

Part 91 Application for approval of a maintenance programme - (private or non-hire or reward aircraft use)

Use this form to apply for initial approval, or amendment of a maintenance programme for private aircraft operating under Part 91 general operating and flight rules. For aircraft operating under Part 115 or Part 119 use form 24091-02.

1. You need to apply early as our assessment process takes time

To apply, email to info@caav.vu



- This completed application for approval or amendment form
- The completed documents in **section 7** of this form

2. 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

- Read the relevant [advisory circulars](#) in **section 5** before you start
- Search 'maintenance programme template' in CAA [forms](#)
- Click in the field areas and type (they expand as you type)
- Click on the square boxes to select
- To add rows to tables in this form copy and paste the last row

3. Applicant's details Click in the field areas and type (they expand as you type).

Applicant's legal name

Trading names

CAA participant number

Business No or
N/A

Address for service Must be a physical address in Vanuatu. Not a PO Box ⓘ

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

Contact person for this application

Name

Position title

Email

Mobile

Their CAA ID no. or N/A

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

Email for invoices

4. Select whether you are applying for an approval or amendment [Click on the square boxes to select.](#)

You must comply with rule 91.607 for 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

Reason for application

☐ New aircraft type ☐ Add an aircraft of the same type ☐ Aircraft use change

☐ Other

5. Read the advisory circular (AC) and template below

AC91-12 Aircraft Maintenance Programmes

Part 91 Maintenance programme template

6. Aircraft information To add rows to tables in this form copy and paste the last row.

If your application relates to more than **one** aircraft, copy the table below and paste it in after this table. Do this and complete another table for each additional aircraft.

Aircraft

Type and model		Airworthiness certificate category	☐ Standard/restricted	☐ Special
Registration				
Serial no.				

Utilisation

Predicted hours a year	
Aircraft use	☐ Non-hire or reward operations ☐ Flight training ☐ Air display flying ☐ Other
Environments operated in (eg, corrosive, unimproved airstrip)	

Maintenance programme name

	Ref no.		Revision no.	

7. Completed documents *Only select the documents in this section that apply.*

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

- ☐ Maintenance programme, with any proposed amendments highlighted or shown as track changes
- ☐ If the proposed maintenance schedule differs from the manufacturer's recommendations, documentation supporting the change

8. Declaration by aircraft owner or authorised person

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 the 'details for CAA invoices' section of this form is aware they are required to pay the invoice(s) from CAA.

2. I declare to the best of my knowledge that the information in this application is complete and correct.

Note: Under sections 59 of the Civil Aviation Act 1999, 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 VT 400,000; or in the case of a body corporate, to a fine not exceeding VT 2,000,000.

Full name

Position title

CAA participant number
or N/A

Application date

Click or tap to enter a date.