

Part 145 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 145 Aircraft Maintenance Organisation 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, by helping to ensure that every applicable rule requirement has been addressed in the exposition, and potentially reduce the cost of certification allowing by 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 shall be included unless they are not applicable to the operation, in which case they should be annotated as not applicable. 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 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. Where the applicant does not meet the rule requirement or deems it to be not applicable, an explanation as to why 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 on Subpart D of Part 145. These are annotated with the highlighted letters **TP**. Reference should be made to the subpart to determine if these rule parts 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 method 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: (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)
145.67 Exposition		
145.67(a)(1)(i) <i>CE statement</i>		
145.67(a)(1)(ii) <i>CE statement</i>		
145.67(a)(1A)(i) [100.3 (b)] <i>Documentation required for SMS</i> TP		
145.67(a)(1A)(ii) <i>Implementation plan for SMS</i> TP		
145.67(a)(2) [145.51(a)(1)&(2)] TP <i>List of senior persons</i>		
145.67(a)(3)(i) <i>Responsibility to deal directly with the CAA</i>		
145.67(a)(3)(ii) TP <i>Duties and responsibilities</i>		
145.67(a)(3)(ii) <i>Responsibilities for safety management</i> TP		
145.67(a)(4) <i>Organisation chart</i>		
145.67(a)(5) <i>Locations and facilities</i>		
145.67(a)(6) [145.51(a)(3)] <i>Staffing structure</i>		

145.67(a)(6A) Lines of safety responsibility TP		
145.67(a)(7) Scope of work		
Procedures 145.67(a)(8)(i)-(xvi)	<i>For all exposition-based procedures use 145.51, 145.52, 145.55, 145.59, 145.60, 145.61 and 145.63 sections below</i>	
145.67(a)(9)&(10) Facilities	<i>For all exposition-based facility requirements use 145.53 section below</i>	
145.67(a)(11) Revoked TP	<i>For all exposition-based QA requirements use 145.155 transitional internal quality assurance</i>	
145.67(a)(12) Control of exposition		
145.67(a)(13) Procedures for training under E1 rating		
145.67(a)(14) Changes to scope		
145.67(a)(15) Issuing release notes under 'S' rating [145.11(13) to (15)]		
145.105 Changes to organisation		
145.51 Competency		
145.51(b)(1) Assessing and maintaining competence		
145.51(b)(2) Written authorisation		

145.52 Duty Time Limitations		
145.52 <i>Duty time limitations</i>		
145.53 Facility Requirements		
145.53(b)(1) <i>Office</i>		
145.53(b)(2)(i) <i>Weather protection</i>		
145.53(b)(2)(ii) <i>Segregation of work areas</i>		
Storage facilities		
145.53(b)(3)(i) <i>Security of serviceable items</i>		
145.53(b)(3)(ii) <i>Segregation of items</i>		
145.53(b)(3)(iii) <i>Prevention of deterioration</i>		
145.53(c) <i>Environmental requirements</i>		
145.55 Equipment, Tools and Material		
145.55(1) <i>Access to equipment, tools, and material</i>		
145.55(2) <i>Control and calibration</i> [AC43-13]		
145.59 Control of Material, Parts and Assemblies		
145.59(b)(1) <i>Inspection</i>		
145.59(b)(2) <i>Non-conforming parts</i>		

145.59(b)(5) <i>Identification, handling and storage</i>		
145.59 Maintenance Procedures		
145.59(b)(3)(i) <i>Techniques and practices</i>		
145.59(b)(3)(ii) <i>Contractual obligations</i>		
145.59(b)(3)(iii) <i>Maintenance at other locations</i>		
43.205 <i>Certifying conformity of major modifications and repairs</i>		
43.207(a)-(c) <i>Documenting conformity</i>		
145.59 Sub-Contracting Procedures		
145.59(b)(4)(i) <i>Identification in exposition</i>		
145.59(b)(4)(ii) <i>Compliance with exposition</i>		
145.59 Certification Procedures		
145.59(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(a)(2)(i)&(ii) <i>DSI carried out</i>		
43.113(b)(1) <i>Person to certify RTS</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)-(4) <i>Conditions for EPC</i>		
43.115(b)(1)&(2) <i>Details of EPC</i>		
43.203(a)(1)-(3) <i>Person to sign</i>		
145.59(b)(7) <i>Issue of CAA Form One</i>		
145.59 Documentation Control Procedures		
145.59(a) <i>Availability of documentation</i>		
145.59(b)(8)(i) <i>Reviewed and authorised</i>		
145.59(b)(8)(ii) <i>Availability at locations</i>		

145.59(b)(8)(iii) <i>Removal of obsolete data</i>		
145.59(b)(8)(iv) <i>Changes reviewed and authorised</i>		
145.59(b)(8)(v) <i>identification of revision status</i>		
145.59(b)(9) <i>Availability to the Director</i>		
145.60 Authorisation Procedures		
145.60(a)(1) [43.51(a)(3)] <i>Perform and supervise</i>		
145.60(a)(2) [43.101(a)(3)] <i>Certify for RTS</i>		
145.60(a)(3) <i>Certify conformity</i>		
145.60(b)(1) <i>Rated LAME</i>		
145.60(b)(2) <i>LAME in appropriate category</i>		
145.60(b)(3) <i>CASA rated LAME</i>		
145.60(b)(4) <i>Certificate of maintenance approval</i>		
145.60(b)(5)(i)-(ii) <i>Maintenance outside NZ</i>		
145.60(b)(6) <i>Limited authorisation</i>		

145.60(b)(7) <i>Part 43 Appendix A.1 trained and authorised</i>		
Components 145.60(c)(1) <i>Training course or examination for component RTS</i>		
145.60(c)(2) <i>36 months practical experience</i>		
145.60(c)(3) <i>6 months supervised experience</i>		
145.60(d)(1) <i>Training by 145 MOC with E1 rating</i>		
145.60(d)(2) <i>Training by 141 or 147 TOC</i>		
145.60(d)(3) <i>Manufacturer training</i>		
145.60(d)(4) <i>Training approved by ICAO NAA</i>		
Examination 145.60(e)(1)(i) <i>Familiarity</i>		
145.60(e)(1)(ii) <i>Technical competence</i>		
145.60(e)(1)(iii) <i>Training course for EDTO [121.407]</i>		

Conformity of major modifications and repairs		
145.60(e)(2)(i) <i>Authorisation holder</i>		
145.60(e)(2)(ii) <i>Training course</i>		
145.60(e)(2)(iii) <i>Examination</i>		
145.60(f)(1) <i>Recent experience req. of 66.57 and 66.207</i>		
145.60(f)(2) <i>Refresher training course for EDTO [121.407]</i>		
145.60(g) <i>Equal or lesser privileges</i>		
43.67(1)&(2) <i>NDT [AC43-8]</i>		
145.61 Continued Airworthiness		
145.61(a)(1)(i) <i>Advise design organisation</i>		
145.61(a)(1)(ii) <i>Advise operator</i>		
145.61(a)(2) <i>Advise the CAA [ref Part 12 below]</i>		
145.61(b) <i>Procedure to advise owner</i>		
145.63 Records		
145.63(a) <i>Control procedures</i>		

145.63(b)(1) <i>Personnel records</i>		
145.63(b)(2) <i>Aircraft and components</i>		
145.63(b)(3) <i>Calibration</i>		
145.63(b)(4)(i) <i>Legible and permanent</i>		
145.63(b)(4)(ii) <i>Availability to operator</i>		
145.63(b)(4)(iii) <i>Retention period</i>		
145.63(b)(4)(iv) <i>Records made available to Director</i>		
43.55(1)&(2)(i)-(ii) <i>Recording of overhaul</i>		
43.69(a)(1)-(7) <i>Information required on completion of maint</i>		
43.69(b)(1)-(2) <i>Summary in maint logbook</i>		
43.69(c)(1)-(3) <i>Record of rectification of defect or inspection in tech log</i>		
43.69(c)(1)-(3) <i>Record of rectification of defect or inspection in tech log</i>		
43.69(d)(1)-(4) <i>Details of person</i>		
43.69(e)(1)-(2) <i>TIS recorder</i>		

43.69(f) <i>Records are accurate and legible</i>		
145.65 Safety Management (Refer rule 100.3)		
145.65 <i>Safety Management System TP</i>		
100.3(a)(1) <i>Safety policy TP</i>		
100.3(a)(2) <i>Process for risk management TP</i>		
100.3(a)(3)(i) <i>Internal reported and analysed TP</i>		
100.3(3)(ii) <i>Goals for improvement TP</i>		
100.3(3)(iii) <i>Quality assurance programme TP</i>		
100.3(4) <i>personnel training TP</i>		
145.68 Rating for issuing release notes (Use 24019/02 Part 19F Matrix as applicable)		
145.68(1) <i>Senior Person(s) responsible for functions in rules 19.317(a)(2)(i) to (iii)</i>		
145.68(2) <i>Facilities for supply activities 19.319</i>		

145.68(3) <i>Control procedures equivalent to 19.321</i>		
145.68(4) <i>Records to 19.323</i>		
145.155 Transitional internal quality assurance for maintenance organisation certificate holders and applicants		
145.155(b)(1) <i>Safety policy and procedures TP</i>		
145.155(b)(2) <i>Quality indicators TP</i>		
145.155(b)(3) <i>Corrective action TP</i>		
145.155(b)(4) <i>Preventive action TP</i>		
145.155(b)(5) <i>Audit programme TP</i>		
145.155(b)(6) <i>Management review TP</i>		
145.155(c) <i>Understood and implemented TP</i>		
Corrective action 145.155(d)(1) <i>Existing problems corrected TP</i>		
145.155(d)(2) <i>Follow up TP</i>		
145.15 (d)(3) <i>Procedure amended TP</i>		
145.155(d)(4) <i>Review of effectiveness TP</i>		

<p>Preventive action 145.155(e)(1) <i>Potential problems corrected</i> TP</p>		
<p>145.155(e)(2) <i>Follow up</i> TP</p>		
<p>145.155(e)(3) <i>Procedure amended</i> TP</p>		
<p>145.155(e)(4) <i>Review of effectiveness</i> TP</p>		
<p>Audit Programme 145.155(f)(1) <i>Frequency and location</i> TP</p>		
<p>145.155(f)(2) <i>Independent trained auditors</i> TP</p>		
<p>145.155(f)(3) <i>Audit report</i> TP</p>		
<p>145.155(f)(4) <i>Preventive and corrective actions</i> TP</p>		
<p>145.155(f)(5) <i>Follow up</i> TP</p>		
<p>Management Review 145.155(g)(1) <i>Frequency</i> TP</p>		
<p>145.155(g)(2) <i>Responsibility</i> TP</p>		
<p>145.155(g)(3) <i>Evaluation and recording of results</i> TP</p>		
<p>145.155(h) <i>Access to CEO</i> TP</p>		

Part 12 Occurrence Reporting		
12.55(a)(4) <i>Notification of defect incident</i>		
12.55(d)(2) [App A(b)] <i>Required information</i>		
12.55(e)(2)(i)-(ii) <i>EDTO defect incident</i>		
12.57(a)(1) <i>Provide details</i>		
12.57(b)(1)-(3) <i>Means of providing details</i>		
12.59(1) <i>Conduct investigation</i>		
12.59(2)(i)-(iii) <i>Submit report to CAA</i>		
12.59(3) <i>Preventative action</i>		
12.105 <i>Retention of defective products and components</i>		
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
19	Transitional Rules (For 19F Requirements)	Amendment 18	24 September 2015
43	General Maintenance Rules	Amendment 11	24 September 2015
100	Safety Management	Amendment 1	01 February 2016
145	Maintenance Organisation Certification	Amendment 13	01 February 2016
Other rules or advisory circulars referred to during the assessment by Inspector			