

PNG CAR Part 100 Matrix – Safety and Quality Management System

The Rule references in this compliance matrix have been extracted from the Civil Aviation Rules Part 100 as the minimum compliance requirements for an applicant for the issue or renewal of the following CARs Parts 109/119/139/140/141/144/145/146/148/171/172/173/174/175/176.

A completed compliance matrix must be submitted by the applicant both for initial certification and for renewal. Additionally, the certificate holder should maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests.

The purpose of the matrix is to help speed up the certification process, ensure every applicable rule requirement has been addressed in the exposition, and reduce the cost of certification by allowing the quick location of required policies or procedures in the applicant's exposition manual suite.

All requirements of Part 100 have to be complied with, but not every part the rule has to be addressed in the exposition. At least the required parts must be included unless they are not applicable to the operation, in which case they should be annotated as such. The intention of this matrix is to assist rather than instruct the applicant in their initial application or request for renewal. If for your operation, compliance is required with a rule not listed in the matrix, please add it to the list and identify the exposition reference.

This matrix must be completed by every applicant for the applicable CARs Parts and show the exposition *pages and paragraph numbers* that satisfy the rules in the *Manual References / Applicant's Comments* column. Where the applicant does not meet the rule requirement or deems it not applicable, an explanation should be given in this column. **Please note ticks (✓) are not acceptable.**

The completed matrix should accompany the exposition documents and preferably be included as a component of the exposition. The applicant may submit a completed matrix in a different format as long as it includes all the rule references identified below; however, there may be additional processing time required by the CASA in cross-referencing requirements.

General Manual Layout and Distribution

Electronic exposition: Is the matrix included as part of the file(s)/disc? If so, is it up to date? Have you considered the methods for distributing to the CASA and how you will manage amendments?

Manual binders: Can the manual be amended easily? (Three or four-ring binders are preferred: two-ring binders are not recommended as the pages are too easily torn). If permanently bound, do you intend to re-issue at every amendment? This may inhibit the frequency of needed amendments.

Note:

- Not all applicants for the applicable CARs Parts will comply with all requirements of Part 100 but only those that are indicated in each rule Parts.



Subpart B: Safety Management System

Applicant: _____

Participant ID: _____

Manual Submitted: _____

Rev.: _____

Dated: _____

Assessed By: _____

	Applicant's Comments	CASA Comments (for CASA use only)
Rule Compliance Matrix		
Company Statement page, signed by the Chief Executive		
List of Effective Pages		
Record of Amendments		
Distribution List & copies to be numbered		
Contents Page		
Definitions & Abbreviations (not mandatory)		
On every page, headers and/or footers to include: (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number		
Index (not mandatory but desirable)		

Safety Management System	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
<i>Establishment of a Safety Management System</i>		
100.51		<i>Current SMS Manual or Integrated (Indicate version/issues and date)</i>
<i>Safety Policy</i>		
100.53(a)		
100.53(b)		
<i>Safety Objectives</i>		
100.55(a)		



Safety Management System	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
100.55(b)		
Roles, Responsibilities and Authorities		
100.57(a)(1)		
100.57(a)(2)		
100.57(b)		
100.57(a)(3)		
100.57(a)(4)		
Hazard identification		
Procedure(s)		
100.59(a)		
Procedure(s)		
100.59(b)(1)		
Procedure(s)		
100.59(b)(2)		
100.59(c)		
Risk Management		
Procedure(s)		
100.61(a)		
Procedure(s)		
100.61(b)(1)		
Procedure(s)		
100.61(b)(2)		
Procedure(s)		
100.61(b)(3)		
Procedure(s)		
100.61(b)(4)		
Interfaces		
Procedure(s)		
100.63(a)		
Procedure(s)		
100.63(b)(1)		
Procedure(s)		
100.63(b)(2)		



<i>Safety Management System</i>	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
<i>Procedure(s)</i> 100.63(b)(3)		
<i>Procedure(s)</i> 100.63(b)(4)		
<i>Procedure(s)</i> 100.63(b)(5)		
<i>Change Management</i>		
<i>Procedure(s)</i> 100.65(a)		
<i>Procedure(s)</i> 100.65(b)(1)		
<i>Procedure(s)</i> 100.65(b)(2)		
<i>Procedure(s)</i> 100.65(b)(3)		
<i>Procedure(s)</i> 100.65(b)(4)		
<i>Procedure(s)</i> 100.65(b)(5)		
<i>Internal Communication and Consultation</i>		
<i>Procedure(s)</i> 100.67(a)(1)(i)		
<i>Procedure(s)</i> 100.67(a)(1)(ii)		
<i>Procedure(s)</i> 100.67(a)(1)(iii)		
<i>Procedure(s)</i> 100.67(a)(1)(iv)		
<i>Procedure(s)</i> 100.67(a)(1)(v)		
<i>Procedure(s)</i> 100.67(a)(1)(vi)		
<i>Procedure(s)</i> 100.67(a)(2) 100.67(b)		



Safety Management System	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
Programme(s) 100.67(a)(3)		
Accident and Incident Recording, Reporting and Investigation		
100.69(a)		
100.69(b)(1) <i>to include Part 12 obligation/requirements</i>	Refer to Part 12 below	
Part 12 Occurrence Reporting		
12.55(a)(5)		
12.55(d)(5) [App A(e)]		
12.57(a)(1)		
12.57(b)(1)-(2)		
12.59(a)(1)		
12.59(a)(2)(i)-(ii)		
12.59(3)		
100.69(b)(2)		
100.69(b)(3)		
Emergency response procedures	Applicable to Part 119, Part 139 or Part 140	
Procedure(s) 100.71(a)(1)		
Procedure(s) 100.71(a)(2)		
Procedure(s) 100.71(a)(3)		
Safety Management System Training		
Procedure(s) 100.73(a)		
Procedure(s) 100.73(b)		



Safety Management System	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
Procedure(s) 100.73(c)(1) 100.73(d)		
Procedure(s) 100.73(c)(2) 100.73(d)		
Procedure(s) 100.73(e)		
Flight Data Analysis Programme	For 119 Operator, operating aircraft with MTOW >27,000 kg	
100.75(a)		
100.75(b)(1)		
100.75(b)(2)		
100.75(b)(3)(i)		
100.75(b)(3)(ii)		
100.75(b)(4)(i)		
100.75(b)(4)(ii)		
Safety Performance Monitoring and Measurement		
Process(es) 100.77(a)(1)		
Process(es) 100.77(a)(2)		
Process(es) 100.77(a)(3)		
Process(es) 100.77(a)(4)		
Process(es) 100.77(a)(5)		
Process(es) 100.77(a)(6)		
Process(es) 100.77(a)(7)		



<i>Safety Management System</i>	<i>Manual References / Applicant's Comments</i>	<i>CASA Review & Comments (for CASA only)</i>
<i>Process(es)</i> 100.77(a)(8)		
<i>Process(es)</i> 100.77(a)(9)		
<i>Process(es)</i> 100.77(a)(10)		
<i>Process(es)</i> 100.77(a)(11)		
<i>Process(es)</i> 100.77(b)		

CASA Use

Assessed By:

Work Request:

Date received: DD / MM / YYYY Date accepted: DD / MM / YYYY

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 4	13 April 2019
100	Safety Management System	Amendment 1	1 May 2017

Other rules or advisory circulars referred to during the assessment by Inspector

AC100-1	Safety Management System	Issue 2	01 July 2014
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Subpart C: Quality Management System

Applicant: _____

Participant ID: _____

Manual Submitted: _____

Rev.: _____

Dated: _____

Assessed By: _____

	Applicant's Comments	CASA Comments (for CASA use only)
Rule Compliance Matrix		
Company Statement page, signed by the Chief Executive		
List of Effective Pages		
Record of Amendments		
Distribution List & copies to be numbered		
Contents Page		
Definitions & Abbreviations (not mandatory)		
On every page, headers and/or footers to include: (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number		
Index (not mandatory but desirable)		

Quality Management System	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
<i>Subpart C: Quality Management System Establishment of a Quality Management System</i>		
100.101(a)		<i>Current QMS Manual or Integrated (Indicate version/issues and date)</i>
100.101(b)(1) 100.103(a)(1)		
<i>Procedure(s)</i> 100.101(b)(2)(i-v)	<i>For all exposition-based procedures use 100.103, 100.105, 100. 107, 100.109, 100.111 and 100.113 sections below</i>	
<i>Procedure(s)</i>		



Quality Management System	Manual References / Applicant's Comments	CASA Review & Comments (for CASA only)
100.101(b)(2)(vi)		
Audits		
100.103(a)(2) 100.103(c)(1)		
100.103(a)(3)(i) 100.103(b)		
100.103(a)(3)(ii)		
100.103(a)(3)(iii)		
100.103(a)(3)(iv)		
Management Review		
100.105		
Continuous improvement		
100.107(a)		
100.107(b)(1)		
100.107(b)(2)		
100.107(b)(3)		
100.107(b)(4)		
100.107(b)(5)		
100.107(b)(6) 100.109(a)		
100.107(b)(7)		
Error and non-compliance management procedures		
100.109(b)		
Document control		
100.111(a)		
100.111(b)(1)		



<i>Quality Management System</i>	<i>Manual References / Applicant's Comments</i>	<i>CASA Review & Comments (for CASA only)</i>
100.111(b)(2)		
100.111(b)(3)		
100.111(c) For the purpose of this rule, document means any manual, procedural note, instruction, worksheet, list or checklist, in any form, that is required to be used by personnel within the organisation to ensure functions are performed in a consistently safe manner and in compliance with the requirements of the quality management system.		
Record control		
100.113(a)		
100.113(b)(1)		
100.113(b)(2)		
100.113(b)(3)		
100.113(c) For the purpose of this rule, a record is a means of providing permanent evidence that the requirements of the Civil Aviation rules and the operator's exposition have been complied with and required activities have been carried out		

CASA Use

Assessed By:

Work Request:

Date received: DD / MM / YYYY Date accepted: DD / MM / YYYY

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 4	13 April 2019
100	Safety Management System	Amendment 1	1 May 2017

Other rules or advisory circulars referred to during the assessment by Inspector

AC100-1	Safety Management System	Issue 2	01 July 2014
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