



Civil Aviation Safety Authority
of Papua New Guinea

Advisory Circular

AC91-8

Private Operations

Issue 2

31 October 2022

GENERAL

Civil Aviation Safety Authority Advisory Circulars (AC) contain information about standards, practices and procedures that the Director has found to be an Acceptable Means of Compliance (AMC) with the associated rule.

An AMC is not intended to be the only means of compliance with a rule, and consideration will be given to other methods of compliance that may be presented to the Director. When new standards, practices or procedures are found to be acceptable, they will be added to the appropriate Advisory Circular.

This Advisory Circular also includes Explanatory Material (EM) where it has been shown that further explanation is required. Explanatory Material must not be regarded as an acceptable means of compliance.

PURPOSE

The material in this Advisory Circular is intended to assist aircraft operators in complying with the minimum requirements for the private operation of a Papua New Guinea registered aircraft.

RELATED CAR

This AC relates specifically to Civil Aviation Rule Part 91 General Operating and Flight Rules and Part 43 General Maintenance Rules.

CHANGE NOTICE

This AC replaces the Issue 1 dated 01 February 2017.

APPROVAL

This AC has been approved for publication by the Director of Civil Aviation

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Note:

All the information contain in this AC is Explanatory Material (EM) therefore all items may be regarded as tagged EM.

1. General

Rule 91.1(a) states that the purpose of Part 91 is to prescribe rules for the operation of civil aircraft. "Civil aircraft" includes all aircraft required to be entered on the Register of Aircraft under Part 47.

Rule 91.1(c) states that Part 91 does not apply to military aircraft and their operation, unmanned balloons, kites and rockets (Part 101) and microlights (Part 105).

Hence Part 91 applies to all other aircraft

Specifically there is no distinction made in Part 91 between private use and air transport use of an aircraft, consequently Part 91 must be applied to both categories of operation. Additional requirements imposed on air transport operations are contained in Part 119 and the operating rules in Parts 121, 125 and 135.

This AC provides guidance to operators so that they may determine the category of operation they wish to conduct and how they might achieve compliance with the airworthiness requirements of Part 91.

2. Private Operation

Currently the rules do not define "private" operations nor the "hire and reward" term which distinguishes air transport operations.

"Hire and reward" encompasses any circumstances in which the provider of an aviation service receives from a person seeking those services, any form of payment, compensation, pecuniary benefit, or financial or commercial reward,

If an operation involves hire and reward in any form, directly or indirectly, then the operator must hold an Air Operator Certificate issued under Part 119 and comply with the applicable requirements of Parts 121, 125 or 135.

If an operation does not involve hire and reward in any form, either directly or indirectly, then it may be classified as a private operation. In this case, only the requirements of Part 91 need to be met.

The following examples may be used to determine the nature of a proposed operation:

Air operation

- The transportation of company cargo and personnel to and from a Company operating location where the company benefits contractually or is otherwise rewarded for the activity, either directly or indirectly.
- The use of an aircraft by the operator to visit clients where the purpose of the visit is to satisfy a contractual obligation for follow-up
- The use of an aircraft by the operator to visit clients where as a result of the visit the operator is rewarded with a contract
- The transportation of spare parts for another business activity where that business unit financially rewards the operator via a second business unit for the use of the aircraft.
- The use of an aircraft where the operator is compensated for the cost of doing so (cost sharing)

- The use of an aircraft for purposes which result in advertising benefit for the operator.

Private operation

- Personal transportation of the owner and his family
- Use of the aircraft by the owner/operator to transport other persons where there is no direct or indirect reward, financial or otherwise.
- Use of an aircraft by the owner operator to provide a service to the community where no reward is paid for such service.

3. Airworthiness Compliance

Rule 91.101(a)(2) states that no person shall operate an aircraft unless it is in an airworthy condition".

The term "airworthy" means that all the applicable requirements in the relevant code of airworthiness are satisfied. Under the PNG regulatory system, the code of airworthiness comprises all the applicable elements of Parts 21, 26, 39, 43, 47 and 91.

This airworthiness compliance applies to all aircraft. Therefore an aircraft used for private operations must-

- be registered under Part 47
- be a make and model that has been issued a Type Acceptance Certificate under Part 21
- meet the additional airworthiness requirements of Part 26
- comply with the Airworthiness Directives prescribed by Part 39
- satisfy the maintenance requirements of Part 91 Subpart G to the standards specified in Part 43.

4. Maintenance Requirements

4.1 What the Operator must ensure

Rule 91.601(a) states that the purpose of Part 91 Subpart G is to prescribe rules specifying the requirements for the maintenance of PNG registered aircraft operating within or outside PNG.

The only aircraft exempt from these requirements are microlights, gliders and aircraft maintained to a programme authorised by an air operator under Part 119.

Rule 91.603 requires the operator of an aircraft (any aircraft) to ensure that:

- the aircraft is maintained in an airworthy condition (rule 91.603(1))
- all applicable Airworthiness Directives are complied with (rule 91.603(2))
- the mandatory inspections specified in Part 91 Subpart G are carried out (rule 91.603(3))
- the mandatory inspections and component replacement times specified by the manufacturer are complied with (rule 91.603(4)) — *unless a programme approved for an air operator under Part 119 applies*
- discrepancies arising during scheduled inspections are rectified in accordance with Part 43 (rule 91.603(6)) — *unless they can be deferred in accordance with an MEL*
- any inoperative instruments or equipment permitted to be inoperative are repaired at the next

scheduled maintenance event (rule 91.603(7))

- no person performs maintenance on the aircraft other than as prescribed by Part 43 (rule 91.603(9)).

Hence it is rule 91.603 that controls the on-going airworthiness of an aircraft. Any scrutiny of the airworthiness of an aircraft comes back to this rule. Consequently, an operator must be able to provide evidence of compliance with 91.603 at all times. Inability to do so renders the aircraft "unairworthy".

4.2 Maintenance Program

Rule 91.605(a)(1) states that no person may operate an aircraft unless--

- It as been maintained to a maintenance programme approved by CASA ; and
- it has been inspected in accordance with rules 91.607, 91.609, 91.611, 91.613 and 91.615: and
- the aircraft airworthiness review requirements of rule 91.615 have been carried out.

Rule 91.605 requires an operator to maintain an aircraft according to an approved Maintenance Programme. Rule 91.607 details what a Programme must contain and the process for obtaining approval. In particular the rule states the programme must include Instructions and procedures for the conduct of the maintenance for the particular aircraft type, including required inspections and tests.

Rules 91.605 (e) prescribe avionics maintenance inspections and tests that must be carried out on all aircraft. Often these inspections are included in a manufacturer's maintenance programme, but where they are not, or where the inspection interval differs, compliance with 91.605 ensures a minimum standard is complied with.

The aircraft airworthiness review required by rule 91.615 applies to all aircraft except those under the control of an air operator who has a continuing compliance programme in place.

Therefore a Maintenance Programme must call up

- the manufacturer's recommended maintenance schedule (or approved alternative); and
- the inspections and tests prescribed in Part 91 Subpart G; and the requirement for the annual aircraft airworthiness review.

The Maintenance Programme must be approved before the Airworthiness Certificate is issued to the aircraft. An example of a generic Maintenance Programme is shown in AC 91-10 and in the Private Operator Approval document in the Appendices to this AC.

Because a private operator is not required to have a Maintenance Control Manual (MCM), the approved Maintenance Programme is usually lodged with the Technical Log.

4.3 Technical Log

Rule 91.619 requires an operator of an aircraft to provide a Technical Log which under rule 91.110 must be carried in the aircraft. (Part 121 and 125 air transport operators are exempt this requirement).

Rule 91.619 specifies what must be in a Technical Log. AC 91-6 provides guidance on technical logs.

4.4 Maintenance Review

The aircraft airworthiness review required under Rule 91.615 must be performed every 365 days in accordance with Part 43.

If an aircraft has been inspected for the issue of an airworthiness certificate in accordance with Part 21 within the preceding 365 days then this inspection satisfies the maintenance review requirements. The first aircraft airworthiness review required to be done on an aircraft entering the PNG system is 365

days after the initial PNG Airworthiness Certificate was issued.

4.4 Who Can Do Maintenance

Maintenance of all PNG aircraft must be carried out by an organisation holding a Part 145 Maintenance Organisation Certificate.

The CASA does not "approve" the maintenance services provided to a private operator and a private operator is not required to hold an MOU or similar with a maintenance organisation, although it is strongly recommended that arrangements for maintenance be documented in this way.

Before nominating a maintenance provider, the operator must ensure that the organisation has the correct Part 145 maintenance rating to cover the aircraft concerned and that the aircraft is included in the maintenance provider's capability list.

Often operators and maintenance providers enter into a commercial arrangement before the maintenance provider is in a position to carry out maintenance. For example, before a new type can be maintained, the Part 145 organisation must hold copies of all appropriate maintenance documentation, ensure certifying personnel are trained on the type and be familiar with the operators Tech Log.

Inclusion of a type in a maintenance providers capability list provides evidence that this process has been satisfactorily been completed.

5. Operator Compliance

The requirements that a private operator must meet are contained in Part 91.

Most of the rules are stated as "No person shall operate an aircraft unless....." or "Each pilot-in-command shall

Because no Exposition is required for private operations (as in the case of an air transport operator), generally there are no documented procedures which show how the operator complies with the rules. Consequently a private operator must comply directly with the rules as stated_ to do this he must know Part 91 in detail.

6. Evidence of Compliance

Provided an operator meets the requirements of Part 91, he is entitled to operate the aircraft privately. Evidence of compliance with the applicable requirements of Part 91 consists of:

- a Certificate of Registration
- a Maintenance Programme approved by CASA
- a Technical Log meeting the requirements of rule 91.619 (not required to be approved)
- maintenance record(s) showing that the avionics inspections and tests called up under Part 91 have been carried out
- maintenance record(s) showing all applicable airworthiness directives are complied with
- maintenance record(s) showing that all scheduled maintenance has been carried out
- a record of an annual maintenance review being conducted (unless the Airworthiness Certificate was issued in the last 12 months)
- an Airworthiness Certificate

- maintenance records showing that all defects have been correctly rectified (including any deferrals made in accordance with an approved MEL).

Because a private operator is not required to hold an Exposition in the same form as an AOC holder, the evidence of compliance listed above may be packaged in any form which the operator considers suitable to his operation.

Some private operators choose to produce a 'mini' Exposition document. This approach facilitates CASA approval of the operation and on-going surveillance.

Attached as Appendix A is a template 'Private Operations Expo'. It is strongly recommended that new operators use this template to develop their own submission to CM.

7. Approval to Operate

Private operators are not issued with any operating certificate.

Approval to operate is conferred by letter or by CASA signature in the acceptance block of the Private Operations Approval document provided in template form as an Appendix to this AC. Neither constitutes an aviation document in terms of Section 47 of the CA Act 2000.

APPENDIX A – Private Operations Expo



APPROVAL TO OPERATE – PRIVATE OPERATOR

P2-(REG MARKJ

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Use of This Document

This document has been prepared by the CASA to provide persons intending to operate an aircraft privately in PNG with the means of providing the information necessary for regulatory approval.

The content also provides the operator with guidance on the requirements to be met and his/her obligations under the Civil Aviation Rules.

This is a template document which is intended to be customized to each operator. Information to be inserted by the operator is indicated by *[words in italics contained within square brackets]*.

The layout also provides for sign-off by both the Operator and the contracted maintenance provider.

CASA will assess the information contained herein together with the attachments.

Two specific CASA approvals will be granted if everything is in order:

- (1) The nature of the private operation to be conducted expressed in the Operator Statement; and
- (2) The approval of the Aircraft Maintenance Program.

CASA approval is conferred by approval stamp and a formal approval letter.

The Operator must keep this approval document with the aircraft records and produce it to the CM when requested to do so.

Operator Statement**Operator Statement**

I have read CASA Advisory Circular AC91-8 and fully understand and accept the nature of private operations described therein and the compliance responsibilities of a private operator.

[Aircraft type] registered *P2-[Mark]* will be operated privately by *[Name]* under Civil Aviation Rule Part 91 for the purposes of *[enter details]*

I acknowledge that in accordance with Rule 91 Subpart G the operator is required to ensure the aircraft is maintained in an airworthy condition, all airworthiness directives and mandatory inspections are complied with and the aircraft is maintained to an approved maintenance programme by persons authorised to do so.

This document details the manner in which these requirements are to be met.

[Name]

Aircraft Operator

PRIVATE OPERATOR APPROVAL

Control of Maintenance

Control of Maintenance

In regard to airworthiness and maintenance of *P2-[Mark]*; the operator will:

- ensure the aircraft and installed equipment are maintained in accordance with the CASA approved maintenance programme contained in this Approval Document
- ensure the aircraft continues to conform to its type design and the applicable minimum equipment requirements in Part 91 plan and accomplish required maintenance so that airworthiness limitations are not exceeded, including rectification of defects, embodiment of modifications and repairs, and compliance with airworthiness directives
- ensure the aircraft is made available to the contracted maintenance organisation in sufficient time for that organisation to properly accomplish required maintenance
- ensure all discrepancies are assessed for impact on airworthiness, any deferrals are correctly recorded, and where applicable categorized as defects and rectified
- ensure the aircraft is withdrawn from service when required maintenance has not been accomplished and cannot be deferred
- record and monitor the status of aircraft, engine and components, including periodic inspections, scheduled and unscheduled special inspections, component finite and overhaul lives and other maintenance events specified in the maintenance programme.
- ensure the standards and procedures specified in the aircraft maintenance programme are adhered to, all maintenance is correctly certified and the aircraft is released to service after maintenance
- ensure all applicable records, logs and documents are made available to the maintenance provider and other contractors to support required maintenance
- report all defect incidents in accordance with CAR Part 12
- liaise with the Civil Aviation Authority on matters relating to the airworthiness of the aircraft
- ensure the maintenance provider holds or is provided with, copies of relevant manufacturers maintenance manuals to the latest revision status
- ensure applicable Airworthiness Directives are accomplished, including advice to the maintenance provider of alert Airworthiness Directives
- assess and act as necessary on manufacturers' Service Bulletins and monitor and implement changes to the maintenance programme and this Approval Document
- ensure the aircraft logbooks are maintained accurately and completely.

As operator of *P2-[mark]* I accept the above responsibilities:

Signature.....

PRIVATE OPERATOR APPROVAL

Maintenance Programme

Aircraft Operator: [Name]

Maintenance Programme

The Programme

The Maintenance Programme which applies to *P2-[mark]* is shown on the following page. It draws together the following elements:

- The manufacturer's mandatory requirements
- Civil Aviation mandatory requirements
- Manufacturer's recommended inspections
- Operator requirements

What maintenance must be carried out is prescribed in the Manufacturer's Maintenance Manuals, together with the additional inspections called up in the Civil Aviation Rules.

When maintenance events are to be carried out is determined by the Operator on a predictive basis using the parameters specified in the Manufacturer's schedules and the Part 91 requirements and comparing them to accumulated hours, cycles etc. run.

To ensure the Maintenance Programme remains valid the Operator shall continually monitor:

- Inspection Schedule changes issued by manufacturers
- Changes to maintenance procedures and issue of service bulletins by manufacturers
- The impact of Airworthiness Directives
- Changes of regulatory requirements.

The Operator shall submit any changes to the Maintenance Programme to the CASA for approval prior to the aircraft being maintained to the programme. This shall be done on a completed form CAA 91/02.

Temporary Variations

From time to time it is necessary to temporarily vary the requirements of an aircraft maintenance programme to cater for such factors as non-availability of parts or lack of special tooling.

Any variations which result in a deviation from full compliance with the requirements of the approved Maintenance Programme require CASA approval. The Operator shall submit the request for approval of the change on form CAA 91/04 Application for Variation to Approved Maintenance Programme. Approved changes received back from the Authority shall be lodged in the aircraft logbook.

PRIVATE OPERATOR APPROVAL
Maintenance Programme

Alternative Means of Compliance

Where an alternative means of compliance is required for the completion of an Airworthiness Directive or mandatory airworthiness requirement, the Operator shall prepare and submit an Alternative Means of Compliance form CAA39/01 to CASA Airworthiness, stating how the equivalent level of safety is being achieved. Approvals shall be lodged in the aircraft logbook.

Request from the CASA

The Operator shall provide CM with a copy of any source document relating to the Maintenance Programme on request.

Discontinuance

If a maintenance programme is discontinued, the Operator shall advise the CASA within 7 days of the programme being discontinued.

PRIVATE OPERATOR APPROVAL**Maintenance Programme**

MAINTENANCE PROGRAMME <i>[ID no.] Rev A</i> P2-Mark - [Model] SERIAL NUMBER [MSN]		
<i>Topic</i>	<i>Requirement</i>	<i>Frequency</i>
Daily I Pre-flight / Post Flight	In accordance with Aircraft Flight Manual.	
Inspections	In accordance with [A/C Manufacturer] MM Chapter ## In accordance with [Engine] MM	100 hr / Annual.
Special Inspections	In accordance with [NC Manufacturer] MM Chapter ##	
Component Overhaul Inspections	In accordance with [A/C Manufacturer] MM Chapter ##	
Special Airframe and Conditional Airframe Inspections	In accordance with Chapter [#] of Aircraft Maintenance Manual	As documented in appropriate chapter of Aircraft Maintenance Manual.
Radio stations and navigation equipment	In accordance with PNG Civil Aviation Rule Part 43 Appendix B	Every 24 months Ref CAR 91.609
Altimeter systems	In accordance with PNG Civil Aviation Rule Part 43 Appendix D	Every 24 months Ref CAR 91.611
Compass calibration	In accordance with PNG Civil Aviation Advisory Circular AC43.6	Every 24 months Ref CAR 91.612
SSR Transponder	In accordance with PNG Civil Aviation Rule Part 43 Appendix E	Every 24 months Ref CAR 91.613
Instrument check ' '	In accordance with PNG Civil Aviation Rule Part 43 Appendix D	Every 24 months Ref CAR 91.611
Emergency location transmitter	In accordance with PNG Civil Aviation Rule Part 43 Appendix F	Every 12 months Ref CAR 91.615
Emergency equipment	First aid kit in accordance PNG Civil Aviation Rule 91.616.	Every 12 months Ref CAR 91.616
Engine Maintenance/Inspection Periods	In accordance with [Engine Manufacturer] MM.	50 / 100 hrs
	CASA APPROVAL	

PRIVATE OPERATOR APPROVAL**Maintenance Programme**

MAINTENANCE PROGRAMME	
<i>P2-[Mark]</i>	
Component Overhaul & Finite Life Retirement	In accordance with [A/C Manufacturer] Maintenance Manual and [Engine Manufacturer] Manual
Airworthiness Directives	All relevant AD's from the following shall be complied with Aircraft type AD's issued by the [Type Certifying Authority] <ul style="list-style-type: none"> • Engine ADs issued by the [Type Certifying Authority] • PNG General Series promulgated in the PNG AD Register.
Recording of Discrepancies	All discrepancies shall be recorded in the Technical Log and assessed and certified as cleared in the Aircraft Logbook.
Maintenance Review	Annually in accordance with PNG Civil Aviation Part 43 Subpart D
Release to service Extensions/Latitudes	All periodic inspections and all maintenance, except the daily pre-flight shall be released to service in accordance with Part 43. ± 10 hours (10% of the 100 hour cycle). Extension does not apply to finite life limits, intervals specified in Airworthiness Directives (other than repetitive inspections which may be extended up to 10%), or release to service limitations. TBO's may be extended only by the CASA via a Request for Variation to a Maintenance Programme and such requests should be supported by a statement of no-technical objection from the manufacturer.
Changes to Inspection Intervals/Programme	The inspection interval following application of an extension shall be adjusted back to restore the inspection periodicity.
Flight Checks	The requirements of Rule 91.617 for aircraft operation after maintenance shall be complied with.
CASA APPROVAL	

PRIVATE OPERATOR APPROVAL

Maintenance Provider

Maintenance Provider

The following organisation has been appointed as the Part 145 Maintenance Provider for *P2-[Mark]*:

Name of Part 145 Organisation:

Location:

Contact Name:.....

Contact Telephone: Contact Email:.....

Maintenance on *P2-[Mark]* will be undertaken by the Maintenance Provider on the following basis:

- The control of maintenance and when it will be done remains solely the responsibility of the Operator;
- The Maintenance Provider will issue company authorisations to certifying engineers;
- Maintenance may be carried out at any location the certifying engineer considers appropriate to the work to be carried out provided he has available to him all the necessary tools and equipment;
- The Operator shall ensure all tools, equipment, spare parts, materials and manuals are made available to the Maintenance Provider's certifying engineers;
- The Operator shall liaise with the Maintenance Provider's Engineering Manager or his nominee regarding the scheduling of maintenance;
- The Maintenance Provider shall be responsible for reporting all defect incidents found during the conduct of maintenance.

A copy of the Memorandum of Understanding between Operator and Maintenance Provider is included on the following page.

(Delete this sentence and the template MOU on the following page if not applicable).

I certify that the Maintenance Organisation Certificate held by the Part 145 Maintenance Provider named above includes the applicable maintenance rating specified in rule 145.11 for the aircraft concerned and the aircraft type is included in the organisation's Capability

Signature:.....

Engineering Manager [*Part 145 Organisation*]:

PRIVATE OPERATOR APPROVAL**Maintenance MOU**

- Recommending to the Operator any additional maintenance tasks which will contribute to the safety or reliability of the aircraft

Making available hangar and workshop facilities as required.

- Carrying out all repairs to acceptable technical data, and providing Form 337 conformity reports where required, to the Operator for inclusion in the aircraft records.
- Advising the Operator of any quality matters that affect the maintenance of the Operator's aircraft.
- Ensuring appropriate and correct recording action is taken for all maintenance and making all records available to the operator.
- Certifying the aircraft for release to service at the completion of maintenance.

The Operator is responsible for

- Controlling the maintenance status of the aircraft and ensuring all statutory requirements applicable to the Operator under Part 91 for the control of maintenance are satisfied
- Tasking the Maintenance Provider with required maintenance and supplying inspection schedules and work sheets to the Maintenance Provider, including any Airworthiness Directives or Service Bulletins that require compliance
- Reviewing all completed inspection schedules and work sheets for completeness and correctness.
- Providing all required manuals to the Maintenance Provider, including those required for maintenance of installed kits and modifications.
- Communicating all airworthiness matters relating to the aircraft to the Maintenance Provider's Engineering Manager in writing
- Notifying the Maintenance Provider a minimum of 30 days in advance of the need to carry out scheduled inspections.
- Ensuring new technical data is reviewed and changes made to the inspection schedules specified in the approved aircraft maintenance program.
- Where necessary, applying to the CASA for variations to the approved maintenance programme.
- Authorizing the incorporation of modifications or the embodiment of major repairs

Assessing AD's, Service Bulletins, and manufacturer's amended data for applicability and advising the Maintenance Provider accordingly

- Authorising and controlling the deferral of defects
- Providing all special tooling required for maintenance

PRIVATE OPERATOR APPROVAL
Maintenance MOU

Signed; (Operator)	Signed (Maintenance Provider)
<i>[Name]</i>	<i>[Name]</i>

PRIVATE OPERATOR APPROVAL

Documents Records

Controlled Documents

The Operator holds the following documents: (customize list as required)

[Aircraft] Flight Manual *[ID no. and Rev status]* *[Airframe]*
Maintenance Manual

[Airframe] Illustrated Parts Catalogue *[Engine]*
Maintenance Manual *[Propeller]* Maintenance Manual

[Country of Origin] Airworthiness Directives for airframe, engine and equipment Service Bulletins for
airframe, engine and equipment

STC.s and Engineering Orders for installed modifications

These documents will be made available to any authorised persons performing maintenance on *P2-[Mark]* and on request to the Maintenance Provider's Engineering Manager.

The Operator will keep the manuals up-to-date to the latest published revision status.

Records

All maintenance carried out on the aircraft, scheduled inspections and unscheduled defect rectification, shall be recorded in the aircraft logbooks. Scheduled maintenance is to be recorded on the manufacturer's Inspection Sheets (delete if not applicable). These are to be retained with the aircraft logbooks.

Unscheduled defect rectification is to be recorded in the Technical Log.

The Technical Log shown on the following pages will be issued by the Operator following all scheduled maintenance,

The Logbooks, Technical Log, and all records for the aircraft will be retained by the Operator for the service life of the aircraft unless they are transferred with the aircraft to a new owner.

Aircraft Airworthiness Review

Rule 91.615 requires the operator to have a Aircraft Airworthiness Review carried out every 365 days.

The Operator shall ensure this requirement is satisfied by the holder of a PNG Inspection Authorisation (IA) issued under Part 66.

The aircraft airworthiness review should be carried out in accordance with the AAR checklist available for download from the CASA website.

PRIVATE OPERATOR APPROVAL**Compliance Matrix**

Compliance Matrix

The private operator should completely review CAR Part 91 and ensure that all necessary requirements are complied with. A suggested method is the completion of a compliance matrix on CAR Part 91. However, this should be discussed and agreed with CASA.

PRIVATE OPERATOR APPROVAL**Checklist****Private Operator Approval Checklist**

1. Maintenance Documentation acquired?	
2. Aircraft maintenance records available?	
3. Operator Statement signed-off?	
4. Control of Maintenance statement signed-off?	
5. Maintenance Program prepared?	
6. All Ads complied?	
7. Part 91 inspections/test carried out?	
8. CAR Part 145 MOC appointed?	
9. MOU with 145 MOC signed?	
10. Aircraft Flight Manual confirmed-latest revision?	
11. Aircraft Technical Log format confirmed?	
13. Aircraft Radio License obtained?	
12. Certificate of Airworthiness issued?	

Technical Log

Kindly refer to AC 91-6 for further information regarding aircraft technical logs that would be considered acceptable to the Director. The format presented below is a common example of common aircraft technical log formats used in PNG.