

Part 139 Compliance Matrix

The rule references in this compliance matrix have been extracted from the Civil Aviation Rules system as the minimum compliance requirements for an applicant for the issue or renewal of a Part 139 Aerodrome Certificate.

A completed compliance matrix must be submitted by the applicant for both 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 allowing the quick location of required policies or procedures in the applicant's exposition manual suite.

All Civil Aviation 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 as such. 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 must be completed by every applicant for a Part 139 Aerodrome 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 (ü) are not acceptable.**

The completed matrix should accompany the exposition documents and preferably be included as a component of the exposition. 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 CAA in cross-referencing requirements.

Transition Provisions

Some of the rule references shown are affected by the Transitional Provisions shown in Parts 139.551, 139.553, or 139.555. These are annotated with the letters '**TP**'. Reference should be made to the applicable rule part to determine if these are to be included.

General Manual Layout and Distribution

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 CAA and how you will manage amendments?

Manual binders: 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.

Applicant:

Participant ID:

Manuals Submitted:

Rev.:

Dated:

	Applicant's Comments	CAA Comments (for CAA 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: <ul style="list-style-type: none"> (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	CAA Review & Comments (for CAA use only)
139.77 Exposition		
139.77(a)(1)(i)-(ii) <i>CE statement</i>		
139.77(a)(1A)(i) TP [100.3(b) <i>SMS documentation</i>]		
139.77(a)(1A)(ii) TP [100.3(b) <i>SMS implementation plan</i>]		
139.77(a)(2) <i>List of senior persons required by Part 139.55(a)(1)&(2)</i> TP		
139.77(a)(3)(i) <i>Responsibility to deal directly with CAA</i>		
139.77(a)(3)(ii) TP <i>Responsibilities for SM</i>		
139.77(a)(4) <i>Organisation chart</i>		
139.77(a)(5) <i>Limitations established by 139.53</i>		
139.77(a)(6) <i>Any exemptions</i>		
139.77(a)(6A) TP <i>Lines of safety responsibility</i>		
139.77(a)(22) <i>Control of exposition</i>		
139.127 <i>Changes to</i>		

organisation		
139.77(a)(7) Aerodrome emergency plan and 139.77(a)(16) maintenance of the emergency plan 139.57 and 139.109		
139.57(b)(1) <i>Types of emergencies planned for</i>		
139.57(b)(2) <i>Prompt response to those emergencies</i>		
139.57(b)(3) <i>Sufficient detail to provide guidance</i>		
139.57(b)(4) <i>Agencies and responsibilities</i>		
139.57(b)(5) <i>For int'l aerodromes description - 139.5(aa)(1)- of the Ops centre and command post</i>		
139.57(b)(6) <i>Description and location of equip.</i>		
139.57(b)(7) <i>Names and tel No.</i>		
139.57(b)(8) <i>Grid map</i>		
139.57(c)(2) <i>Co-ordination</i>		
139.109(1) <i>Personnel familiar and trained</i>		
139.109(2)(i)-(ii) <i>Plan tested</i>		
139.109(3) <i>Plan reviewed</i>		

139.77(a) (8) Rescue and firefighting 139.59, 139.61, 139.63, 139.65 and 139.111		
139.59(a)-(c) <i>Category determination</i>		
139.61 <i>Description of extinguishing agents</i>		
139.63(a)-(d) <i>Description of vehicles</i>		
139.65(1) <i>Personnel equipped with adequate equip.</i>		
139.65(2) <i>Personnel trained, fit and competent</i>		
139.65(3) <i>Recurrent training</i>		
139.65(4) <i>Sufficient numbers and available</i>		
139.65(5) <i>Alerting system</i>		
139.111(c)(1) <i>Procedures and authority for reduction in capability</i>		
139.111(c)(2) <i>Procedures for recall</i>		
139.111(c)(3) <i>Information to AIS when reducing</i>		
139.111(e) <i>Preventive maint.</i>		
139.77(a) (9) Public protection 139.69		
139.69(a)-(b)		

Description of safeguards against entry		
139.77(a)(10) Wildlife hazard management 139.71		
139.71 Environmental management pgme.		
139.77(a)(11) Notification of aerodrome data and information 139.73		
Refer requirements of Rule Part 175		
139.73(1) Notification to AIS of data and information		
139.73(2) Notification of limitations		
139.73(3) Notification of changes		
100.3 Safety Management / 139.75 Internal quality assurance		
139.75 TP System for safety management		
100.3(a)(1) TP Safety policy		
100.3(a)(2) TP Risk management process		
100.3(a)(3)(i) TP Hazard etc. reporting		
100.3(a)(3)(ii) TP Safety improvement goals and measures		
100.3(a)(3)(iii) TP		

Quality assurance		
100.3(a)(4) TP Training		
100.3(b) TP SM documentation		
100.3(c) TP Adequacy of SMS		
139.557 Transitional internal QA TP		
139.77(a)(13) Aerodrome maintenance programme 139.103		
139.103(a) Maint. programme		
139.103(b) Condition of surface of paved areas		
139.77(a)(14) Visual aids for navigation - maintenance and checking 139.105		
139.105(1) Reliable and accurate		
139.105(2) Percentage of allowable outages		
139.105(3) Restore to service		
139.77(a)(15) Works on aerodrome 139.76A		
139.107 Procedures		
139.77(a)(17) Aerodrome inspection programme 139.117		
139.117(1) Establish a programme		

139.117(2) <i>Equipment</i>		
139.117(3) <i>Procedures for qualified personnel</i>		
139.117(4) <i>Reporting system</i>		
139.77(a)(18) Control of ground vehicles		
139.119		
139.119 (c)(1) <i>Access limited</i>		
139.119(c)(2)(i)-(iii) <i>[with control service] Procedures for access and operation incl. two-way comm.</i>		
139.119(c)(3) <i>[no control service] Procedures for control by signs or signals</i>		
139.119(c)(4) <i>Personnel familiarity and compliance</i>		
139.77(a)(19) Limitation of aircraft operations under unsafe Conditions		
139.125		
139.125(a) <i>Procedures for restricting A/C ops</i>		
139.125(a) <i>Ops not conducted in unsafe areas</i>		
139.51 Aerodrome design requirements		
139.51(a)-(c) <i>Aerodrome design requirements</i>		
139.51(d) <i>Compliant with</i>		

Appendix C,D,E,F,G,H		
139.55 Personnel requirements		
139.55(a)(4) <i>Assessing and maintaining competence</i>		
139.113 Aerodrome aircraft traffic management		
139.113 <i>Provision of flight information service</i>		
139.115 Apron management service		
139.115(a) <i>Appropriate management service</i>		
139.115(b) <i>Transition of A/C between services</i>		
139.121 Protection of navigation aids		
139.121(1)-(2) <i>Protection of navigation aids</i>		
139.77(a)(20) Security requirements		
139.77(a)(21) Security training programme		
139.203 Security designated aerodromes and 139.205 Non-security designated aerodromes		
139.203(b)(1) <i>Barrier safeguards incident</i>		
139.203(b)(2) <i>Control of ducts, drains or tunnels</i>		
139.203(c) <i>Construction and height of barriers</i>		
139.203(d)(1) <i>Isolated A/C parking position</i>		

139.203(d)(2) <i>Lighting on A/C parking area</i>		
139.203(d)(3) <i>Lighting on isolated A/C parking area</i>		
139.203(d)(4)(i) [International] <i>Areas for screening</i>		
139.203(d)(4)(ii) <i>Sterile areas</i>		
139.203(d)(4)(iii) <i>Areas for separation of arriving/departing</i>		
139.203(d)(4A) <i>Security enhanced areas</i>		
139.203(d)(5) [Domestic] <i>Areas for screening</i>		
139.203(d)(6)(i)-(iv) <i>Control of concession areas</i>		
139.203(d)(7) <i>Designation for access control measures</i>		
139.203(d)(8) <i>Security training programme and procedures, incl.</i>		
139.203(e)(1) <i>Segments for initial and recurrent training</i>		
139.203(e)(2) <i>Knowledge testing or competency assess.</i>		
139.203(f)(1) <i>Segments include</i>		

<i>acceptable syllabus</i>		
139.203(f)(2) <i>Structured and coordinated</i>		
139.203(g) <i>Recurrent training within 3 years</i>		
139.203(d)(9) <i>Procedures re breaches and deficiencies</i>		
139.203(d)(10) <i>Security of services</i>		
139.203(d)(11) <i>Signage</i>		
139.203(d)(12)(i)-(ii) <i>Procedures to deal with unauthorised vehicles</i>		
139.205(a)(1) <i>Contingency plan for security areas</i>		
139.205(a)(2) <i>Compliance with 139.203(d)(2), (3), and (9)</i>		
139.205(b)(1) <i>Security awareness group</i>		
139.205(b)(2) <i>Yearly meeting</i>		
139.205(c) <i>Security training programme and procedures, incl.</i>		
139.205(d)(1) <i>Segments for initial and recurrent training</i>		
139.205(d)(2)		

Knowledge testing or competency assess.		
139.205(e)(1) Segments include acceptable syllabus		
139.205(e)(2) Structured and coordinated		
139.205(f) Recurrent training within 3 years		
Part 12 Occurrence Reporting		
12.55(a)(6) Notification of aerodrome incident		
12.55(d)(7) [App A(g)] Required information		
12.57(a)(1) Provide details		
12.57(b)(1)-(3) Means of providing details		
12.59(1) Conduct investigation		
12.59(2)(i)-(iii) Submit report to CAA		
12.59(3) Preventive action		
List any other rules complied with:		

CAA Use

Assessed By:

Work Request:

Date received: DD / MM / YYYY Date accepted: DD / MM / YYYY

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 9	24 September 2015
100	Safety Management	Amendment 1	1 February 2016
139	Aerodromes – Certification, Operation and Use	Amendment 12	1 February 2016
175	Aeronautical Information Services Organisations	Amendment 7	1 February 2016

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