



### **Part 119/125 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 119/125 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 119/125 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) Notification of defect Incident		
12.55(d)(2) Notification of Defect Incident, refer Appendix A(b)		
12.57(a)(1) Details of incident for Holder of a Certificate		
12.57(b)(1)-(2) Form CAA005 OR by other means Acceptable to the Director		
12.59 (a)(1) Conducting the Investigation to identify the facts (Subject to section 248(3) of the Act)		
12.59(2)(i) Report on Form CAA 005		
12.59(3) Advise the Authority of any actions Taken.		
12.103(a) Preservation of all records for all serious incident or accident		
12.105 Retention of defective products and components that		

<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)
involve defect incident		
<b>Part 91 – General Operating &amp; Flight Rules</b>		
<b>91.537 Inoperative Instruments and Equipment</b>		
91.537(a)(2) Aircraft is certified for RTS with inoperative equipments		
<b>91.603 General Maintenance Requirements</b>		
91.603(a)(1) Aircraft is maintained in Airworthy condition		
91.603(a)(2) All applicable AD are complied with in accordance with the requirement in Part 39.		
91.603(a)(3) Aircraft is inspected in accordance with this Subpart.		
91.603(a)(4) Every defect is rectified before flights.		
91.603(a)(5) Instrument or Equipment that is permitted to be inoperative under Rule 91.537, is repaired, replaced, removed or inspected at the next inspection.		
91.603(a)(6) Maintenance is		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
performed in accordance with requirement as per [Part 43 at end of this matrix]		
91.603(a)(7) certified for RTS under the requirements of Part 43 after the performance of any maintenance on the aircraft		
91.603(a)(8) Indicating the system presences of carbon monoxide in the cabin of the aircraft is serviceable.		
91.603(b) Compliance with Airworthiness limitation as per state of design		
91.603(c) Operator of the aircraft must ensure compliance with the manufacture's recommended overhaul intervals		
91.603(d) Operator of the aircraft must ensure compliance with the manufacture's recommended overhaul intervals		
91.603(e) Piston engine fitted to the aircraft may be operated beyond manufacture's		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
recommended TBO, if it is maintained in accordance with an engine TBO escalation programme acceptable to the Director		
91.603(f) Propeller fitted to an aircraft that is not used for air operation may be operated beyond the Manufacturer's recommended calendar TBO acceptable to the Director		
<b>91.605 Maintenance Programmes and Schedules</b>		
91.605(a)(1) Maintaining of the aircraft must in accordance with a maintenance programme approved under Part 119.61		
91.605(b)(1) Operation under the Authority of an Air operating Certificate must maintain the aircraft in accordance with the maintenance programme that is required un Part 119.61		
91.605(c) Manufacturer's Maintenance Schedule refer to in paragraph (a)(3) operator must ensure that that the manufacture's 100		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
hours inspection must be completed within the preceding 12 months		
91.605(e)(1) Operator of the aircraft must not operate unless every aircraft radio station required to be installed under subpart F for operation under IFR has been tested and inspected in accordance with Part 43.		
91.605(e)(2)(i)-(iii) Every Static Pressure System, Altimeter Instrument, or Automatic Pressure Altitude reporting system that is required to be installed in the aircraft under Subpart F must be tested and inspected in accordance with Part 43, Appendix D		
91.605(e)(3) SSR Transponder required to be tested installed must be tested and inspected, in accordance with Part 43, Appendix E, within preceding 24 months.		
91.605(e)(4)(i)-(iii) Emergency locator Transmitter the is required to be installed in the aircraft must be		



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tested and inspected under subpart 43, Appendix F, within preceding 24 months.		
91.605(e)(5)(i)-(ii) Every Compass that is required to be installed in the aircraft under Subpart F has been Calibrated within preceding 24 months		
91.605(e)(6)(i)-(ii) First Aid Kit that is required to be installed in the aircraft under Subpart F has been Inspected with in preceding 12 months.		
91.605(e)(7) Every Portable Fire Extinguisher required to be installed in the aircraft under subpart F must be inspected and tested acceptable to the Director within preceding 12 months.		
91.605(e)(8) (i)(ii) All floatation equipment installed in the aircraft has been inspected for condition and tested every 12 months.		
91.605(e)(9)(i)-(ii) Aircraft's empty weight and centre of the gravity is re-established if the changes have been		





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made to the aircraft.		
91.605(e)(10) Powered Aircraft with a maximum certificated seating capacity of 4 or more, the aircraft have been weighed with in the preceding 5 years.		
91.605(f) Maintenance Programme refer to in paragraph (a)(1) or (a)(2) is not required to comply with any particular requirement in paragraph (e)		
91.605(g)(1) Operator of the an aircraft must identify in the Maintenance Logbook for the aircraft, which maintenance option under paragraph (a) to be used.		
91.605(g)(2) Identify in the maintenance programme the person who is responsible for scheduling maintenance.		
91.605(g)(3) Changing from the maintenance programme or option identified, the case may be, to provide for the continued Airworthy condition of the aircraft.		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.605(g)(4) Provide copy of the applicable maintenance programme upon request to the Director.		
<b>91.607 Approval of Maintenance Programmes</b>		
91.607(b)(1) Scope of the Maintenance Programme and identification of the aircraft.		
91.607(b)(2) Procedure for the control of the maintenance		
91.607(b)(3) Instruction and procedures for the conduct of the maintenance for the particular Aircraft type.		
91.607(b)(4)(i)- (iii) Inspection Schedule consistent with, manufacture's recommendation, operator's service experience and the type of operation in which the aircraft is engaged.		
91.607(b)(5) Procedure for the extending inspection intervals in accordance with the rule Part 91.611		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.607(b)(6) Procedure for assessing and controlling engine, propeller and component TBO escalation		
91.611. Inspection Planning Latitude		
91.607(b)(7) Instruction for changing and inspection intervals on the basis of service experience		
91.607(b)(8) Instruction for Inducting an aircraft on to the programme.		
91.607(b)(9) List of the Inspections forms and instruction for their uses.		
91.607(b)(10) Identification of reports and records and instructions for their processing and handling		
<b>91.609 Changes to Maintenance Programmes and Schedules</b>		
91.609(a) Changes to the maintenance programme and schedule upon Director's request to satisfying the continuing airworthiness		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
requirements for the aircraft.		
91.609(b) Operator Discontinue Aircraft Maintenance Programme (AMP) the operator must notify the Director with in 7days.		
<b>91.615 Review of Airworthiness</b>		
91.615(1) & (2) Process for Aircraft Airworthiness Review.		
<b>91.616 Maintenance Logbooks</b>		
91.616(1) Must provide an appropriate Maintenance Logbook		
91.616(2) Ensure that the maintenance logbook are not carried in the aircraft		
<b>91.617 Maintenance Records</b>		
91.617(a) TBO recommended by the manufacturer, accurate records are compiled in the appropriate log book for the total time in services and total cycles.		
91.617(b) Maintenance records required under rule 43.69 are compiled and retained.		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.617(c) Design change approved under rule Part 21 that details of the modification or repair are recorded in appropriate log book.		
91.617(d) Details of the circumstances of the accident, and descriptive details must be recorded in appropriate maintenance log book		
91.617(e) Records required in paragraph (a), (b), and (c) may be kept in plain language form.		
<b>91.619 Technical Log</b>		
91.619(a)(1)-(3) The operator of an aircraft must provide a Technical Log for the aircraft with provision for recording the following information as per the rule 91.619 (a)(1-3)		
91.619(a)(4)(i)&(ii) Statement of the maintenance status.		
91.619(a)(5) Date or hours at which any other maintenance due prior to the Next schedule inspection		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.619(a)(7) Records of the Daily hours flown		
91.619(a)(8) Total time in service		
91.619(a)(9)(i)-(ii) Daily cycle used and the total cycle		
91.619(a)(10) Details of Defects during pre-flight inspection		
91.619(a)(11) Details of Rectification of defects		
91.619(a)(12) Details of any deferred rectification of defects		
91.619(b) Information specified in paragraph (a) is accurately recorded in the technical log book.		
91.619(c)(1)-(4) AOC issued in accordance with part 119 may record the following information in a format other than technical log acceptable to the director, information is accurate and available to the pilot-in-command on request.		
<b>91.621 Transfer of Maintenance Records</b>		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
91.621(1)-(2) Transfer the possession of the aircraft to another person in accordance with part 47.		
<b>91.623 Retention of Records [Incl. procedures as required by 119.63(10)]</b>		
91.623(a) Operator of the aircraft must Retain the records specified in rule 91.617 for at least 12 months		
91.623(b) Records of the maintenance information required under rule 43.69(a)(1) only needs to be retained until the maintenance is repeated or superseded by other maintenance of equivalent scope and details.		
91.623(c) Operator of an aircraft must Retain the records of the Technical log required under rule 91.619 for period of at least 12 months		
<b>Part 119 Air Operator – Certification</b>		
<b>119.51 Personnel Requirements</b>		
119.51(b)(1)(iv) Senior person required by paragraph (a) must be responsible for the Aircraft Airworthiness,		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
control and scheduling of the maintenance.		
119.51(b)(2) Hold Minimum qualification and experience list in Appendix A applicable to the function which they are responsible.		
119.51(d) Any Function referred to in paragraph (b)(1) may be delegated to other person acceptable to the Director.		
119.51(e) Establishing procedures for the Transfer of the responsibilities in absence of senior person		
<b>119.59 Continuing Airworthiness Management Organization (CAMO) Procedures</b>		
<b>Exposition Requirements 119.75(a)(10)</b>		
119.59(a)(1) & (2) Certificate holder must establish procedures to ensure the continued Airworthiness of Every Aircraft operated and every equipment installed.		
119.59(b) List of senior management personnel of nominated for AOC CAMO-includes the Maintenance Controller		





Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
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 Summary of the systems and processes to manage continuing airworthiness		
119.59(c)(3) CAMO chart showing lines of responsibilities.		
119.59(c)(4) Duties and Responsibilities of senior management personnel as per rule part 119.59(b)		
119.59(c)(5) CAMO manpower resources and Training		
119.59(c)(6) Scope of CAMO carried out in accordance with the MCM		
119.59(c)(7) Facility & Location of CAMO is managed		
119.59(c)(8) Outcomes expected of CAR 145 MOC		
119.59 (c)(9) Procedures for observing Human factors & Human		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
factors Principles		
119.59(c) (10)(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)(10)(ii)(a) Written Maintenance Contract with external CAR 145 MOC for Base Maintenance <b>(Refer AC 119-01 Appendix C)</b>		
119.59(c)(10) (ii)(b) External maintenance contract for unscheduled Line Maintenance & Component maintenance <b>(Refer AC 119-01 Appendix C)</b>		
119.59(c)(11) Brief details of primary CAR 145 MOC contracted by AOC operator		
119.59(c)(12)(i) Establishing and maintaining aircraft maintenance program as per rule 119.61 and continuing monitoring of the performance and efficiency of the maintenance programme in order to correct any deficiency.		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
119.59(c)(12)(ii) - (iv) Scheduling of aircraft maintenance as required by the maintenance programme and assigning maintenance task to the maintenance provider.		
119.59(c)(12)(v) Ensuring up-to-date Maintenance documentations is used.		
119.59(c)(12)(vi) Discrepancy control and defect rectification and ensuring that they are recorded.		
119.59(c)(12)(vii) Aircraft configuration control including management of Modifications and Repairs.		
119.59(c)(12)(viii) Aircraft weight and balance control		
119.59(c)(12)(ix) Occurrence Investigation and Reporting		
119.59(c)(12) (x)-(xi) Procedure for reporting adverse effect on the continue airworthiness to both the state of the registry and aircraft type certificate holder		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
and Reliability Monitoring		
119.59(c) (12) (xiii) Ensuring every applicable Airworthiness Directives control and monitoring		
119.59(c)(12)(xiv) RTS certification		
119.59(c)(12)(xvi) Removing un-airworthy aircraft from service		
119.59(c)(12)(xvii) Grant of an Pilot Authorizations for maintenance as per PART 43, Appendix A		
119.59(c) (13) Establishing and maintaining a MEL for every aircraft type operated under air operator's certificate.		
119.59(C)(14)(i) 91.619 Use of the Technical Logs-Purpose and its contents as per rule 91.623.		
119.59(c)(14)(ii)-(vii) Maintenance records		
119.59 (c) (15) (16) Process for carry out an Airworthiness review.		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
<b>119.61 Maintenance Programme</b>		
<b>Exposition Requirements 119.75(a)(11)</b>		
119.61(c)(1) Registration, type and the serial number		
119.61(c)(2)(i)-(ii) Instruction and procedures for the performance of the maintenance of the aircraft including any required inspection and tests;		
119.61(c)(3) Schedule for the performance of the maintenances in terms of time in services, cycles, calendar time or any combination of these.		
119.61(c)(4) Identification of the Life limited components		
119.61(c)(5) Supplementary inspection to ensure the structural integrity of the Airframe.		
119.61(c)(6) Procedure for the Induction of an aircraft on the maintenance programme.		
119.61(c)(7) Procedure for varying an inspection interval.		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
119.61(d) Maintenance programme must include inspection and tests of the Role Equipment.		
<b>119.63 Documentation [as applicable to the maintenance requirements]</b>		
119.63(a) Establish procedures to control, amend and distribute required documentation, including operational, safety and maintenance Data		
119.63(b)(1) All Document is reviewed and Authorised by appropriate personnel before issue.		
119.63(b)(2) Availability of all document at all location.		
119.63(b)(3) Obsolete documentation must be promptly removed from all points of issued of uses.		
119.63(b)(4) Changes to the documentation are reviewed and approved by appropriate personnel.		
119.63(b)(5) Current version of each item of documentation can be identified to preclude the uses of superseded		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
material.		
<b>119.75 Exposition [as applicable to the maintenance requirements]</b>		
119.75(a)(2) Title and the Name of the senior person required under rule 119.51 (a)(1) and (2).		
119.75(a)(3) Duties and the responsibilities of the senior person identifies under paragraph (a)(2)		
119.75(a)(4) Scope of approved operation & the aircraft type to be used.		
119.75(a)(5) Summary of the scope of activities at every location		
119.75(a)(6) Organisational chart showing lines of responsibilities of the senior person specified under paragraph (a)(2)		
119.759(a)(7) summary of the operational Staffing structure		
119.75(a)(10) Airworthiness management and maintenance Control procedure as per Rule		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
11.59.		
119.75(a)(13)-(14) QMS/SMS systems		
119.75(a)(16) Procedures to amend, control and distribute the MCM		
119.75(a)(17) Procedure to ensure Alternative Language to English.		
119.107 Use of non-PNG registered aircraft under charter, lease or similar arrangements for air transport operations		
<b>Part 125 Air Operations – Medium Aeroplanes</b>		
<b>125.403 Responsibility for Airworthiness</b>		
125.403(a)(1)-(2) Responsible for the airworthiness of every aeroplane operated under the certificate & any equipment installed or attached to the aeroplane		
125.403(b)(1) Certificate holder must ensure that every aeroplane that is operated under the authority of the certificate is maintained i.a.w Maintenance programme required		





Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
under rule 119.63		
125.403(b)(2)(i) Maintenance organisation certificated in accordance with part 145		
125.403(b)(2)(ii) For Maintenance that is performed in another state is party to the technical arrangement, a maintenance organisation that is certificated or appropriately authorised by the state to perform maintenance on the aircraft type.		
<b>125.405 Condition Monitored Maintenance Programmes</b>		
125.405(1)-(9) Details of Condition monitoring maintenance programmes		
<b>125.407 Aircraft Airworthiness Review</b>		
125.407(a)(1)-(3) Aircraft Airworthiness Review required by rule 91.615 on the basis of a continuing compliance assurance programme;		
125.407(b)(1)-(4) Details of the		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Procedure for Aircraft Airworthiness review		
125.407(d)(1)-(2) Qualification of person to carry out the aircraft airworthiness review		
<b>Part 21 – Process for Special Flight Permit(SFP)</b>		
Ac 21-3 Appendix 1 EM21.45 & EM 21.47 "Certificate for fitness for flights" format /certification		
<b>91.529 – ELT, EPIRB &amp; PLB Requirements</b>		
91.529(f) Details of the requirements for Coding of ELT to PNG country code 553		
91.529(f)(3) <b>Notification of coding to CASA PNG only</b>		<b>Operators <i>MUST NOT NOTIFY or CONTACT</i> the RESCUE COORDINATION CENTRE OF AUSTRALIA under any circumstances as stated in PNG CAR 91.529(f)(3). This discrepancy will be changed at the next amendment</b>
<b>Reserved</b>		
<b>Part 43 – General Maintenance Rules</b>		
43.51(b)(1)-(2) [Appendix A]		
43.51(e)(1)-(2) Pilot Authorisations		
43.69		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Details of Maintenance Record		
43.101 Appropriate Persons to certify release to service		
43.103 Requirements for certifying RTS		
43.105 Information for a person who Certifying RTS after Maintenance		
43.107 Inoperative equipment		
43.109 Defects Rectification		
43.113 Details of Duplicate Inspection of control system		
<b>List any other rules complied with:</b>		

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



*Part 125 Air Operator – Medium Aeroplanes  
Maintenance Requirements*

12	Accidents, Incidents, and Statistics	Amendment 3	01 April 2015
43	General Maintenance Rules	Amendment 2	01 October 2010
91	General Operating and Flight Rules	Amendment 3	01 April 2015
119	Air Operator - Certification	Amendment 2	01 April 2015
125	Air Operator – Helicopters and Small Aeroplanes	Amendment 3	01 April 2015

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