

Part 129 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 129 Foreign Air Transport Operator Certificate.

For compliance with the security programme requirements please also use compliance matrix 24108/02 in addition to this matrix in your application.

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 129 Foreign Air Transport Operator Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual References* column. Do not insert actual portions of the exposition in this document. 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 be included as a component of the application. 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.

Applicant:

Participant ID:

Manuals Submitted:

Rev.:

Dated:

	Manual References	CAA Comments (for CAA use only)
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		

Rule reference	Manual References	CAA Review & Comments (for CAA use only)
129.63 Exposition		
<i>It is recommended applicants submit an exposition using the Exposition Template available in the Forms section of the CAA's public website under Part 129.</i>		
129.63(a)(1) <i>Senior persons in NZ</i>		
129.63(a)(2) <i>Senior persons holding responsibility</i>		
129.63(a)(3) <i>Duties and responsibilities</i>		
129.63(a)(4) <i>Scope of activities</i>		
129.63(a)(5) <i>Organisation chart</i>		
129.63(a)(6) <i>Staffing structure</i>		
129.63(a)(7) <i>Principal place of operation</i>		
129.63(a)(8) <i>Contacts within NAA</i>		
Procedures	<i>For all exposition-based procedures refer specific sections below</i>	
129.63(a)(9)(i)-(iii)		
129.63(a)(11) <i>Control of exposition</i>		
129.63(a)(12) <i>Other information</i>		
129.103 <i>Changes to organisation</i>		
129.13 Operations Specifications		
129.13(b)(1)		

Principal base of operations		
129.13(b)(2) Primary point of contact		
129.13(b)(3) NZ address for service		
129.13(b)(4) Business names		
129.13(b)(5) Type of aircraft used		
129.13(b)(6) Kinds of operations		
129.13(b)(7) Routes and areas of operation		
129.13(b)(8) Aerodromes and alternates		
129.13(b)(9) Exemptions		
129.13(b)(10) Other		
129.51 Authorisation		
129.51 Holder of AOC from ICAO State		
129.53 Proving Flights or Tests		
129.53 Flights or tests required by Director		
129.55 Reporting of Accidents and Incidents [Part 12 Occurrence Reporting]		
129.55 Procedures		
12.51(a)		

Notification of accident by PIC		
12.51(b)(1)-(14) Contents of notification		
12.53(a)(1)&(2) Means of notification		
12.53(b)&(c) Statement of details		
12.55(a)(1) Notification of aircraft or DG incident		
12.55(a)(4) Notification of defect incident		
12.55(a)(5) Notification of security incident		
12.55(a)(8) Notification of cargo security incident		
12.55(c) Airspace or bird incident		
12.55(d)(1) [App A(a)] Required information		
12.55(d)(2) [App A(b)] Required information		
12.55(d)(4) [App A(d)] Required information		
12.55(d)(5) [App A(e)] Required information		
12.55(d)(8) [App A(h)] Required information		
12.55(d)(9) [App A(i)] Required information		
12.57(a)(1)		

<i>Provide details</i>		
12.57(b) <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>		
129.57 Records - Personnel		
Procedures to maintain records		
129.57(1)(i) <i>Persons holding licence or rating</i>		
129.57(1)(ii) <i>Persons holding DCA delegation</i>		
129.57(1)(iii) <i>Persons exercising company authorisation</i>		
Records include details of		
129.57(2)(i) <i>Experience and qualification</i>		
129.57(2)(ii) <i>Scope, validity and currency</i>		
129.57(2)(iii) <i>DCA delegation</i>		
129.57(2)(iv) <i>Authorisations</i>		
129.57(3)(i) and (ii) <i>Retention of records</i>		

129.59 Records – Resources		
129.59(1) <i>Procedures to record details</i>		
129.59(2) <i>Retention of records</i>		
129.61 Security Programme		
<i>Applicable to operator proposing to carry 10 or more fare paying passengers</i>		
129.61 [129.63(a)(10)] <i>Security programme iaw Part 108</i>	Please use Part 108 Compliance Matrix form 24108/02	
Subpart C - Operating Requirements		
129.101(b)(2) <i>Hold at least 1 copy of exposition and Ops Specs</i>		
129.101(b)(4) <i>Exposition available to personnel</i>		
129.105 <i>ACAS II</i>		
129.107 <i>Aerodrome with RESA</i>		
129.109 <i>ELT</i>		
List any other rules complied with:		
Approval and Limitations		
<i>To further assist the CAA NZ in the assessment of your application, please indicate below which approval or documents your organisation currently holds that are relevant to operating to New Zealand.</i>		
<i>Simply make reference to where to find the documents / certificates in your exposition.</i>		
Current Air Operator Certificate		

ETOPS/EDTO Approval		
RVSM Compliance		
RNP Approval		
RNP-AR (Authorization Required) Approach Approval and Minima for Specific Approaches		
ADS-B Approval		
LVTO Approval and Minima		
ILS Cat II and Cat III Approval and Appropriate Minima		
ICAO Stage III Noise Compliance		
TCAS Fitted		
Current Certificate of Insurance		
National Aviation Authority Approval to Carry Dangerous Goods		
National Aviation Authority Approval for Wet Lease with Approved Destinations		
Limitations (if any)		

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 7	10 November 2011
129	Foreign Air Transport Operator	Amendment 7	25 March 2010

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