



Top Tips for a smooth ADS-B Grant Scheme Application and Claim

- 1. Check what information you need to have prepared before applying**
 - Ensure that you have read the information on the ADS-B Grant Scheme website and completed the pre-application checks. Also, watch the help video to help you get prepared.

- 2. If you can enter a claim for both ADS-B OUT and IN on one application/claim form, please do so**
 - This will save us time so we do not have to re-assess your aircraft for two separate applications.
 - Note that ADS-B OUT refers to the transmitting of ADS-B data and ADS-B IN is the receiving of ADS-B data. It does not mean what equipment has been taken OUT and what is being put IN to the aircraft.

- 3. Accuracy is everything when entering the information on the application and claim forms.**
 - This includes making sure the aircraft information, and registered owner information matches the Certificate of Registration exactly. Discrepancies may necessitate us emailing you, which will delay your claim.

- 4. If you are not the Registered Owner, or acting on behalf of the Registered Owner, but are trying to claim the ADS-B Grant...**
 - Please ensure that you provide us with written confirmation from the registered owner that you have authorisation to claim the grant funds. One of the criteria for the grant is that only registered owners can claim, as the CAA does not hold Financial/Legal ownership details.

- 5. Only choose to install equipment that meets the standards and requirements set out in the Notice of Requirement (NTC91.258)**
 - Equipment that does not meet these requirements cannot be used to transmit ADS-B data, and you may need to remove the equipment from the aircraft. Discuss with your avionics provider to ensure that acceptable equipment is installed. These standards and requirements are for all aircraft in New Zealand – microlight/amateur-built/LSA, etc. aircraft also need to meet these standards.

- 6. Ensure that the ADS-B equipment is installed by an appropriately rated engineer**
 - As per the Notice of Requirement, only Radio Group 3 Licenced Aircraft Maintenance Engineers, or an equivalent authorised person in a Part 145 Maintenance Organisation, can install ADS-B equipment. While someone who does not meet this requirement can physically complete the work, the aircraft cannot be signed off/released to service until it is done so by an appropriately rated engineer.

- 7. Ensure that the correct evidence is attached to the claim form**
 - If the correct evidence is not attached we will need to email you to request the correct information. This will delay your claim. We will require;

- ❖ Evidence of the Part Number and Serial Number of the equipment installed – this evidence will normally be found on the log book entry for the installation of the equipment, although it can also be on the release note or invoice. A picture of the equipment is also acceptable so long as the full details can be seen.
- ❖ Copy of the log book entry – The log book entry must show what equipment was installed, the part number and the serial number of the equipment, and also the Acceptable Technical Data used to install the equipment. Ideally, it will also list the equipment replaced. Log book entries must be signed off by an appropriately rated (Radio Group 3) LAME, or an equivalent authorized person in a Part 145 Maintenance Organisation.
- ❖ Copy of ground test results – these may be part of the log book entry or a separate report. Photos of the test equipment showing the results are also acceptable if it can be determined which aircraft the results are for. If the results are not shown, the log book entry must refer to testing taking place and the results meeting the minimum performance requirements as set out in Notice NTC91.258.
- ❖ Copy of invoices – Invoices are required to confirm how much was paid for the equipment and the installation. It must be obvious from the invoices what aircraft the work was carried out on, plus there should be a breakdown of the charges. A simple receipt showing the amount paid is not acceptable (unless for the equipment itself and this is obvious).

8. Please give us time to assess your application and claim

- We have received large numbers of applications and claims since the scheme was opened, and it may take a few weeks before you hear back from us. If you have received the initial notification from the application form website that your application was submitted, we will have received it. Please allow at least 4 weeks before contacting us – the more emails we receive and need to respond to, the less time we have to assess applications and claims.

9. If you have a query that you cannot find the response to

- Contact adsb.grants@caa.govt.nz in the first instance. If you have a more technical query contact adsb@caa.govt.nz or for regulatory ADS-B matters, contact airworthiness@caa.govt.nz