



### **Part 119/135 Compliance Matrix (Maintenance Requirements)**

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 119/135 Airline Air Operator 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 119/135 Airline Air Operator 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**

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?



**Applicant:**

**Primary MOC  
Number:**

**Manuals Submitted:**

**Rev.:**

**Dated:**

	<b>Applicant's Comments</b>	<b>CASA Comments (for CASA use only)</b>
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)		
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)
<b>Part 12 – Notification, Investigation and Reporting of Occurrences<sup>1</sup></b>		
12.55(a)(4)		
12.55(d)(2)		
12.57(a)(1)		
12.57(b)(1)-(2)		
12.59(1)		
12.59(2)(i)		
12.59(3)		
12.103(a)		
12.105		
<b>Part 91 – General Operating &amp; Flight Rules</b>		
<b>91.537 Inoperative Instruments and Equipment</b>		
91.537(a)(2)		
<b>91.603 General Maintenance Requirements</b>		
91.603(a)(1)		
91.603(a)(2)		
91.603(a)(3)		
91.603(a)(4)		
91.603(a)(5)		

<sup>1</sup> Relating to defect incidents, identify in which manual the requirements are met if this has not already been addressed in the main operations matrix 24119/08 or 24119/09.



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.603(a)(6) [Part 43 at end of matrix]		
91.603(a)(7)		
91.603(a)(8)		
91.603(b)		
91.603(c)		
91.603(d)		
91.603(e)		
91.603(f)		
<b>91.605 Maintenance Programmes and Schedules</b>		
91.605(a)(1)	Refer section 119.63 below	
91.605(b)(1)	Refer section 119.63 below	
91.605(c)		
91.605(e)(1)		
91.605(e)(2)(i)-(iii)		
91.605(e)(3)		
91.605(e)(4)(i)-(iii)		
91.605(e)(5)(i)-(ii)		
91.605(e)(6)(i)-(ii)		
91.605(e)(7)		
91.605(e)(8)		
91.605(e)(9)(i)-(ii)		
91.605(e)(10)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.605(f)		
91.605(g)(1)		
91.605(g)(2)		
91.605(g)(3)		
91.605(g)(4)		
<b>91.607 Approval of Maintenance Programmes</b>		
91.607(b)(1)		
91.607(b)(2)		
91.607(b)(3)		
91.607(b)(4)(i)-(3)		
91.607(b)(5)		
91.607(b)(6)		
91.611(a)		
91.611(b)(1)&(2)		
91.607(b)(7)		
91.607(b)(8)		
91.607(b)(9)		
91.607(b)(10)		
<b>91.609 Changes to Maintenance Programmes and Schedules</b>		
91.609(a)		
<b>91.613 Operational Flight Checks</b>		
91.613(a)(1)-(3)		
91.613(b)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<b>91.615 Review of Airworthiness</b>		
91.615(1) & (2)		
<b>91.616 Maintenance Logbooks</b>		
91.616(1)		
91.616(2)		
<b>91.617 Maintenance Records</b>		
91.617(a)		
91.617(b)		
91.617(c)		
91.617(d)		
91.617(e)		
<b>91.619 Technical Log</b>		
91.619(a)(1)-(3)		
91.619(a)(4)(i)&(ii)		
91.619(a)(5)-(8)		
91.619(a)(9)(i)-(ii)		
91.619(a)(10)-(12)		
91.619(b)		
91.619(c)(1)-(4)		
<b>91.621 Transfer of Maintenance Records</b>		
91.621(1)-(2)		
<b>91.623 Retention of Records [Incl. procedures as required by 119.63(10)]</b>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.623(a)		
91.623(b)		
91.623(c)		
<b>Part 119 Air Operator – Certification</b>		
<b>119.51 Personnel Requirements</b>		
119.51(a)(2)(ii) 119.51(b)(1)(iv)		
119.51(b)(2)		
119.51(d)		
119.51(e)		
<b>119.59 Continuing Airworthiness Management Organization (CAMO) Procedures</b>		
<b>Maintenance Control Manual Content Requirements 119.75(a)(10)</b>		
119.59(a)(1) & (2) MCM-Manual		
119.59(b) List of senior management personnel of nominated for AOC CAMO-includes the Maintenance Controller		
119.59(c)(1)(i)-(ii) Clear demarcation of duties & responsibilities of AOC CAMO/Maintenance Control Vs CAR 145 MOC organizations		
119.59(c)(2) CAMO systems and processes to manage continuing		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
airworthiness		
119.59(c)(3) CAMO Organization chart		
119.59(c)(4) Duties and Responsibilities of senior management personnel in 119.59(b)		
119.59(c)(5) CAMO manpower resources and Training		
119.59(c)(6) Scope of CAMO		
119.61(c)(7) Facility & Location of CAMO		
119.59(c)(8) Outcomes expected of CAR 145 MOC		
119.59(c) (9)(i) Internal Service Level agreement for AOC holders who have their own CAR 145 MOC. <b>(Refer AC 119-01 Appendix C)</b>		
119.59(c)(9)(i) Written Maintenance Contract with external CAR 145 MOC for Base Maintenance <b>(Refer AC 119-01 Appendix C)</b>		
119.59(c)(9) (ii) External maintenance contract for Line Maintenance & Component maintenance <b>(Refer</b>		





Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<b>AC 119-01 Appendix C)</b>		
119.59(c)(10) Brief details of primary CAR 145 MOC contracted by AOC operator		
119.59(c)(11)(1) Establishing and maintaining aircraft maintenance program		
119.59(c)(11)(ii) - (iv) Scheduling of aircraft maintenance		
119.59(c)(11)(v) Maintenance records and documentation		
119.59(c)(11)(vi) Monitoring of defects, repetitive defects and rectification of defects including deferred defect policy		
119.59(c)(11)(vii) Aircraft configuration control including management of Modifications and Repairs		
119.59(c)(11)(viii) Aircraft weight and balance control		
119.59(c)(11)(ix) Occurrence Investigation and Reporting		
119.59(c)(11) (x)-(xi)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Reliability Monitoring		
119.59(c) (11) (xii) Airworthiness Directives control and monitoring		
119.59(c)(11)(xiii) RTS certification		
119.59(c)(11)(xv) Removing un- airworthy aircraft from service		
119.59(c)(11)(xvi) Pilot Authorizations		
119.59(c) (12) Minimum Equipment Lists-Establishing, maintaining and using an MEL		
119.59(C)(13)(i) 91.619 Technical Logs- Purpose and its contents		
119.59(c)(13)(ii-(vii) Maintenance records		
119.59 (c) (14) Airworthiness review process		
119.59 (c) (15) Preparation of an aircraft for Certificate		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
of Airworthiness issue		
<b>119.61 Maintenance Programme</b>		
<b>MCM Requirements 119.75(a)(11)</b>		
119.61(b)(1)		
119.61(b)(2)(i)-(ii)		
119.61(b)(3)		
119.61(b)(4)		
119.61(b)(5)		
119.61(b)(6)		
119.61(b)(7)		
119.61(c) Role Equipment		
<b>119.63 Documentation [as applicable to the maintenance requirements]</b>		
119.63(b)(1)		
119.63(b)(2)		
119.63(b)(3)		
119.63(b)(4)		
119.63(b)(5)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<b>119.75 Air Operator Exposition –Maintenance Control Manual [as applicable to the maintenance requirements]</b>		
119.75(a)(2)		
119.75(a)(3)		
119.75(a)(6)		
119.75(a)(8) Details of Main Operations Base and Primary Maintenance Base(MOC)		
119.75(a)(10)		
119.75(a)(11)-(15) QMS/SMS systems		
119.75(a)(16) Procedures to amend, control and distribute the MCM		
119.75(a)(17) Language of Exposition		
119.107 Use of non-PNG registered aircraft under charter, lease or similar arrangements for air transport operations		
<b>Part 135 Air Operations – Small Aeroplanes</b>		
<b>135.403 Responsibility for Airworthiness</b>		
135.403(a)(1)-(2)		
135.403(b)(1)-(2)		
<b>135.404 Condition Monitored Maintenance Programmes</b>		
135.404(1)-(9)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<b>135.405 Aircraft Airworthiness Review</b>		
135.405(a)(1)-(4) Aircraft Airworthiness Review		
135.405(b)(1)-(5) Procedure for Aircraft Airworthiness review		
135.405(d) Qualification of person to carry out review		
135.405(b)(3) please note mistake in current rule statement...replace "121.407" with "135.405"		
<b>Part 43 – General Maintenance Rules</b>		
43.51(b)(1)-(3) [Appendix A.1]		
43.51(c)(1)-(2) Pilot Authorisations		
43.69		
43.101		
43.103		
43.105		
43.107		
43.109		
43.113		
<b>List any other rules complied with:</b>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)

CASA Use

Assessed By:

Work Request:

Date received: [Click here to enter a date.](#)      Date accepted: [Click here to enter a date.](#)

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 2	01 October 2010
43	General Maintenance Rules	Amendment 2	01 October 2010
91	General Operating and Flight Rules	Amendment 2	01 October 2010
119	Air Operator - Certification	Amendment 1	01 October 2010
135	Air Operator – Helicopters and Small Aeroplanes	Amendment 2	01 October 2010

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