



Part 145 Compliance Matrix

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 145 Aircraft Maintenance Organisation 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. As a minimum, 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 145 Aircraft Maintenance Organisation Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual References / Applicant's Comments* column. **All information should be typed in the space provided.** 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:

	Applicant's Comments	CASA Comments (for CASA use only)
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)
145.119 Exposition		
145.119(a)(1) CE statement		
145.119(a)(2) [145.101(a)(1)&(2)] List of senior person		
145.119(a)(3) [145.101(a)(1)&(2)] Duties and responsibilities		
145.119(a)(4) Organisational chart		
145.119(a)(5) Location and facilities		
145.119(a)(6) [145.101(a)(3)] Staffing structure		
145.119(a)(7) Scope of work		
Procedures 145.119(a)(8)(i)-(xvii)	For all exposition –based procedures use 145.101. 145.103, 145.107, 145.109, 145.111, 145.113 and 145.115 section below	
145.119(a)(9)&(10) Facilities	For all exposition –based facility requirements use 145.105 section below	
145.119(a)(12) Internal QA	For all exposition –based QA requirements use 145.117 section below	
145.199(a)(13)& 145.151 & 145.153 Procedures for Controlling of exposition		
145.119(a)(14) Procedures for training under E1 rating		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.119(a)(15) Changes to scope		
145.119(a)(16) English Language		
145.153 Changes to organisation		
145.101 Competency		
145.101(g)(1)&(2) Assessing and maintaining competence		
145.101(g)(3) Written Evidence		
145.101(g)(4) Establish Procedures for Transfer of functions		
145.103 Duty Time Limitations		
145.103 Duty time limitations		
145.105 Facility Requirements		
145.105(a)(1) Office accommodation		
145.105(a)(2)(i) Weather protection		
145.105(a)(2)(ii) Segregation of work areas		
Storage facilities		
145.105(a)(3)(i) Security of the serviceable items		
145.105(a)(3)(ii) Segregation of items		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.105(a)(3)(iii) Prevention of deterioration		
145.105(b) Environmental requirements		
145.107 Equipment, tools and Materials		
145.107(1) Access to equipment, tools and materials		
145.107(2) Procedures for Controlling and calibration, equipment, material and tool. [AC43-13]		
145.109 Control of Materials, Parts and Assemblies		
145.109(b)(1) Inspection		
145.109(b)(2) Non-confirming parts		
145.109(b)(5) Identification, handling and storage		
145.109 Maintenance Procedures		
145.109(b)(3)(i) Maintenance Techniques and practices		
145.109(b)(3)(ii) Contractual Maintenance obligations		
145.109(b)(3)(iii) Maintenance at other locations		
43.203(a)(2) Certifying conformity of major		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
modifications and repairs		
43.207(a)-(b) Documenting conformity		
145.109 Sub-Contracting Procedures (AC 145-01 refers)		
145.109(b)(4)(i) Identification in exposition		
145.109(b)(4)(ii) Compliance with exposition		
145.109 Certification Procedures		
145.109(b)(6) Certification for RTS		
43.105(a)(1)-(4) RTS information		
43.105(a)(5) RTS statement		
43.107(1)&(2) Inoperative equipment		
43.109(1)&(2) Details of defects		
43.109(3)(i)-(iii) Details of person		
43.113(b)(2)(i)&(ii) DSI carried out		
43.113(b)(1) Person to certify RTS		
43.113(b)(2)(i)-(v) Other nominated person		
43.113(c)(1)-(3)		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Details of DSI and statement		
43.113(d)(1)-(4) Details of person		
43.115(a)(1)-(3) Condition for EPC		
43.115(b)(1)&(2) Details of Person RTS after an EPC		
43.203(a)(1)-(3) Person to sign conformity		
145.109 Documentation Control Procedures		
145.109(a)&100.111 Availability of documentation		
145.109(b)(i)& 100.111(b)(2) Procedures to Reviewed and authorised raw materials, parts and assemblies		
145.109(b)(9)(ii)& 100.111(b)(3) Relevant Documentations Availability at locations		
145.109(b)(9)(iii) Removal of obsolete data		
145.109(b)(9)(iv) Changes reviewed and authorised		
145.109(b)(8) & 145.109(b)(9)(v) Identification of the revision status		
145.109(b)(10) Maintenance information Availability to the Director		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.111 Authorisation Procedures		
145.111(a)(1) [43.52(a)(1)-(3)] Perform and supervise maintenance		
145.111(a)(2) [43.51(a)(1)-(3)] Certify for RTS		
145.111(a)(3) Certify Conformity		
145.111(b)(1) Type Rated LAME		
145.111(b)(2) LAME in appropriate category		
145.111(b)(4) Foreign LAME-CASAPNG AMS		
145.111(b)(4)(i)-(ii) Maintenance outside PNG		
145.111(b)(5) Limited authorisation		
145.111(b)(6) Part 43 Appendix A		
Components		
145.111(c)(1) Training course or examination for component RTS		
145.111(c)(2) 36 months practical experience		
145.111(c)(3) 6 months supervised experience		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.111(d)(1) Training by 145 MOC with E1 rating		
145.111(d)(2) Training by 141 TOC		
145.111(d)(3) Manufacturer Training		
145.111(d)(4) Training approved by ICAO NAA		
Examination 145.111(e)(1)(i) Familiarity		
145.111(e)(1)(ii) Technical competence		
Conformity of major modifications and repairs 145.111(e)(2)(i) Authorisation holder		
145.111(e)(2)(ii) Training course		
145.111(e)(2)(iii) Examination		
145.111(f) Recent experience req. of 66.63 and 66.211		
145.111(g) Equal or lesser privileges		
43.67(a)&(b) NDT [AC 43-TBA]		
43.68(a)&(b) Welding		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
145.113 Continue Airworthiness		
145.113(1)(i) Advise design organisation		
145.113(1)(ii) Advise operator		
145.113(2) Advise CASA [ref Part 12 below]		
145.115 Records		
145.115(a)&100.113(a) Control procedures		
145.115(b)(1) Personnel records		
145.115(b)(2) Aircraft and components		
145.115(b)(3) Calibration records		
145.115(b)(4)(i) Legible and permanent		
145.115(b)(4)(ii) Availability to operators		
145.115(b)(4)(iii) Retention period of 5 years		
145.115(b)(4)(iv) Records made available to Director		
43.55(1)(2) Recording of Overhaul		
43.69(a)(1)-(7) Information required on completion of maintenance		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
43.69(b)(1)-(2) Summary in maintenance Logbook		
43.69(c)(1)-(3) Records of rectification of defect or inspection in tech log		
43.69(d)(1)-(4) Details of person		
43.69(e) Legibility Of records		
43.69(f)(1)-(2) Alteration/Erasure of records		
145.116 Safety Management System (CAR 100 refers)		
145.117 Internal Quality Assurance		
145.117 & 100.53 Safety policy and procedures		
145.117 & 100.107(b)(1) Quality indicators		
145.117 & 100.107(b)(3) Corrective actions		
145.117 & 100.107(b)(4) Preventative action		
145.117 & 100.103(a)(1) Audit programme		
145.117 & 100.105 & 100.107(b)(5) Management review of effectiveness of QMS		
145.117 & 100.107(b)(6)-(7) Identify root causes & Quality improvement projects		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
Quality Auditors 145.117 & 100.103(a)(3)(i) Appointment, Qualifications & training of Audits		
Audit Programme 145.117 & 100.103(a)(2) Frequency of audits		
Error & Non-Compliance Management 145.117 & 100.109(a) Non-punitive/No blame culture		
145.117 & 100.109(b) Just culture		
Part 12 Occurrence Reporting		
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(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		



Rule reference	Manual References / Applicant's Comments	CASA Review & Comments (for CASA use only)
actions Taken.		
12.103(a) Preservation of all records for all serious incident or accident		
12.105 Retention of defective products and components that involve defect incident		
List any other rules complied with:		

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 3	01 April 2015
43	General Maintenance Rules	Amendment 2	01 October 2010
100	SMS/QMS	Original	01 January 2011
145	Aircraft Maintenance Organisation-Certification	Amendment 2	01 October 2010

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