private operations? |
|       |       |       |       | [ ]  Standard/restricted [ ]  Special | Yes [ ]  No [ ]  |
| Utilisation |
| Predicted hours a year |       | Aircraft use | [ ]  Air transport [ ]  Commercial transport [ ]  Agricultural operations [ ]  Other       |
| Environments operated in (e.g. corrosive, unimproved airstrip) |       |
| Configuration |
| **Engine(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. | Due | Click or tap to enter a date. |
| **Propeller(s)** | Lefthand | Righthand |
| Manufacturer |       |       |
| Model designation(s) P/N |       |       |
| Serial number(s) |       |       |
| Total time/cycles | TSN |       | CSN |       | TSN |       | CSN |       |
| Overhaul details | TSO |       | CSO |       | TSO |       | CSO |       |
| Calendar TBO | Due | Click or tap to enter a date. |  | Due | Click or tap to enter a date. |
| Maintenance programme |
| Name  |       | Reference no. |       | Revision no. |       |
| Requirements for induction into maintenance programme (e.g. bridging check) Email us a separate document detailing bridging requirements, if necessary. |
|       |
| Did the previous operator use an approved escalation procedure? | Yes [ ]  No [ ]  |