

## Part 108 Compliance Matrix

The Rule references in this compliance matrix have been extracted from the Civil Aviation Rules system as the minimum compliance requirements for a Part 108 Air Operator Security Programme as applicable to Part 119 and 129 Air Operators.

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 or 129 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 (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.

### General Manual Layout

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.

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?

**Applicant:**

**Client ID:**

**Manuals Submitted:**

**Rev.:**

**Dated:**

	<b>Applicant's Comments</b>	<b>CAA Comments (for CAA use only)</b>
Rule Compliance Matrix		
Company Statement page, signed by the Chief Executive [Not applicable to Part 129 FAOC applicants]		
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)
<b>108.51 Security Programme</b>		
108.51(1) <i>Contractual arrangements</i>		
108.51(2) <i>Person responsible for training</i>		
<b>Procedures</b> 108.51(3)(i)-(v)	<i>For all procedures use 108.53, 108.55, 108.57, 108.59 and 108.61 sections below</i>	
<b>108.53 Security Requirements - Domestic</b>		
108.53(b)(1) <i>Carriage of firearms as per 91.9</i>		
108.53(b)(2) <i>Danger minimisation after threat</i>		
108.53(b)(3) <i>Access to unattended aircraft</i>		
108.53(b)(4) <i>Access to security and operational areas</i>		
108.53(b)(5) <i>Security controls to baggage, cargo, etc</i>		
108.53(b)(6) <i>Flight with person in lawful custody</i>		
108.53(b)(7) <i>Baggage of passenger failing to board</i>		
108.53(b)(8) <i>Screening of passengers, crew and</i>		

carry on baggage [Ref. 108.63]		
108.53(b)(9) Screening of checked- in baggage [Ref. 108.63]		
108.53(b)(10) Temporary security measures		
108.53(b)(11) Entry to flight deck		
<b>Person in custody</b> 108.53(c)(1)-(3) Person in lawful custody is escorted		
108.53(c)(4) Notification of P-I-C senior FA		
108.53(c)(5) Alcoholic beverages		
108.53(c)(6) Metal utensils		
108.53(c)(7)&(8) Seating location		
108.53(c)(9) Ratio of person in custody to seating cap.		
<b>108.55 Security Requirements – International</b>		
108.55(b)(1) Carriage of firearms as per 91.9		
108.55(b)(2) Danger minimisation after threat		
108.55(b)(3) Access to unattended aircraft		

108.55(b)(4) <i>Access to security and operational areas</i>		
108.55(b)(5) <i>Temporary security measures</i>		
108.55(b)(6) <i>Security controls to baggage, cargo, etc</i>		
108.55(b)(7) <i>Flight with person in lawful custody</i>		
108.55(b)(8) <i>Transit or transfer passenger and carry on baggage</i>		
108.55(b)(9)(i)-(ii) <i>Carry-on items from transit flight</i>		
108.55(b)(10) <i>Security controls to baggage, etc moved within aerodrome</i>		
108.55(b)(11) <i>Screening of consignment</i>		
108.55(b)(12) <i>Screening of passengers, crew and carry on baggage</i> [Ref. 108.63]		
108.55(b)(13) <i>Baggage of passenger not on board</i>		
108.55(b)(14) <i>Pre-flight checks</i>		
108.55(b)(15) <i>Security control of baggage not from</i>		

<i>check-in counter</i>		
108.55(b)(16) <i>Screening of checked-in baggage</i> [Ref. 108.63]		
108.55(b)(17) <i>Authorised baggage</i>		
108.55(b)(18) <i>Entry to flight deck</i>		
108.55(c)(1)(i)&(ii) <i>Cargo received from RACA</i>		
108.55(c)(2) <i>Control of cargo not from RACA</i>		
108.55(c)(3) <i>Screening as per s. 77A or 77B</i>		
108.55(d) <i>Security controls req. of Part 109</i>		
108.55(d)(1) <i>109.53 facility requirements</i>		
108.55(d)(2) <i>109.55 cargo and mail security control procedures</i>		
108.55(d)(3) <i>109.59 authorisation procedures</i>		
108.55(d)(4) <i>109.61 procedures and register for a known customer</i>		
108.55(d)(5) <i>109.61 procedures and register for a known</i>		

<i>customer</i>		
108.55(d)(6) <i>109.63 training of personnel</i>		
108.55(d)(7) <i>109.65 cargo security incidents</i>		
108.55(d)(8) <i>109.67 records</i>		
<b>Person in custody</b>		
108.55(f)(1) <i>Person is escorted</i>		
108.55(f)(2) <i>No carriage of weapon</i>		
108.55(f)(3) <i>Restraining devices</i>		
108.55(f)(4) <i>Notification of P-I-C senior FA</i>		
108.55(f)(5) <i>Alcoholic beverages</i>		
108.55(f)(6) <i>Metal utensils</i>		
108.55(f)(7)&(8) <i>Seating location</i>		
108.55(f)(9) <i>Ratio of person in custody to seating cap.</i>		
108.55(g) <i>Domestic operator to comply with security programme</i>		
108.55(h)(i)(1) <i>Diplomatic mail</i>		
108.55(h)(i)(2) <i>Int'l transfer and transit</i>		

cargo or mail		
<b>108.57 Security Clearance of Flights</b>		
108.57 Security programme complied with		
<b>108.59 Training of Personnel</b>		
108.59(a)(1) Personnel tasked with programme procedures		
108.59(a)(2) Other personnel awareness		
108.59(a)(3) Training is structured and coordinated		
108.59(a)(4) Recurrent training every 3 years		
<b>Procedures</b> 108.59(b)(1) Segments for initial and recurrent training		
108.59(b)(2) Knowledge testing		
108.59(b)(3) Syllabi		
<b>108.60 Records</b>		
108.60(a)(1)-(2) Procedures for managing training records		
<b>108.61 Incident Notification [Part 12 Occurrence Reporting]</b>		
<p>If your organisation demonstrates compliance with this section of the rule in the operator's overall accident and incident reporting procedures, provide the reference to that section of the exposition here.</p> <p>If compliance is demonstrated in your organisation's security programme, provide the detailed security programme reference here.</p>		



108.61 Notification of security incident [Ref. Part 12]		
12.55(a)(5) <i>Notification of security incident</i>		
12.55(d)(8) [App A(e)] <i>Required information</i>		
12.57(a)(1) <i>Provide details</i>		
12.57(b)(1)-(3) <i>Means of providing details</i>		
12.59(1) Conduct investigation		
12.59(2)(i)-(iii) Submit report to CAA		
12.59(3) Preventive action		
<b>108.65 Air Security Programme Required</b>		
108.65(b)(1)-(2) <i>Security programme requirements for Australian AOC</i>		
<b>List any other rules complied with:</b>		

CAA 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 7	10 November 2011
19	Transition Rules	Amendment 16	01 April 2014
108	Air Operator Security Programme	Amendment 10	01 April 2014

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