



Reference:

CAR Part 146 Aircraft Design Organisation Certification

Instructions:

The Rule references in this compliance matrix have been extracted from the Civil Aviation Rules system as the minimum compliance requirements for an applicant for the issue or renewal of a Part 146 Aircraft Design Organisation Certificate.

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

All rules have to be complied with, but not every rule has to be addressed in the exposition. At least the following Rules must be included unless they are not applicable to the operation, in which case they should be annotated N/A. The intention of this matrix is to assist rather than instruct the applicant in an 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 needs to be completed by every applicant for a Part 146 Aircraft Design Organisation Certificate 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 manual suite. 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

Manual binder: 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 frequency of needed amendments.

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?

Application Name:	
Manual Submitted:	
Applicants DOC no:	
Revision	
Dated	

	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)		



PART 146 AIRCRAFT DESIGN ORGANISATION COMPLIANCE MATRIX

ISSUED FOR USE
CA 146-03

	Applicant's Comments	CASA Comments (for CASA use only)
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)		

Rule Reference	Manual References /Applicant's Comments	CASA Review Comments (for CASA use only)
Requirement for Certificate 146.5 A person shall not exercise the privileges in 146.11 except under the authority of and in accordance with the provision of an aircraft Design Organization Certificate issued under this Part		
Application for Certificate 146.7(1) Exposition as required by 146.53(b)(2); and		
146.7(2) <i>Such further particulars as maybe required by the Director</i>		
Issue of Certificate 146.9(a) An applicant is entitled to a Design Organization Certificate if the Director is satisfied that: 146.9(a)(1) The applicant meets the requirements of Subparts B; and		
146.9(a)(2) The applicant's senior person required by 146.53(b)(3) are fit and proper persons; and		
146.9(a)(3) The granting of the certificate is not contrary to the interests of aviation safety		
146.9(b) The Director may impose conditions and limitations on a design organization certificate issued under this Part		
Privileges of Certificate Holder 146.11(1) Rating D1 for the development of design changes for products and their components		



Rule Reference	Manual References /Applicant's Comments	CASA Review Comments (for CASA use only)
146.11(2) Rating D1 for the development of design changes for appliances		
Duration of Certificate 146.13(a) A Design Organization Certificate may be granted or renewed for a period of up to five years		
146.13(b) A Design Organization Certificate remains in force until it expires or is suspended or revoked by the Director		
146.13(c) The holder of a Design Organization Certificate that expires or is revoked must immediately surrender the Certificate to the Director		
Notification of Ceasing Design 146.15 The hold of a Design Organization Certificate who ceases to offer design services must notify the Director in writing within 30 days of the date of cessation and request revocation of the Design Organization Certificate		
Renewal of Certificate 146.17(a) An application for the renewal of a Design Organization Certificate must be made by the holder of a Design Organization Certificate on Form CAA 146/01		
146.17(b) The application must be submitted to the Director by the application renewal date specified on the certificate or, if no such date is specified, not less than 30 days before the certificate expires		
Subpart B - Acceptance of Foreign Design Organizations		
Acceptable Foreign Certification 146.53(a) Authorities accepted by the Director for the issue of a Design Organization Certificate		
An applicant for a Design Organization Certificate to be issued under paragraph (a) must provide the Director with: 146.53(b)(1) A copy of the Foreign Design Organization Certificate; and		



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Rule Reference	Manual References /Applicant's Comments	CASA Review Comments (for CASA use only)
146.53(b)(2) A copy of the exposition required by the Foreign Authority; and		
146.53(b)(3) The names of the Chief Executive and those senior persons who have responsibility for dealing directly with the Director on the following matters: 146.53(b)(3)(i) Design Control		
146.53(b)(3)(ii) Inspection and Testing		
146.53(b)(3)(iii) Internal Quality and Safety Management System		
146.53(b)(4) Any information the Director may require regarding continuing validity of the Foreign Certificate		
146.53(c) The Director may impose conditions and limitations on a Design Organization Certificate issued under paragraph (a)		
Subpart D - Operating Requirements		
Continued Compliance		
146.201(a) A holder of a Design Organization Certificate must: 146.201(a)(1) Hold at least one complete and current copy of its exposition at each work location specified in its exposition; and		
146.201(a)(2) Comply with all procedures and systems detailed in its exposition; and		
146.201(a)(3) Make each applicable part of the exposition available to personnel who require those parts to carry out their duties; and		
146.201(a)(4) Determine that each design or design change approved complies with the applicable airworthiness requirements, has no unsafe features, and is fit for embodiment; and		
146.201(a)(5) Make records available to the Director upon request; and		



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Rule Reference	Manual References /Applicant's Comments	CASA Review Comments (for CASA use only)
146.201(a)(6) Comply with any limitations or conditions prescribed by the Director on the certificate		
146.201(b) For continued compliance of a Design Organization Certificate issued under Subpart B, the Foreign Design Certificate accepted by the Director must be valid		
Changes to Certificate Holder's Organization		
146.203(a) The certificate holder must provide the Director with a copy of each amendment to its exposition as soon as practicable after it has incorporated into the exposition		
146.203(b) Where the certificate holder proposes to make change to any of the following, the Director must be notified in writing as soon as practicable. 146.203(b)(1) The Chief Executive		
146.203(b)(2) The senior person required by 146.53(b)(3)		
146.203(b)(3) The design activities the holder undertakes		
146.203(b)(4) The locations at which work is carried out		
146.203(c) The Director may prescribe conditions under which a certificate holder may operate during or following any of the changes specified in paragraph (b)		
146.203(d) A certificate holder must comply with the conditions prescribed under paragraph (c)		
146.203(e) The certificate holder must promulgate in a form acceptable to the Director any information or procedures additional to the material contained in the exposition which the Director may consider necessary		
Safety Audits and Inspections		
146.205 The Director may require the holder of a Design Organization to provide copies of reports of audits and		



Rule Reference	Manual References /Applicant's Comments	CASA Review Comments (for CASA use only)
inspection carried out by, or on behalf of, a Foreign Authority as a condition of continuing validity of a Foreign Design Organization Certification		
<p>Continuing Airworthiness Responsibilities</p> <p>146.207 The holder of a design organisation certificate, for Aeroplanes over 5700kg maximum certified take-off mass and helicopters over 3175 kg maximum certified take-off mass must have procedures</p> <p>146.207 (1) to obtain and assess mandatory continuing airworthiness information from the State of Design of Modification, where the State of Design of Modification is different from the State of Registry, and implement resulting actions as considered necessary; and</p>		
<p>146.207 (2) have procedures to ensure that all mandatory continuing airworthiness information which it, as a Design organisation, originated in respect of that aircraft, major modification or major repair, is transmitted to the State of Registry, and the State of Design of Modification where the State of Design of Modification is different from the State of Design; and</p>		
<p>146.207(4) Have procedures for reporting occurrences associated with a major modification or major repair to the State of Design of Modification where the State of Design of Modification is different from the State of Registry.</p>		
Part 12 Occurrence Reporting		
<p>12.55(a)(4) Notification of defect Incident</p>		
<p>12.55(d)(2) [App A(b)] Notification of Defect Incident, refer Appendix A(b)</p>		
<p>12.57(a)(1) Details of incident for Holder of a Certificate</p>		
<p>12.57(b)(1)-(2) Form CA 005 OR by other means Acceptable to the Director</p>		
<p>12.59(a)(1) Conducting the Investigation to identify the facts(Subject to section 248(3) of the Act)</p>		
<p>12.59(a)(2)(i)-(ii) Report on Form CA 005</p>		



Rule Reference	Manual References /Applicant's Comments	CASA Review Comments (for CASA use only)
12.59 (3) Advise the Authority of any actions Taken.		
List any other rules complied with:		

CASA Use Only

Assessed By:	
Work Request:	
Date Received:	

This matrix was established using the following rule part amendment status

12	Accidents, Incidents and Statistics	Amendment 6	02 November 2021
146	Design Organisation Certification	Amendment 3	03 November 2022

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