



## Part 136 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.

Page No.	
	Each manual copy to be numbered.
	Contents Page
	Rule Compliance Matrix
	Company Statement page, signed by the Chief Executive
	List of Effective Pages
	Record of Amendments
	Distribution List
	Definitions & Abbreviations [not mandatory requirement]
	On every page, headers and/or footers to include:  Company name Name of the manual Effective date of the page Page number
	Index [not mandatory requirement but desirable]



1. Accidents, Incidents & Statistics
2. Operating & Flight Rules
  - 2.1 General
  - 2.2 VFR Rules
  - 2.3 IFR Rules
3. Maintenance Requirements
4. Air Operator – Certification
5. Carriage of Dangerous Goods
  - 5.1 Option 1 – VFR Exception
  - 5.2 Option 2 – Full Part 92 Compliance
6. Air operations – Helicopters
  - 6.1 Operating Rules
  - 6.2 Operating limits & Meteorology
  - 6.3 Helicopter performance
7. Helicopter External Load
  - 7.1 Helicopter Sling Loads
  - 7.2 Operating Rules
  - 7.3 Instruments & Equipment
  - 7.4 Airworthiness & Maintenance Control
8. Weight & Balance
9. Crew Member Requirements
  - 9.1 General
  - 9.2 Crew Member Training
  - 9.3 Crew Member Competency & Recurrent Training
10. Manuals, Logs & Records
11. Transition Provision
  - 11.1 Transition
12. Fatigue of Flight Crew
  - 12.1 Requirements



12.2 Flight & Duty General

12.3 Flight & Duty One or two pilot flight crew

12.4 Flight & Duty Time limits – Tour Duty Pilot

12.5 Flight & Duty Time Limits – Helicopter Pilots

12.6 Crew member flight & duty time scheme

13. Instruments and Equipments Airworthiness Design Standards

13.1 Cockpit Voice Recorder

13.2 Flight Data Recorder

**1. Accidents, Incidents & Statistics**

Rule	Manual Reference	Comply
12.51		
12.53		
12.55		
12.57		
12.59		
12.101		
12.103		
12.105		
12.151		

**2. Operating & Flight Rules****2.1 General**

91.7(a)(c)(d)		
91.9		
91.109		
91.111		
91.113		
91.115		
91.117		
91.121		
91.127(a)(b)(1)(2)		
91.127(d)		
91.133		
91.207		
91.211		
91.213		
91.215		
91.249		

**2.2 VFR Rules**

91.301(a)(b)(c)		
91.303		
91.305(a)(b)		
91.307(a)(e)		
91.307(b)		
91.307(c)		
91.307(d)		
91.309(a)(b)		
91.311(a)		
91.311(c)		
91.313		

**2.3 IFR Rules**

91.401		
91.403(a)(b)		
91.405(a)		

91.405(b)		
91.407		
91.409		
91.411		
91.413(a)		
91.413(b)		
91.413(c)		
91.415		
91.417(a)(1)(2)		
91.417(a)(3)(b)		
91.419(a)(b)(c)		
91.421		
91.423(a)		
91.423(b)		
91.423(c)		
91.423(d)		
91.423(e)		
91.423(f)		
91.423(g)		
91.423(h)		
91.423(i)		
91.423(j)		
91.431(a)		
91.431(b)		
91.431(c)		
91.433		
91.435(a)(b)		
91.435(c)		
91.437		

**3. Maintenance Requirements**

91.603(1-9)		
91.605(a)(1)(2)(3)		
91.607		
91.609		
91.611		
91.612		
91.613		
91.615		
91.616(1)(2)(3)(4)		
91.617(a)(b)(c)		
91.619		
91.621(a)(b)		
91.623(a)(b)		
91.623(c)		
91.625		
91.627(a)(1)(2)		
91.629(a)(b)(c)		
91.631		



91.633		
119.59(a)(1)		
119.59(a)(2)		
119.59(b)		
119.59(c)(1)		
119.59(c)(2)		
119.59(c)(3)		
119.59(c)(4)		
119.59(c)(5)		
119.59(c)(6)		
119.59(c)(7)		
119.59(c)(8)		
119.59(c)(9)		
119.59(c)(10)		
119.59(c)(11)		
119.59(c)(12)		
119.59(c)(13)		
119.59(c)(14)		
119.59(c)(15)		
119.61(a)		
119.61(b)(1)		
119.61(b)(2)(i)		
119.61(b)(2)(ii)		
119.61(b)(3)		
119.61(b)(4)		
119.61(b)(5)		
119.61(b)(6)		
119.61(b)(7)		
119.61(c)		
136.603(b)		
136.605(a)(b)(c)		

**4. Air Operator – Certification**

119.51(a)(1)		
119.51(a)(2)(i)		
119.51(a)(2)(ii)		
119.51(a)(2)(iii)		
119.51(a)(3)		
119.51(b)(1)(i)		
119.51(b)(1)(ii)		
119.51(b)(1)(iii)		
119.51(b)(1)(iv)		
119.51(b)(1)(v)		
119.51(b)(1)(vi)		
119.51(b)(2)		
119.51(c)		
119.51(d)		
119.51(e)		
119.53(a)(1)		

119.53(a)(2)		
119.53(b)(1)		
119.53(b)(2)		
119.53(b)(3)		
119.55(a)(1)		
119.55(a)(2)(i)		
119.55(a)(2)(ii)		
119.55(b)(1)(2)		
119.63(a)		
119.63(b)(1)		
119.63(b)(2)		
119.63(b)(3)		
119.63(b)(4)		
119.63(b)(5)		
119.65(1)(i)		
119.65(1)(ii)		
119.65(1)(iii)		
119.65(2)(i)		
119.65(2)(ii)		
119.65(2)(iii)		
119.65(2)(iv)		
119.65(3)(i)		
119.65(3)(ii)		
119.67(1)		
119.67(2)		
119.71		
119.73		
119.75(a)(1)(i)		
119.75(a)(1)(ii)		
119.75(a)(2)		
119.75(a)(3)		
119.75(a)(4)		
119.75(a)(5)		
119.75(a)(6)		
119.75(a)(7)		
119.75(a)(8)		
119.75(a)(9)		
119.75(a)(10)		
119.75(a)(11)		
119.75(a)(12)		
119.75(a)(13)		
119.75(a)(14)		
119.75(a)(15)		
119.75(a)(16)		
119.75(a)(17)		
119.75(b)		
119.101(3)		
119.105(a)		
119.105(b)		
119.105(c)		



119.105(d)		
119.111(a)(1)		
119.111(a)(2)		
119.111(b)		

**5. Carriage of Dangerous Goods****5.1 Option 1 – VFR Exception**

92.11(c)(1-6)		

**5.2 Option 2 – Full Part 92 Compliance**

92.9(b)		
92.11(a)		
92.11(b)		
92.153(1)		
92.153(2)		
92.155(1)		
92.155(2)		
92.155(3)		
92.157		
92.159		
92.161(1)		
92.161(2)		
92.161(3)		
92.161(4)		
92.163(1)		
92.163(2)		
92.165		
92.173(a)		
92.173(b)(1)		
92.173(b)(2)		
92.173(c)		
92.173(d)		
92.173(e)		

92.175		
92.177		
<b>Training</b>		
92.201(2)		
92.203(a)		
92.203(b)		
92.205(1)(2)		
92.207(a)(b)		

**6. Air operations – Helicopters****6.1 Operating Rules**

136.57		
136.59		
136.61(a)		
136.61(b)		
136.63(a)		
136.63(b)		
136.63(c)		
136.65(1)		
136.65(2)		
136.67(a)(1-3)		
136.69		
136.73(a)(b)		
136.75(1)(2)		
136.77(a)		
136.77(b)		
136.77(c)		
136.77(d)		
136.77(e)		
136.77(f)		
136.79		
136.85(a)(b)		
136.87		
136.89(a)(1)(i)		
136.89(a)(1)(ii)		
136.89(a)(1)(iii)		
136.89(a)(1)(iv)		
136.89(a)(2)		
136.89(a)(3)		
136.89(a)(4)		
136.89(b)		

**6.2 Operating limits & Meteorology**

136.153(a)(b)		
136.155(a)(b)		

**6.3 Helicopter performance**

136.205		
136.207		
136.209		
136.211		
136.213		

**7. Helicopter External Load****7.1 Helicopter Sling Loads**

136.91		
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**7.2 Operating Rules**

136.307		
136.309		
136.311(a)(b)		
136.313		
136.317		
136.321		
136.325		
136.327		
136.329		
136.955		

**7.3 Instruments & Equipment**

136.503		
136.505		
136.507		
136.509		
136.513		
136.515		
136.517		
136.519		

**7.4 Airworthiness & Maintenance Control**

136.601		
136.603		
136.605		
136.607		
136.609		

**8. Weight & Balance**

136.403		
136.405		

**9. Crew Member Requirements****9.1 General**

136.703(a)		
136.703(b)		
136.705(a)(b)		
136.707(a)		
136.707(b)		
136.709		

**9.2 Crew Member Training**

136.803		
136.805		
136.807(a)(b)		
136.809(a)		
136.809(b)		
136.809(c)		
136.809(d)		
136.809(e)		
136.811		
136.813		
136.815		
136.817		

**9.3 Crew Member Competency & Recurrent Training**

136.903		
136.905		
136.907(a)(1)		
136.907(a)(2)		
136.907(a)(3)		
136.907(a)(4)		
136.907(a)(5)		
136.907(a)(6)		
136.907(b)		
136.907(c)		
136.909		
136.911		
136.913		
136.951		
136.953		
136.955		

**10. Manuals, Logs & Records**

136.1003		
136.1005		
136.1007		
136.1009		

**11. Transitions Provisions****11.1 Transitions**

136.1051		
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**12. Fatigue of Flight Crew****12.1 Requirement**

136.981		
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### 12.2 Flight & Duty General

122.5		
122.51		

### 12.3 Flight & Duty One or two pilot flight crew

122.103		
122.105		

### 12.4 Flight & Duty Time limits – Tour Duty Pilot

122.203		
122.205		
122.207		

### 12.5 Flight & Duty Time Limits – Helicopter Pilots

122.303		
122.305		
122.307		
12.309		

### 12.6 Crew member flight & duty time scheme

122.351		

## 13. Instruments and Equipment Airworthiness Design Standards

### 13.1 Cockpit Voice Recorder

A.1(1)		
A.1(2)		
A.1(3)		

### 13.2 Flight Data Recorder

A.3(1)		
A.3(2)		
A.3(3)		
A.4(4)(i)(ii)		