



## MATRIX - PART 144 SUPPLY

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CA144-03

### References:

#### **Part 144 Compliance Matrix**

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 144 Supply Organisation Certificate.

### Instructions:

- (1) **A completed compliance matrix must be submitted by the applicant for both 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.
- (2) 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.
- (3) **All rules have to be complied with**, but not every rule has to be addressed in the exposition. As a minimum, the following Rules shall 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.
- (4) This matrix needs to be completed by every applicant for a Part **144** Supply Organisation Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the Manual References/ Applicant's Comments column. **All information should be typed in the spaces provided.** 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.**
- (5) 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 CASA in cross-referencing requirements.

### General Manual Layout and Distribution

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 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 CASA and how you will manage amendments?



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**Applicant:**

**Client ID:**

**Manuals Submitted:**

**Rev.:**

**Dated:**

	Manual References/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		
Record of Revisions		
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)		



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<b>Subpart A - General</b>		
<b>144.5 Requirement for Certificate</b>		
144.5 (1) Any person who supplies, and issues a release note for- an aeronautical product broken from a batch of aeronautical products conforming to airworthiness standards acceptable to the Director		
144.5 (2) an aeronautical product, material or item of equipment whose design requires it to be held under specially controlled storage conditions to ensure that the product continues to conform to airworthiness standards acceptable to the Director		
144.5 (3) an aeronautical product, material or item of equipment that, in the absence of documentation specified in 144.109(a)(3)(i), requires inspection or testing to determine its conformity to airworthiness standards acceptable to the Director		
<b>144.11 Privileges and Limitations</b>		
144.11 (1) S1 for the issue of release notes for aircraft parts:		
144.11 (2) S2 for the issue of release notes for aeronautical materials:		
144.11 (3) S3 for the issue of release notes for specialised services equipment and tooling:		
144.11 (4) S4 for the issue of release notes for fluids.		
<b>144.15 Duration of Certificate</b>		
144.15 (a) the supply organisation certificate may be granted or renewed for a period of up to five years.		
144.15 (b) the supply organisation certificate remains in force until it expires or is suspended or revoked by the Director.		



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
144.15 (c) The holder of a supply organisation certificate that expires or is revoked must immediately surrender the certificate to the Director.		
144.15 (d) The holder of a supply organisation certificate of approval that is suspended, must immediately produce the certificate to the Director for appropriate endorsement.		
<b>144.17 Notification of Ceasing Supply</b>		
144.17 A holder of a supply organisation certificate who ceases supply activity must notify the Director in writing within 30 days of the date of cessation and request revocation of the supply organisation certificate.		
<b>SUBPART B - Acceptance of Foreign Supply Organization</b>		
<b>144.53 Recognised Foreign Certifications</b>		
144.53 (a)(1) the Civil Aviation Safety Authority of Australia:		
144.53 (a)(2) the Civil Aviation Authority of New Zealand.		
144.53 (b)(1) Provide to Director a copy of the foreign organisation certificate:		
144.53 (b)(2) Provide to Director a copy of the exposition required by the foreign Authority		
144.53 (b)(3)(i) Names of CEO & senior persons responsible to Director for product acceptance and dispatch:		
144.53 (b)(3)(ii) Names of CEO & senior persons responsible to Director for issue of release documentation:		
144.53 (b)(3)(iii) Names of CEO & senior persons responsible to Director for internal quality assurance.		
144.53 (b)(4) Provide to Director any information required regarding continuing validity of the foreign certificate.		
144.53 (c) The Director may impose conditions and limitations on a supply organisation certificate issued.		
<b>SUBPART C - Certificate of Supply Organization</b>		



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<b>144.103 General</b>		
144.103 (1) submit to the Director, documentation and data that is accepted by a foreign national aviation authority for the grant of a foreign supply or distribution organisation approval; or		
144.103 (2) documentation and data that is produced specifically for certification under this Part; or		
144.103 (3) documentation and data that is a combination of (a) and (b).		
<b>144.105 Personnel Requirements</b>		
144.105 (a)(1) supply organisation certificate must engage, employ, or contract a senior person identified as the Chief Executive who has the authority within the applicant's organisation.		
144.105 (a)(2)(i) supply organisation certificate must engage, employ, or contract a senior person or group of senior persons who are responsible to the Chief Executive for aeronautical product acceptance:		
144.105 (a)(2)(ii) inspection and testing:		
144.105 (a)(2)(iii) dispatch of aeronautical products and issue of the associated release documents:		
144.105 (a)(2)(iv) management of the quality management system; and		
144.105 (a)(3) engage, employ, or contract sufficient personnel to plan, perform, supervise, inspect, and certify the supply activities listed in the applicant's exposition.		
144.105 (b)(1) personnel involved in supervising, inspecting, or certifying the supply activities performed by the applicant's organisation, the applicant must-establish qualification and experience standards for appointment; and		
144.105 (b)(2) establish procedures for maintaining competence; and		
144.105 (b)(3) provide supervisory and certification personnel with written evidence of the scope of their authorisation; and		



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
144.105 (b)(4) establish procedures for the transfer of functions in the absence of senior persons.		
<b>144.107 Facility Requirements</b>		
144.107 (a)(1) office accommodation for the administration of its supply activities;		
144.107 (a)(2) inspection, and if applicable, testing facilities;		
144.107 (a)(3) acceptance and dispatch facilities;		
144.107 (a)(4) storage facilities.		
144.107 (b) An applicant must ensure that the environment it provides is appropriate for the tasks to be performed and, in particular, meets any special requirements specified by applicable inspection, testing, or storage specifications.		
<b>144.109 Supply Control Procedures</b>		
144.109 (a)(1)(i) determining the correct description of the aeronautical product; and		
144.109 (a)(1)(ii) ensuring that the product is identical to the description determined under paragraph (a)(2)(i); and		
144.109 (a)(2) to inspect and, if applicable, test an aeronautical product to determine that it conforms to airworthiness standards acceptable to the Director, has no unsafe features, and is fit for use; and		
144.109 (a)(3)(i) the documentation accompanying the product if the documentation is acceptable to the Director; or		
144.109 (a)(3)(ii) another means that is acceptable to the Director; and		
144.109 (a)(4)(i) issued with a CAA Form Two - Release Note; or		
144.109 (a)(4)(ii) accompanied by the original documents specified in paragraph 144.109 (3)(i); and		
144.109 (a)(5) to ensure that every aeronautical product dispatched by the supply organisation is in a good state of preservation and is free from apparent defect or malfunction; and		



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
144.109 (a)(6) to prevent deterioration of, and damage to, stored items; and		
144.109 (a)(7) to segregate items for which acceptance procedures have not been completed; and		
144.109 (a)(8) to segregate and dispose of items that do not conform to airworthiness standards acceptable to the Director; and		
144.109 (a)(9) for the notification, investigation and reporting of defect incidents under Part 12.		
144.109 (b) The procedures for the issue of a release note must ensure that each release note- is identified as a CAA Form Two; and		
144.109 (b)(2) is uniquely numbered; and		
144.109 (b)(3) is accompanied by supporting evidence from the aeronautical product manufacturer if the aeronautical product is an authorised alternative to another aeronautical product; and		
144.109 (b)(4)(i) each release contains the name and certificate number of the supply organisation issuing it:		
144.109 (b)(4)(ii) each release contains the date of issue:		
144.109 (b)(4)(iii) an identification of the aeronautical product by description and, as applicable, part, drawing, specification, serial, and batch number:		
144.109 (b)(4)(iv) the eligibility and any limitations relating to the use of the aeronautical product, including shelf life and finite life:		
144.109 (b)(4)(v) the quantity involved:		
144.109 (b)(4)(vi) details of any modifications incorporated during manufacture; and		
144.109 (b)(5) is certified by an appropriate authorised person listed in the supply organisation's exposition; and		



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144.109 (b)(6) is issued in the form of a separate document suitable for attachment to an aeronautical product or batch of aeronautical products.		
<b>1144.111 Records</b>		
144.111 (a) establishment of procedures to identify, collect, maintain, and dispose of the records that are necessary to ensure that each aeronautical product, material or item of equipment conforms to airworthiness standards acceptable to the Director.		
144.111 (b)(1) establish procedures to record details of the experience, qualifications, training, and current authorisations of each person who exercises management, supervisory or certification privileges on the organisation's behalf; and		
144.111 (b)(2) record all confirmations that each special storage facility is functioning within the appropriate specification; and		
144.111 (b)(3) record all deficiencies associated with aeronautical products, material or items of equipment received; and		
144.111 (b)(4) record all aeronautical products, material or items of equipment that are supplied by the organisation and to whom they were supplied; and		
144.111 (b)(5) retain copies of all release notes issued by the organisation and copies of the documents required by 144.109(a)(2)(ii); and		
144.111 (b)(6)(i) ensure that every required record is- accurate, legible and of a permanent nature; and		
144.111 (b)(6)(ii) retained for a period of 7 years from the date of entry.		
<b>144.113 Quality Management System</b>		
<b>144.113</b> establish and implement a quality management system which meets the requirements of Part 100 Subpart C.		
<b>1144.115 Supply organization Exposition</b>		
144.115 (a)(1)(i) statement signed by the Chief Executive, confirming that the exposition and any included manuals- define the supply organisation and demonstrate its means and methods for ensuring ongoing compliance with this Subpart; and		





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144.115 (a)(1)(ii) will be complied with; and		
144.115 (a)(2) the titles and names of the senior person or persons required by rule 144.105; and		
144.115 (a)(3) the duties and responsibilities of the person or persons specified in paragraph (2), including matters for which they have the responsibility to deal directly with the Director on behalf of the supply organisation; and		
144.115 (a)(4) an organisation chart showing lines of responsibility of the senior persons specified in paragraph (a)(2); and		
144.115 (a)(5) the detailed description of the scope and limitations of the certificate, including a listing of the types of products the organisation is approved to supply; and		
144.115 (a)(6) details of every location where the applicant conducts supply activities, and the facilities at that location; and		
144.115 (a)(7) details of the applicant's provision of satisfactory environmental conditions at each of the locations listed under paragraph (a)(6); and		
144.115 (a)(8) details of the applicant's staffing structure at each of the locations listed under paragraph (a)(6); and		
144.115 (a)(9) details of any authorisations made by the applicant to other persons for supply functions;		
144.115 (a)(10)(i) details of the applicant's procedures required by rule 144.105(b) regarding assessing initial competence of personnel; and		
144.115 (a)(10)(ii) rule 144.105(b) regarding maintaining competence of personnel; and		
144.115 (a)(10)(iii) rule 144.109 regarding control of supply activities, including a copy of the proposed release note, if applicable; and		
144.115 (a)(10)(iv) rule 144.111(a) regarding the identification, collection, indexing, storage, maintenance and disposal of records; and		
144.115 (a)(10)(v) rule 144.111(b) regarding the content and retention of records; and		



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144.115 (a)(10)(vi) rule 144.109(b) regarding the notification, investigation and reporting of defect incidents; and		
144.115 (a)(11) details of the quality managements system required by rule 144.113; and		
144.115 (a)(12) procedures to control, amend, and distribute the exposition.		
144.115 (b) The exposition must be accepted by the Director before the operations specifications document required by rule 144.13 is issued.		
<b>SUBPART D - Operating requirements</b>		
<b>144.201 Continued Compliance</b>		
144.201 (a) A holder of a supply organisation certificate must comply with the operations specifications required by rule 144.13.		
144.201 (b)(1) continue to meet the standards and comply with the requirements of Subpart B:		
144.201 (b)(2) comply with every procedure and system detailed in the certificate holder's exposition; and		
144.201 (b)(3) hold at least one current copy of the operating specifications and the relevant sections of the certificate holder's exposition applicable to the activity being conducted at the location in hard copy or electronic copy at every supply location specified in its exposition; and		
144.201 (b)(4) determine that every aeronautical product complies with the applicable airworthiness requirements, has no unsafe features, and is fit for use; and		
144.201 (b)(5) make records available to the Director upon request; and		
144.201 (b)(6) notify the Director of any change of contact details or address for service.		
144.201 (c)(1) the foreign supply certificate accepted by the Director continuing to be valid; and		



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144.201 (c)(2) where required by the Director, the supply of audit and inspection reports produced by, or on behalf of, the national aviation authority in respect of the foreign supply certificate accepted under Subpart B.		
<b>144.203 Changes to Certificate Holders Organization</b>		
144.203 (a)(1) ensure that the exposition is amended to reflect changes to the organisation and changes to the procedures for conducting supply activities; and		
144.203 (a)(2) provide the Director with a copy of every amendment to its exposition as soon as practicable after the amendment has been incorporated in the exposition.		
144.203 (b)(1) Prior notification & acceptance is require by the Director, if the holder of a supply organisation certificate proposes to make a change to the chief executive:		
144.203 (b)(2) the senior persons required by 144.53(b)(3) or 144.105(a)(2):		
144.203 (b)(3) the scope of the supply activities the certificate holder undertakes:		
144.203 (b)(4) the locations at which supply activity is carried out:		
144.203 (b)(S) the quality management system.		
144.203 (c) Changes to any of the subjects listed in paragraph (b) must be approved by the Director through the issue of revised operating specifications issued in accordance with rule 144.13 prior to the effective date of changes to the exposition.		
144.203 (d) The Director may specify in writing conditions under which the certificate holder may operate during or following any of the changes specified in paragraph (b).		
144.203 (e) A certificate holder must comply with the conditions specified by the Director under paragraph (d).		
144.203 (f) The certificate holder must amend the exposition for the holder's organisation as the Director may consider necessary in the interest of aviation safety.		
<b>SUBPART E - Transition provisions</b>		
144.301 Transition		



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<b>CAR 100 SUBPART B - Safety Management Systems</b>		
<b>100.53</b> Safety policy and procedures		
<b>100.103(a)(1)</b> Audit programme		
<b>100.103(a)(2)</b> Frequency of audits at 12 months.		
<b>100.103(a)(3)(i)</b> Appointment, Qualifications & training of Auditors		
<b>100.105 &amp; 100.107(b)(5)</b> Management review of effectiveness of QMS		
<b>100.107(b)(1)</b> Quality indicators		
<b>100.107(b)(3)</b> Corrective action		
<b>100.107(b)(4)</b> Preventive action		
<b>100.107(b)(6)-(7)</b> Identify root causes & Quality Improvement projects		
<b>100.109(a)</b> Non-punitive/No blame culture		
<b>100.109(b)</b> Just Culture		



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<b>Part 12 Occurrence Reporting</b>		
<b>12.55(a)(4)</b> Notification of defect incident		
<b>12.55(d)(2) [App A(b)]</b> Required information for defect incidents		
<b>12.57(a)(1)</b> Provide details		
<b>12.57(b)(1)-(2)</b> Means of providing details		
<b>12.59(1)</b> Conduct investigation		
<b>12.59(2)(i)-(ii)</b> Submit report to CASA		
<b>12.59(3)</b> Preventative action		
<b>12.105</b> Retention of defective products and components		



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This matrix was established using the following Rule Part amendment statuses

CAR 144	Supply Organisations - Certification	Amendment 3	13 November 2018
CAR12	Accidents, Incidents, and Statistics	Amendment 6	02 November 2021
CAR 100	<b>SMS/QMS</b>	Amendment 1	01 May 2017

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

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