



Civil Aviation Safety Authority
of Papua New Guinea

Part 173 Instrument Flight Procedure Service Organisation 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 173 Instrument Flight Procedure Services 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 must be completed by every applicant for a Part 173 Instrument Flight Procedure Services 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. The applicant may submit a completed matrix in a different format as long as it includes all the rule references identified in that shown below; however, there may be additional processing time required by t 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:

Participant ID:

Manuals Submitted:

Version No

Rev.:

Dated:

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



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
173.73 Exposition		
173.73(a)(1)(i) CE statement		<input type="checkbox"/>
173.73(a)(1)(ii) CE statement		<input type="checkbox"/>
173.73(a)(2) 173.69 SMS documentation		<input type="checkbox"/>
173.73(a)(3) 173.51(a)(1) and (2), Appendix A List of senior persons and Qualifications and experience		<input type="checkbox"/>
173.73(a)(4)(i) Duties and responsibilities		<input type="checkbox"/>
173.73(a)(4)(ii) Responsibilities for safety management		<input type="checkbox"/>
173.73(a)(5)(i) Organisations chart & Lines of safety responsibility		<input type="checkbox"/>
173.73(a)(5)(ii) Authorised persons		<input type="checkbox"/>
173.73(a)(6) Scope of authorisation		<input type="checkbox"/>
173.73(a)(7) Types of instrument flight procedures		<input type="checkbox"/>
173.73(a)(8)(i)(ii)(iii), 173.53(a) Resource requirements	For all exposition-based resource requirements use 173.53 section below	
173.73(a)(9) 173.55(b) flight validation not required	For all exposition-based resource requirements use 173.59 section below	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
173.73(a)(10) Procedures	For all exposition-based procedures use 173.51, 173.52, 173.53 173.55, 173.57, 173.59, 173.61, 173.63, 173.65, and 173.67 sections below		
173.73(a)(11) Control of exposition		<input type="checkbox"/>	
173.103 Changes to organisation		<input type="checkbox"/>	
173.51 Personnel Requirements			
173.51(a)(3) Sufficient personnel		<input type="checkbox"/>	
173.51 (b)(1) Competence of designers		<input type="checkbox"/>	
173.51 (b)(2) Competence of authorisers		<input type="checkbox"/>	
173.51 (b)(3) Competence of Senior designers		<input type="checkbox"/>	
173.51 (c) Authorised senior person		<input type="checkbox"/>	
173.52 Training Programme Requirements			
173.51(a)(1) Personnel Training		<input type="checkbox"/>	
173.51(a)(2) Training Resource requirements		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
Appendix A – A1 Senior person		<input type="checkbox"/>	
Appendix A – A2 Qualified Designers		<input type="checkbox"/>	
Appendix A – A3 Apprentice Designers		<input type="checkbox"/>	
Appendix A – A4 Senior person SMS		<input type="checkbox"/>	
173.53 Resource Requirements			
173.53 (a)(1) Available equipment		<input type="checkbox"/>	
173.53 (a)(2) Access to data		<input type="checkbox"/>	
173.53 (a)(3) Access to documentation		<input type="checkbox"/>	
173.53 (b)(1) Data integrity		<input type="checkbox"/>	
173.53 (b)(2) Availability of data to personnel		<input type="checkbox"/>	
173.53 (b)(3) Data currency and traceability		<input type="checkbox"/>	
173.53 (c)(1) Reviewed and authorised		<input type="checkbox"/>	
173.53 (c)(2) Availability at locations		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
173.53 (c)(3) Removal of obsolete documentation		<input type="checkbox"/>	
173.53 (c)(4) Changes reviewed and authorised		<input type="checkbox"/>	
173.53 (c)(5) Identification of revision status		<input type="checkbox"/>	
173.203 (a)(1) utilize design automation tools		<input type="checkbox"/>	
173.203 (a)(2) tool validation (software Update)		<input type="checkbox"/>	
173.55 Design of Instrument Flight Procedure & Subpart D – Design Criteria—Instrument Flight Procedure			
173.55(a)(1) Design and amendment		<input type="checkbox"/>	
173.201(a)(1)(i)-(v) Design i.a.w ICAO Documents		<input type="checkbox"/>	
173.201(a)(2)(i)-(v) Design i.a.w ICAO Annexes		<input type="checkbox"/>	
173.201(a)(3) Other guidelines or standards		<input type="checkbox"/>	
173.201(b) Acceptable to the Director		<input type="checkbox"/>	
173.201(c)(1) Design co-ordination		<input type="checkbox"/>	
173.201(c)(2) Design compatibility		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
173.201(c)(3)(i)-(iv) Elements to take into account		<input type="checkbox"/>	
173.201(d) Written agreement with operator		<input type="checkbox"/>	
173.201(e)(1)&(2) Ground based aeronautical facility		<input type="checkbox"/>	
173.55(a)(2) Independent verification		<input type="checkbox"/>	
173.55(a)(3) Validation of Instrument Flight Procedures		<input type="checkbox"/>	
173.205(a) Elements of Ground and Flight Validations		<input type="checkbox"/>	
173.205(b) Documentation Validations and acceptance		<input type="checkbox"/>	
173.205(c) Procedures for Flight Validation		<input type="checkbox"/>	
173.205(d) Flight validations qualified and experienced		<input type="checkbox"/>	
173.205(e) Aircraft performance capabilities		<input type="checkbox"/>	
173.205(f) Conduct of Flight Validation		<input type="checkbox"/>	
173.205(g) Navigation database validation		<input type="checkbox"/>	
173.205(h)(1)(2)(3) Validation Report		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
173.55(a)(4)(i) Manoeuvring, workload		<input type="checkbox"/>	
173.55(a)(4)(ii) Azimuth, distance, vertical info		<input type="checkbox"/>	
173.55(a)(4)(iii) Radio interference		<input type="checkbox"/>	
173.55(a)(4)(iv) Visual effects		<input type="checkbox"/>	
173.55(b)(1)(i)or(ii) (Flight validation not required) En-route or instrument arrival		<input type="checkbox"/>	
173.55(b)(2) (Flight validation not required) Instrument departure		<input type="checkbox"/>	
173.55(b)(3)(i)&(ii) (Flight validation not required) Amendment after flight validation		<input type="checkbox"/>	
173.55(c) Conducting flight validation		<input type="checkbox"/>	
173.55(d)(1) (Flight validation equipment) Precision and accuracy		<input type="checkbox"/>	
173.55(d)(2) (Flight validation equipment) Measurement uncertainties		<input type="checkbox"/>	
173.55(d)(3) (Flight validation equipment) Record of flight path		<input type="checkbox"/>	
173.55(d)(4) (Flight validation equipment)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
Checks			
173.55(d)(5) (Flight validation equipment) Operated by competent and current persons		<input type="checkbox"/>	
173.55(e) Justification of lack of flight validation		<input type="checkbox"/>	
173.55(f) Compliance of data and information, manipulation or processing, information transfer		<input type="checkbox"/>	
173.55(g) Alternative standards		<input type="checkbox"/>	
173.56 Authorisation of Persons to Certify Instrument flight Procedures			
173.56(a) Authorising senior person(s)		<input type="checkbox"/>	
173.56(b) Training and experience		<input type="checkbox"/>	
App. A.1(a) Training course		<input type="checkbox"/>	
App. A.1(b) 10 years in application		<input type="checkbox"/>	
App. A.1(c)(1)or(2) 2 years in design		<input type="checkbox"/>	
173.56(c) Written authorisation		<input type="checkbox"/>	
173.56(d) Consistency		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
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173.57 Certification of Instrument Flight Procedures

173.57(b)(1) Details of checks		<input type="checkbox"/>	
173.57(b)(2) Means for providing information		<input type="checkbox"/>	
173.57(c) Independent authorisation		<input type="checkbox"/>	

173.59 Promulgation of Instrument Flight Procedures

173.59(a)(1) Information to the Director		<input type="checkbox"/>	
173.59(a)(2) PNG ANR and Gazette		<input type="checkbox"/>	
173.59(b)(1) Co-ordination with AIS provider		<input type="checkbox"/>	
173.59(b)(2) Accurate publication in PNG AIP		<input type="checkbox"/>	
173.59(c)(1) (Required info for entry into PNGANR) - Name or identifier		<input type="checkbox"/>	
173.59(c)(2) (Required info for entry into PNGANR) - Acceptable data		<input type="checkbox"/>	
173.59(c)(3) (Required info for entry into PNGANR) - Effective date		<input type="checkbox"/>	
173.59(c)(4) (Required info for entry into		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
PNGANR) - senior person statement for meeting standards			
173.59(c)(5) (Required info for entry into PNGANR) - senior person statement for maintenance		<input type="checkbox"/>	
173.61 Maintenance of Instrument Flight Procedures			
173.61(b)(1) Periodic review		<input type="checkbox"/>	
173.61(b)(2) Review after change affecting integrity		<input type="checkbox"/>	
173.61(c) Grounds and criteria for periodic review intervals		<input type="checkbox"/>	
173.63 Errors in Published Instrument Flight Procedures [Part 12 Occurrence Reporting]			
173.63(b)(1) Withdrawal of flight procedure		<input type="checkbox"/>	
173.63(b)(2) Error or non-conformance corrected and certified		<input type="checkbox"/>	
173.63(b)(3) Correction identified and promulgated		<input type="checkbox"/>	
173.63(b)(4)(i) Source of error identified and eliminated		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
173.63(b)(4)(ii) Preventive action		<input type="checkbox"/>	
173.63(b)(5) Part 12 notification	Refer Part 12 section below		
173.61 Maintenance of Instrument Flight Procedures			
173.61(b)(1) Periodic review		<input type="checkbox"/>	
173.61(b)(2) Review after change affecting integrity		<input type="checkbox"/>	
173.61(c) Grounds and criteria for periodic review intervals		<input type="checkbox"/>	
173.105 Cessation of maintenance		<input type="checkbox"/>	
173.65 Cancellation or withdrawal of Instrument Flight Procedures			
173.65(a)(1)(i) Immediately withdrawal of IFP		<input type="checkbox"/>	
173.65(a)(1)(ii) Cancellation of IFP		<input type="checkbox"/>	
173.65(a)(2) Discontinue the maintenance of IFP		<input type="checkbox"/>	
173.67 Management of Records			
173.67(a)&(b) Management of records		<input type="checkbox"/>	
173.67(c)(1)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
Details required by 173.59(c)			
173.67(c)(2) Instrument design procedure		<input type="checkbox"/>	
173.67(c)(3) Promulgation and checking activities		<input type="checkbox"/>	
173.67(c)(4) [Part 12] Errors and non-conformances		<input type="checkbox"/>	
173.67(c)(5) Maintenance reviews and flight validations		<input type="checkbox"/>	
173.67(d)(1)(i)&(ii) Personnel records		<input type="checkbox"/>	
173.67(d)(2) Internal safety management review		<input type="checkbox"/>	
173.67(d)(3) Legible, accurate, permanent, retrievable		<input type="checkbox"/>	
173.67(d)(4) Retention period		<input type="checkbox"/>	
173.69 and Rule 100 Subpart B - Safety Management System			
Establish, implement, and maintain a system for Safety Management			
100.51		<input type="checkbox"/>	
Safety Policy			
100.53(a)		<input type="checkbox"/>	
100.53(b)		<input type="checkbox"/>	
Safety Objectives			
100.55		<input type="checkbox"/>	
Roles, Responsibilities and Authorities			



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
100.57(a)(1)		<input type="checkbox"/>	
100.57(a)(2)		<input type="checkbox"/>	
100.57(a)(3)		<input type="checkbox"/>	
100.57(a)(4)		<input type="checkbox"/>	
100.57(b)		<input type="checkbox"/>	
Hazard Identification			
100.59(a)		<input type="checkbox"/>	
100.59(b)(1)		<input type="checkbox"/>	
100.59(b)(2)		<input type="checkbox"/>	
100.59(c)		<input type="checkbox"/>	
Risk Management			
100.61(a)		<input type="checkbox"/>	
100.61(b)(1)		<input type="checkbox"/>	
100.61(b)(2)		<input type="checkbox"/>	
100.61(b)(3)		<input type="checkbox"/>	
100.61(b)(4)		<input type="checkbox"/>	
Interfaces			
100.63(a)		<input type="checkbox"/>	
100.63(b)(1)		<input type="checkbox"/>	
100.63(b)(2)		<input type="checkbox"/>	
100.63(b)(3)		<input type="checkbox"/>	
100.63(b)(4)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
100.63(b)(5)		<input type="checkbox"/>	
Change Management			
100.65(a)		<input type="checkbox"/>	
100.65(b)(1)		<input type="checkbox"/>	
100.65(b)(2)		<input type="checkbox"/>	
100.65(b)(3)		<input type="checkbox"/>	
100.65(b)(4)		<input type="checkbox"/>	
100.65(b)(5)		<input type="checkbox"/>	
Internal Communication and Consultation			
100.67(a)		<input type="checkbox"/>	
100.67(a)(1)(i)		<input type="checkbox"/>	
100.67(a)(1)(ii)		<input type="checkbox"/>	
Accident and Incident Recording, Reporting, And investigation			
100.69(a)		<input type="checkbox"/>	
100.69(b)(1)		<input type="checkbox"/>	
100.69(b)(2)		<input type="checkbox"/>	
100.69(b)(3)		<input type="checkbox"/>	
Safety Management System Training			
100.73(a)		<input type="checkbox"/>	
100.73(b)		<input type="checkbox"/>	
100.73(c)(1)		<input type="checkbox"/>	
100.73(c)(2)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
100.73(d)		<input type="checkbox"/>	
100.73(e)		<input type="checkbox"/>	
Safety Performance Monitoring & Measurement			
100.77(a)(1)		<input type="checkbox"/>	
100.77(a)(2)		<input type="checkbox"/>	
100.77(a)(3)		<input type="checkbox"/>	
100.77(a)(4)		<input type="checkbox"/>	
100.77(a)(5)		<input type="checkbox"/>	
100.77(a)(6)		<input type="checkbox"/>	
100.77(a)(7)		<input type="checkbox"/>	
100.77(a)(8)		<input type="checkbox"/>	
100.77(a)(9)		<input type="checkbox"/>	
100.77(a)(10)		<input type="checkbox"/>	
100.77(b)		<input type="checkbox"/>	
173.71 and Rule 100 Subpart C - Quality Management System			
Establish, implement, and maintain a system for Quality Management			
100.101(a)		<input type="checkbox"/>	
100.101(b)(1)		<input type="checkbox"/>	
100.101(b)(2)(i)		<input type="checkbox"/>	
100.101(b)(2)(ii)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
100.101(b)(2)(iii)		<input type="checkbox"/>	
100.101(b)(2)(iv)		<input type="checkbox"/>	
100.101(b)(2)(v)		<input type="checkbox"/>	
100.101(b)(2)(iv)		<input type="checkbox"/>	
Audits			
100.103(a)(1)		<input type="checkbox"/>	
100.103(a)(2)		<input type="checkbox"/>	
100.103(a)(3)		<input type="checkbox"/>	
100.103(a)(3)(i)		<input type="checkbox"/>	
100.103(a)(3)(ii)		<input type="checkbox"/>	
100.103(a)(3)(iii)		<input type="checkbox"/>	
100.103(a)(3)(iv)		<input type="checkbox"/>	
100.103(b)		<input type="checkbox"/>	
100.103(c)(1)		<input type="checkbox"/>	
100.103(c)(2)(i)		<input type="checkbox"/>	
100.103(c)(2)(ii)		<input type="checkbox"/>	
Management Review			
100.105		<input type="checkbox"/>	
Continuous Improvement			
100.107(a)		<input type="checkbox"/>	
100.107(b)(1)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
100.107(b)(2)		<input type="checkbox"/>	
100.107(b)(3)		<input type="checkbox"/>	
100.107(b)(4)		<input type="checkbox"/>	
100.107(b)(5)		<input type="checkbox"/>	
100.107(b)(6)		<input type="checkbox"/>	
100.107(b)(7)		<input type="checkbox"/>	
Error and Non Compliance Management Procedures			
100.109(a)		<input type="checkbox"/>	
100.109(b)		<input type="checkbox"/>	
Document Control			
100.111(a)		<input type="checkbox"/>	
100.111(b)(1)		<input type="checkbox"/>	
100.111(b)(2)		<input type="checkbox"/>	
100.111(b)(3)		<input type="checkbox"/>	
100.111(c)		<input type="checkbox"/>	
Record Control			
100.113(a)		<input type="checkbox"/>	
100.113(b)(1)		<input type="checkbox"/>	
100.113(b)(2)		<input type="checkbox"/>	
100.113(b)(3)		<input type="checkbox"/>	
100.113(c)		<input type="checkbox"/>	



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
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173.101 Continued compliance

173.101(a)(1) Continued compliance		<input type="checkbox"/>	
173.101(a)(2) Current copy exposition		<input type="checkbox"/>	
173.101(a)(3) Exposition compliance		<input type="checkbox"/>	
173.101(a)(4) Exposition available to Senior Persons		<input type="checkbox"/>	
173.101(a)(5) Notify the Director any changes of Addresses		<input type="checkbox"/>	

Appendix B — Acceptable Standards for Design, Maintenance and Transfer of Instrument Flight Procedures

B.1(1) Applicable Data compliance with RTCA Inc.		<input type="checkbox"/>	
B.1(2) Data manipulation or processing compliance with RTCA Inc.		<input type="checkbox"/>	
B.1(3) Data transfer compliance with Aeronautical Information Transfer Model (AIXM-5).		<input type="checkbox"/>	

Part 12 Occurrence Reporting



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Rule Reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)	
12.55(a)(7) Notification of information incident		<input type="checkbox"/>	
12.55(d)(6) [App A(f)] Required information		<input type="checkbox"/>	
12.57(a)(1) Provide details		<input type="checkbox"/>	
12.57(b)(1)(2) Means of providing details		<input type="checkbox"/>	
12.59(a)(1) Conduct investigation		<input type="checkbox"/>	
12.59(2)(i)-(iii) Submit report to CASA		<input type="checkbox"/>	
12.59(3) Preventative action		<input type="checkbox"/>	

List any other rules complied with:

		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	



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CASA Use

Assessed By:

Signature:

Work Request:

Date received:

Date accepted:

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 4	1 April 2019
100	Safety Management System	Amendment 1	1 May 2017
173	Instrument Flight Procedure Service Organisation – Certification and Operation	Amendment 2	13 November 2018

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