



## Part 135 Matrix – For Reference to Location In An Operator’s Exposition

Applicants Name \_\_\_\_\_

The following Rule Part references have been extracted from the CAR system as being required in the exposition of an applicant for a Part 119 Air Operators Certificate.

**All rules have to be complied with**, but not every rule has to be addressed in the exposition. At least the following Rule Parts shall be included unless they are not applicable to your operation, in which case annotate them N/A.

The matrix has been compiled by following through 119.71 and other rules which demand procedures or evidence of **‘ensuring’ accomplishment or adherence to requirements**. The purpose of this document 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 exposition policies or procedures.

Against each Rule Part there is provision to make reference to the exposition **page, and preferably paragraph numbers** which address that Rule Part. **Ticks are not acceptable**. The completed matrix should be inserted as part of the introductory pages of the exposition.

### General Manual Layout

Exposition or manual binders – can the manual be amended easily? [Two ring binders tear pages too easily. Use 3 or preferably 4 rings.] If permanently bound, do you intend to re issue at every amendment? This may inhibit frequency of needed amendments.

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	Each manual copy to be numbered.
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	Company Statement page, signed by the Chief Executive
	List of Effective Pages
	Record of Amendments
	Distribution List
	Definitions & Abbreviations [not mandatory requirement]
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