

**References:**

- CAR 12 – Accidents, Incidents and Statistics
- CAR 43 – General Maintenance Rules
- CAR 100 – Safety & Quality Management System
- CAR 145 – Maintenance Organisation Certification

Instructions:**Part 145 Compliance Matrix**

The Rule references in this compliance matrix have been extracted from the Civil Aviation Rules system as the minimum maintenance compliance requirements for an applicant for the issue or renewal of a Part 145 Aircraft Maintenance 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. As a minimum, 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 145 Aircraft Maintenance 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 space 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.**

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

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?



PART 145 AIRCRAFT MAINTENANCE ORGANISATION COMPLIANCE MATRIX

ISSUED FOR USE
CA145-02

Applicant:		Client ID		Date:	__/__/____
Manuals Submitted:		Rev.:			
		Manual References/Applicants Comments	CASA Comments (For CASA use Only)		
Rule Compliance Matrix					
Company Statement Page, Signed by the Chief Executive					
List Effective Pages					
Record of Amendments					
Distribution List & Copies to be numbered					
Content Page					
Definition & Abbreviations (not mandatory)					
On every page, headers and/or footers to include (1) Company name (2) Name of the manual (3) Effective revision and date of the page (4) Page number					
Index (not mandatory but desirable)					



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.119 Exposition		
145.119(a)(1) <i>CE statement</i>		
145.119(a)(2) [145.101(a)(1)&(2)] <i>List of senior person</i>		
145.119(a)(3) [145.101(a)(1)&(2)] <i>Duties and responsibilities</i>		
145.119(a)(4) <i>Organisational chart</i>		
145.119(a)(5) <i>Location and facilities</i>		
145.119(a)(6) [145.101(a)(3)] <i>Staffing structure</i>		
145.119(a)(7) <i>Scope of work</i>		
145.119(a)(8)(i)-(xvii) <i>Details of Applicants procedures</i>		
145.119(a)(9)&(10) <i>Store Facilities</i>		
145.119(a)(12) <i>Internal QMS</i>		
145.119(a)(13) <i>Procedures to control, amend and distribute exposition</i>		
145.119(a)(14) <i>Procedures for training under E1 rating</i>		
145.119(a)(15)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<i>Changes to scope</i>		
145.119(a)(16) <i>English Language</i>		
145.119(a)(17) <i>Reporting of occurrences</i>		
145.151(a) & (b) <i>Continued Compliance</i>		
145.153(a)-(g) <i>Changes to Organisation</i>		
145.101 Competency		
145.101(g)(1)&(2) <i>Assessing and maintaining competence</i>		
145.101(g)(3) <i>Written Evidence of Scope of Authorisation</i>		
145.101(g)(4) <i>Establish Procedures for Transfer of functions</i>		
145.101(g)(5) <i>Initial and continuation training</i>		
145.103 Duty Time Limitations		
145.103 <i>Duty time limitations</i>		
145.105 Facility Requirements		
145.105(a)(1) <i>Office accommodation</i>		
145.105(a)(2)(i) <i>Weather protection</i>		
145.105(a)(2)(ii) <i>Segregation of specialised work areas</i>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Storage facilities		
145.105(a)(3)(i) <i>Security of the serviceable items</i>		
145.105(a)(3)(ii) <i>Segregation of unserviceable items</i>		
145.105(a)(3)(iii) <i>Prevention of deterioration and damage</i>		
145.105(b) <i>Environmental requirements</i>		
145.107 Equipment, tools and Materials		
145.107(1) <i>Access to equipment, tools and materials for maintenance</i>		
145.107(2) <i>Procedures for Controlling and calibration, equipment, material and tool.</i>		
145.109 Control of Materials, Parts and Assemblies		
145.109 (a) <i>Access to electronic copies of maintenance documents and manuals</i>		
145.109(b)(1) <i>Procedures for procurement and inspection of parts</i>		
145.109(b)(2) <i>Non-confirming parts</i>		
145.109(b)(5) <i>Storage, Identification and handling of parts</i>		
145.109 Maintenance Procedures		
145.109(b)(3)(i) <i>Maintenance Techniques and practices.</i>		
145.109(b)(3)(ii)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<i>Contractual Maintenance obligations</i>		
145.109(b)(3)(iii) <i>Maintenance at other locations</i>		
43.203(a)(1), (2) & (3) <i>Persons to certify conformity</i>		
43.205 <i>Certifying conformity requirements</i>		
43.207(a)-(b) <i>Certification of conformity</i>		
145.109 Sub-Contracting Procedures (AC 145-01 refers)		
145.109(b)(4)(i) <i>Identification in exposition</i>		
145.109(b)(4)(ii) <i>Compliance with Exposition</i>		
145.109 Certification Procedures		
145.109(b)(6) <i>Certification of RTS</i>		
43.105(a)(1)-(4) <i>Details of person certifying RTS</i>		
43.105(a)(5) <i>RTS statement</i>		
43.105(b) <i>Authorised Release Certificate/Serviceable Tag</i>		
43.107(1)&(2) <i>Inoperative equipment</i>		
43.109(1)&(2) <i>Details of defects</i>		
43.109(3)(i)-(iii)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<i>Details of person</i>		
43.113(a) <i>Requirements of Duplicate Safety Inspections (DSI)</i>		
43.113(b)(1) <i>Person to certify DSI</i>		
43.113(b)(2) <i>Other nominated person</i>		
43.113(c)(1)-(3) <i>Details of DSI and statement</i>		
43.113(d)(1)-(4) <i>Details of persons</i>		
43.115(a)(1)-(3) <i>Condition for Engine Performance Check (EPC)</i>		
43.115(b)(1)&(2) <i>Information required after EPC</i>		
145.109 Documentation Control Procedures		
145.109(a) <i>Availability of documentations</i>		
145.109(b)(10)(i) <i>Document review & authorisation</i>		
145.109(b)(10)(ii) <i>Relevant documentations availability at all locations</i>		
145.109(b)(10)(iii) <i>Removal of obsolete documentation</i>		
145.109(b)(10)(iv) <i>Changes reviewed and authorised</i>		
145.109(b)(10)(v) <i>Identification of the revision status</i>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.109(b)(11) <i>Maintenance information availability to the Director</i>		
145.111 Authorisation Procedures		
145.111(a)(1) [43.51(a)(1)-(3)] <i>Perform and supervise maintenance</i>		
145.111(a)(2); [43.101(a)(1)-(3)] <i>Certify for RTS</i>		
145.111(a)(3) <i>Certify conformity</i>		
145.111(b)(1) <i>Type rated LAME</i>		
145.111(b)(2) <i>LAME in appropriate category</i>		
145.111(b)(3) <i>Aircraft maintenance specialist certificate</i>		
145.111(b)(4)(i)-(ii) <i>Maintenance outside PNG</i>		
145.111(b)(5) <i>Limited authorisation</i>		
145.111(b)(6) <i>Maintenance in Part 43 Appendix A</i>		
145.111(c)(1) <i>Training course or examination for component RTS</i>		
145.111(c)(2) <i>36 months practical experience</i>		
145.111(c)(3) <i>6 month supervised experience</i>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.111(d)(1) <i>Training by 145 MOC holder with E1 rating</i>		
145.111(d)(2) <i>Training by 141 TOC holder</i>		
145.111(d)(3) <i>Manufacturer Training</i>		
145.111(d)(4) <i>Training approved by ICAO Contracting States</i>		
145.111(e)(1)(i) Familiarity of procedures		
145.111(e)(1)(i) <i>Technical Competence</i>		
<u>Conformity of major modifications and repairs</u> 145.111(e)(2)(i) Authorisation Holder		
145.111(e)(2)(ii) <i>Training</i>		
145.111(e)(2)(iii) <i>Examination</i>		
43.201 <i>Requirement for Certification of Conformity</i>		
43.203(a)(1)-(3) <i>Person to sign conformity</i>		
43.205 <i>Certifying requirements</i>		
43.207(a)] <i>Certification - Form CAA 337</i>		
43.207(b) <i>Form CAA 337 - copy forwarded to the Director</i>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.111(f) <i>Experience requirements</i>		
145.111(g) <i>Equal or lessor privileges</i>		
43.6(a) & (b) <i>NDT</i>		
43.67(a)&(b) <i>Welding</i>		
145.113 Continue Airworthiness		
145.113(1)(i) <i>Advise Design Organisation</i>		
145.113(1)(ii) <i>Advise Owner or Operator</i>		
145.113(2) <i>Advise CASA PNG (refer to Part 12 below)</i>		
145.115 Records		
145.115(a) & 100.113 <i>Record Controls procedure</i>		
145.115(b)(1) <i>Personnel records</i>		
145.115(b)(2) <i>Aircraft and Components</i>		
145.115(b)(3) <i>Calibration records</i>		
145.115(b)(4)(i) <i>Legible and permanent</i>		
145.115(b)(4)(ii) <i>Available to Operator</i>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.115(b)(4)(iii) <i>Retention for one year</i>		
145.115(b)(4)(iv) <i>Records made available to Director</i>		
43.55(1) & (2) <i>Recording of Overhaul</i>		
43.68(a)(1)-(7) <i>Information required on completion of maintenance</i>		
43.68(b)(1)-(2) <i>Summary in maintenance Logbook</i>		
43.68(c)(1)-(3) <i>Records of rectification of defect or inspection in tech log</i>		
43.68(d)(1)-(4) <i>Details of person</i>		
43.68(e) <i>Legibility of records</i>		
43.68(f)(1)-(2) <i>Alteration/Erasure of records</i>		
145.116 Safety Management System (CAR 100 refers)		
145.117 Internal Quality Assurance		
145.116 & 100.53 <i>Safety policy and procedures</i>		
145.117 & 100.107(b)(1) <i>Quality indicators</i>		
145.117 & 100.107(b)(2) <i>Monitoring of audit results</i>		
145.117 & 100.107(b)(3) <i>Corrective actions</i>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.117& 100.107(b)(4) <i>Preventive actions</i>		
145.117 & 100.105 & 100.107(b)(5) <i>Management Reviews</i>		
145.117 & 100.107(b)(6)-(7) <i>Identify root causes & quality improvement projects</i>		
145.117 & 100.103(a)(1) <i>Audit programme</i>		
145.117 & 100.103(a)(2) <i>Frequency of audits at 12 months</i>		
145.117 & 100.103(a)(3)(i) <i>Appointment, qualifications & training standards</i>		
145.117 & 100.109(a) <i>Non-punitive/No blame culture</i>		
145.117 & 100.109(b) <i>Just culture</i>		
Part 12 Occurrence Reporting		
12.55(a)(4) <i>Notification of defect Incident</i>		
12.55(d)(2) <i>Notification of Defect Incident, also refer Appendix A(b)</i>		
12.57(a)(1) <i>Persons to submit details of incident</i>		
12.57(b)(1)-(2) <i>Form CA 005 OR other means Acceptable to the Director</i>		
12.59(a)(1) <i>Conducting the Investigation to identify the facts (Subject to section 248(3) of the Act)</i>		
12.59(a)(2)(i) & (ii)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Submit report to CASA PNG within 90		
12.59(a)(3) Advise CASA PNG of any actions taken		
12.103(a) <i>Preservation of all records for all serious incident or accident</i>		
12.105 <i>Retention of defective products and components that involve defect incident</i>		
List any other rules complied with:		

CASA Use

Assessed By:

Work Request:

Date received:

Date accepted:

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 6	02 November 2021
43	General Maintenance Rules	Amendment 4	14 December 2020
100	SMS/QMS	Amendment 1	01 May 2017
145	Aircraft Maintenance Organisation-Certification	Amendment 5	02 November 2021

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