



## 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.

**The applicant both for initial certification and for renewal must submit a completed compliance matrix.** 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 **for approval of amendments to the exposition** 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 (TOC)		
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>145.119 Exposition</b>		
145.119(a)(1) <i>CE statement</i>		
145.119(a)(2) [145.101(a)(1)&(2)] <i>List of senior person</i>		
145.119(a)(3) [145.101(a)(1)&(2)] <i>Duties and responsibilities</i>		
145.119(a)(4) <i>Organisational chart</i>		
145.119(a)(5) <i>Location and facilities</i>		
145.119(a)(6) [145.101(a)(3)] <i>Staffing structure</i>		
145.119(a)(7) <i>Scope of work</i>		
145.119(a)(8)(i)-(xvii) <i>Details of applicants procedures</i>		
145.119(a)(9)&(10) <i>Facilities</i>		
145.119(a)(12) <i>Internal QA&amp; QMS</i>		
145.119(a)(13)& 145.151& 145.153 <i>Procedures for Controlling of exposition</i>		
145.119(a)(14) <i>Procedures for training under E1 rating</i>		
145.119(a)(15)		



<b>Rule reference</b>	<b>Manual References / Applicant's Comments</b>	<b>CASA Review &amp;Comments (for CASA use only)</b>
<i>Changes to scope</i>		
145.119(a)(16) <i>English Language</i>		
145.119(a)(17) Reporting of occurrences		
145.153 <i>Changes to organisation</i>		
<b>145.101 Competency</b>		
145.101(g)(1)&(2) <i>Assessing and maintaining competence</i>		
145.101(g)(3) <i>Written Evidence</i>		
145.101(g)(4) <i>Establish Procedures for Transfer of functions</i>		
145.101(g)(5) <i>Initial &amp; continuing training on assigned tasks and responsibilities</i>		
<b>145.103 Duty Time Limitations</b>		
145.103 <i>Duty time limitations</i>		
<b>145.105 Facility Requirements</b>		
145.105(a)(1) <i>Office accommodation</i>		
145.105(a)(2)(i) <i>Weather protection</i>		
145.105(a)(2)(ii) <i>Segregation of work areas</i>		
<b>Storage facilities</b>		



Rule reference	Manual References / Applicant's Comments	CASA Review &Comments (for CASA use only)
145.105(a)(3)(i) <i>Security of the serviceable items</i>		
145.105(a)(3)(ii) <i>Segregation of items</i>		
145.105(a)(3)(iii) <i>Prevention of deterioration</i>		
145.105(b) <i>Environmental requirements</i>		
<b>145.107 Equipment, tools and Materials</b>		
145.107(1) <i>Access to equipment, tools and materials</i>		
145.107(2) <i>Procedures for Controlling and calibration of equipment, tool and material</i>		
<b>145.109 Control of Materials, Parts and Assemblies</b>		
145.109(b)(1) <i>Inspection of materials</i>		
145.109(b)(2) <i>Dealing with Non-conforming parts</i>		
145.109(b)(5) <i>Identification, handling and storage</i>		
<b>145.109 Maintenance Procedures</b>		
145.109(b)(3)(i) <i>Maintenance Techniques and practices</i>		
145.109(b)(3)(ii) <i>Contractual Maintenance obligations</i>		



145.109(b)(3)(iii) <i>Maintenance at other locations</i>		
145.109(b) (4) <i>Sub- Contract of maintenance activities</i>		
43.207(a)-(b) <i>Documenting conformity</i>		
<b>145.109 Sub-Contracting Procedures (AC 145-01 refers)</b>		
145.109(b)(4)(i) <i>Identification in exposition</i>		
145.109(b)(4)(ii) <i>Compliance with exposition</i>		
<b>145.109 Certification Procedures</b>		
145.109(b)(6) <i>Certification for RTS</i>		
43.105(a)(1)-(4) <i>RTS information</i>		
43.105(a)(5) <i>RTS statement</i>		
43.107(1)&(2) <i>Inoperative equipment</i>		
43.109(1)&(2) <i>Details of defects</i>		
43.109(3)(i)-(iii) <i>Details of person</i>		
43.113(b)(1) <i>Person to certify DSI</i>		
43.113(b)(2)(i)-(v) <i>Other nominated person</i>		
43.113(c)(1)-(3) <i>Details of DSI and statement</i>		



43.113(d)(1)-(4) <i>Details of person</i>		
43.115(a)(1)-(3) <i>Condition for Engine Performance Check</i>		
43.115(b)(1)&(2) <i>Condition for an EPC</i>		
43.203(a)(1)-(3) <i>Person to sign conformity</i>		
<b>145.109 Documentation Control Procedures</b>		
145.109(a) <i>Availability of documentation</i>		
145.109(b)(10)(i) <i>Document review &amp; authorisation</i>		
145.109(b)(10)(ii)& 100.111(b)(3) <i>Relevant Documentations Availability at locations</i>		
145.109(b)(10)(iii) <i>Removal of obsolete documentation</i>		
145.109(b)(10)(iv) <i>Changes reviewed and authorised</i>		
145.109(b)(10)(v) <i>Identification of the revision status</i>		
145.109(b)(11) <i>Maintenance information Availability to the Director</i>		
<b>145.111 Authorisation Procedures</b>		
145.111(a)(1) [43.51(a)(1)-(3)] <i>Perform and supervise maintenance</i>		
145.111(a)(2)		



[43.101(a)(1)-(3)] <i>Certify for RTS</i>		
145.111(a)(3) <i>Certify Conformity</i>		
145.111(b)(1) <i>Type Rated LAME</i>		
145.111(b)(2) <i>LAME in appropriate category</i>		
145.111(b)(4)(i)-(ii) <i>Maintenance outside PNG</i>		
145.111(b)(5) <i>Limited authorisation</i>		
145.111(b)(6) <i>Maintenance in Part 43 Appendix A</i>		
145.111(c)(1) <i>Training course or examination for component RTS</i>		
145.111(c)(2) <i>36 months practical experience</i>		
145.111(c)(3) <i>6 months supervised experience</i>		
145.111(d)(1) <i>Training by 145 MOC with E1 rating</i>		
145.111(d)(2) <i>Training by 141 TOC holder</i>		
145.111(d)(3) <i>Manufacturer Training</i>		
145.111(d)(4) <i>Training approved by ICAO Contracting States</i>		
145.111(e)(1)(i) <i>Familiarity of procedures</i>		





145.111(e)(1)(ii) <i>Technical competence</i>		
145.111(e)(2)(i) <i>Authorisation holder</i>		
145.111(e)(2)(ii) <i>Training</i>		
145.111(e)(2)(iii) <i>Examination</i>		
145.111(f) <i>Experience requirements of Part 66</i>		

145.111(g) <i>Equal or lesser privileges</i>		
43.66(a)&(b) <i>NDT</i>		
43.67(a)&(b) <i>Welding</i>		
<b>145.113 Continuing Airworthiness</b>		
145.113(1)(i) <i>Advise design organisation</i>		
145.113(1)(ii) <i>Advise owner or operator</i>		
145.113(2) <i>Advise CASA [ref Part 12 below]</i>		
<b>145.115 Records</b>		
145.115(a)&100.113 <i>Records Control procedures</i>		
145.115(b)(1) <i>Personnel records</i>		



145.115(b)(2) <i>Aircraft and components</i>		
145.115(b)(3) <i>Calibration records</i>		
145.115(b)(4)(i) <i>Legible and permanent</i>		
145.115(b)(4)(ii) <i>Availability to operators</i>		
145.115(b)(4)(iii) <i>Retention period of 1 year</i>		

145.115(b)(4)(iv) <i>Records made available to Director</i>		
43.55(1) & (2) <i>Recording of Overhaul</i>		
43.68(a)(1)-(7) <i>Information required on completion of maintenance</i>		
43.68(b)(1)-(2) <i>Summary in maintenance Logbook</i>		
43.68(c)(1)-(3) <i>Records of rectification of defect or inspection in tech log</i>		
43.68(d)(1)-(4) <i>Details of person</i>		
43.68(e) <i>Legibility Of records</i>		
43.68(f)(1)-(2) <i>Alteration/Erasure of records</i>		
<b>145.116 Safety Management System (CAR 100 refers)</b>		



<b>145.117 Internal Quality Assurance</b>		
145.116 & 100.53 <i>Safety policy and procedures</i>		
145.117 & 100.107(b)(1) <i>Quality indicators</i>		
145.117 & 100.107(b)(3) <i>Corrective actions</i>		
145.117 & 100.107(b)(4) <i>Preventative action</i>		
145.117 & 100.103(a)(1) <i>Audit programme</i>		
145.117 & 100.105 & 100.107(b)(5) <i>Management review of effectiveness of QMS</i>		
145.117 & 100.107(b)(6)-(7) <i>Identify root causes &amp; Quality improvement projects</i>		
145.117 & 100.103(a)(3)(i) <i>Appointment, Qualifications &amp; training standards</i>		
145.117 & 100.103(a)(2) <i>Frequency of audits at 12 months</i>		
145.117 & 100.109(a) <i>Non-punitive/No blame culture</i>		
145.117 & 100.109(b) <i>Just culture</i>		

<b>Part 12 Occurrence Reporting</b>		
12.55(a)(4) <i>Notification of defect Incident</i>		
12.55(d)(2)		



Notification of Defect Incident, refer Appendix A(b)		
12.57(a)(1) <i>Persons to submit details of incident</i>		
12.57(b)(1)-(2) <i>Form CAA005 OR by other means Acceptable to the Director</i>		
12.59(1) <i>Conducting the Investigation to identify the facts (Subject to section 248(3) of the Act)</i>		
12.59(2) <i>Submit report to CASA PNG within 90 days</i>		
12.59(3) <i>Advise the CASA PNG of any actions Taken.</i>		
12.103(a) <i>Preservation of all records for all serious incident or accident</i>		
12.105 <i>Retention of defective products and components that involve defect incident</i>		
<b>List any other rules complied with:</b>		

CASA Use

Assessed By:

Work Request:



Date received:

Date accepted:

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 3	13 November 2018
43	General Maintenance Rules	Amendment 3	13 November 2018
100	SMS/QMS	Amendment 1	01 May 2017
145	Aircraft Maintenance Organisation-Certification	Amendment 3	08 November 2018

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