



Application for issue, renewal, or amendment of a Maintenance Organisation Certificate under Civil Aviation Rules, Part 145

Application requirements and instructions for completing the form.

- a) Please ensure all documents are enclosed. No application will be processed until all required documentation is received.
- b) **For initial issue, renewal or amendment of the senior persons list**, a separate form [CAA24FPP and CV](#) must accompany this application for each of the senior persons nominated in Section 6. However, provision of a CV will not be required for renewal if the senior persons list remains unchanged.
- c) Further notes and instructions are included in the grey margins of the different sections.
- d) Use additional sheets such as those included at the end of the form to provide further details and explanations that do not fit in the original sections of the form.
- e) [The charge payable in advance is 33,000vt, VAT excluded.](#)
- f) Additional charges are at the [current standard hourly rate of 8250vt \(VAT excluded\)](#) for the time taken to assess and process the application.

Submit the completed application and supporting documentation to either:
Email: info@caav.vu
Post: Civil Aviation Authority of Vanuatu PMB 9068

Initial issue

Renewal

Amendment

1. Organisation details

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 (if any)

Address for service

The Civil Aviation Act, s8, requires applicants to provide an address for service in Vanuatu (i.e. a physical address, not a P.O. Box) and to promptly notify the Director of any changes.

Postal address

(if different from Address for Service)

Post code

Post code

Phone

Phone

Email

Email

Location of maintenance facilities (if different from above)

This is a new location

This is a new location.



Your reference – or –

Details of the person who may be contacted for further information

Name	<input style="width: 95%;" type="text"/>	Position	<input style="width: 95%;" type="text"/>
Tel	<input style="width: 95%;" type="text"/>	Mobile	<input style="width: 95%;" type="text"/>
Email	<input style="width: 95%;" type="text"/>		

2. Details for invoice

Please provide the name of the organisation or applicant and address for the invoice to be sent. If an organisation is being invoiced, you MUST obtain the details AND signature of the person authorising payment.

The invoice is to be sent to:	<input type="checkbox"/> Applicant		<input type="checkbox"/> Organisation	
Applicant or Organisation name:	<input style="width: 95%;" type="text"/>	CAA Participant No:	<input style="width: 95%;" type="text"/>	
Name of the person authorising payment: <i>(If applicant, N/A)</i>	<input style="width: 95%;" type="text"/>	Purchase Order No: <i>(If applicable)</i>	<input style="width: 95%;" type="text"/>	
Title/Position within the company:	<input style="width: 95%;" type="text"/>			
Email:	<input style="width: 95%;" type="text"/>	Phone:	<input style="width: 95%;" type="text"/>	
Postal address: <i>(For the invoice to be sent to individual or organisation)</i>	<input style="width: 95%;" type="text"/>			
	<input style="width: 95%;" type="text"/>			
	<input style="width: 95%;" type="text"/>			
	<input style="width: 95%;" type="text"/>			
Signature: <i>(Of the applicant or person within the organisation authorising payment)</i>	<div style="border: 1px solid black; height: 30px; width: 100%; background-color: #e0f0ff;"></div>			

3. Reason for application

<i>Indicate the type of application being made, then complete the relevant sections of the form.</i>	Initial issue of certificate	<input type="checkbox"/>	Complete all sections
	Renewal of certificate	<input type="checkbox"/>	Complete all sections
	Amendment requiring prior CAA acceptance as per 145.105(d)	<input type="checkbox"/>	Complete sections 1, 2, 3, 11 and only those sections appropriate to the amendment request

4. Questionnaire

<i>These two questions must be answered for the initial</i>	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?	Yes / No
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issue and for the renewal of a certificate.

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?

Yes / No

Note If "Yes", provide details with this application on separate sheets.

5. Rating(s) applied for (145.11)

A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	A3 <input type="checkbox"/>	A4 <input type="checkbox"/>	P1 <input type="checkbox"/>	E1 <input type="checkbox"/>
C1 <input type="checkbox"/>	C2 <input type="checkbox"/>	C3 <input type="checkbox"/>	C4 <input type="checkbox"/>	C5 <input type="checkbox"/>	F1 <input type="checkbox"/>
S1 <input type="checkbox"/>	S2 <input type="checkbox"/>	S3 <input type="checkbox"/>			

Procedures for changing the scope within a rating.
(provide references to your exposition)

6. Brief summary of the scope of work to be carried out

Provide references to your exposition

7. List of Senior Persons

For initial issue, renewal, or amendment, separate forms must accompany this application for each of the nominated senior persons as shown below.

Initial issue:

CAA [24FPP](#) or [24FPPDEC](#), and CV

Amendment:

CAA [24FPP](#) or [24FPPDEC](#), and CV is required when a senior person is added to the certificate.

For all other types of amendments where there are no senior person changes to the certificate, no 24FPP or 24FPPDEC, and CV are required.

Renewal:

- **Changed persons:**

Form CAA [24FPP](#) or [24FPPDEC](#), and CV

- **Unchanged persons:**

Their names and titles must be confirmed in this section and form CAA [24FPP](#) or [24FPPDEC](#) must be included.

They need not submit a CV where they are continuing in their CAA accepted senior person role.

However a CV is required if there has been changes such as additional qualifications or they have taken up other senior person positions for other Organisations.

Nominated persons area(s) of responsibility as per 145.51(a) and 145.68(1) (as applicable)

Name & company title

CAAV Participant No. (if known)

Chief Executive		
Control and Direction of Maintenance		
Personnel Authorisations		



System for Safety Management		
Aeronautical Product Acceptance*		
Inspection and Testing*		
Dispatch of Aeronautical Products and Issue of the Associated Release Notes*		
*These positions require approval only if an organisation is applying for or already has an "S" Rating.		
<i>Indicate any senior persons that are being removed from the organisation's certificate.</i>	Removed persons	

8. Number of persons to be employed (145.51(a)(3))

1-5 <input type="checkbox"/>	6-10 <input type="checkbox"/>	11-50 <input type="checkbox"/>	51-100 <input type="checkbox"/>	> 100 <input type="checkbox"/>
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9. Procedure for authorising persons to certify maintenance (145.67(a)(8)(xiii))

<i>Provide references to your exposition</i>	
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10. Safety Management System (145.65) (complete if the change is a material change).

<i>Provide references to your exposition.</i>	
<i>CAR 145.105 (d) (7) requires the Director to make prior acceptance if there is a material change to the safety management system.</i>	

11. Exposition

<i>Please list the manuals that constitute the exposition required by CAR 145.67</i> <i>For renewal list the publications already held by CAA and their latest amendment status.</i>	Manual Titles	Amendment No. and date



12. Applicant's checklist

<p>Please ensure all documents are enclosed. Applications which are incomplete or lacking any required documents will not be processed.</p>	1. All necessary sections completed	<input type="checkbox"/>
	2. Completed rule compliance matrix enclosed	<input type="checkbox"/>
	3. Completed or amended company exposition enclosed	<input type="checkbox"/>
	4. CAA 24FPP/24FPPDEC and CV for the nominated senior persons enclosed	<input type="checkbox"/>
	<p>*CAA 24100/01 Application for approval of SMS Implementation Plan</p>	
5. *Applicants for a new certificate must include a form CAA 24100/01 with an implementation plan for SMS. Current certificate holders have until the dates detailed in Transition requirements to submit a plan.	<input type="checkbox"/>	

13. Declaration by Chief Executive or Delegated Senior Person

<p>The provision of false information or failure to disclose information relevant to the grant or holding of an aviation document constitutes an offence under Section 6 of the Civil Aviation Act 1999 and is subject, in the case of a body corporate, to a maximum fine of.</p>	<p>I have obtained a current copy of NZCAR Part 145 and have read and understood the contents as they apply to this application. I also have a current copy of AC145-1, and CAR Parts 12 and 43 as applicable.</p> <p>This application is made for and on behalf of the organisation identified above. I certify that I am empowered by the organisation to ensure that all activities undertaken by the organisation can be financed and carried out to the standard required by the authority.</p>		
	<p>I declare that to the best of my knowledge and belief the statements made, and the information supplied in this application and the attachments are complete and correct.</p>		
<p>Full Name of Chief Executive or Delegated Senior Person</p>		<p>Participant number (if known)</p>	
<p>Signature</p>		<p>Date of application</p>	

Submit the completed application together with the appropriate fee and supporting documentation to:

By post –
Civil Aviation Authority
PMB 9068
Port Vila
Vanuatu
By e-mail – info@caav.vu



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