

## Part 119 / 135 Compliance Matrix – Maintenance Requirements – General Aviation Air Operator Certificate

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 135 General Aviation Air Operator Certificate.

This matrix is part of a series of matrices applicable to Part 135 General Aviation Air Operator requirements. It contains maintenance requirements only. VFR and IFR operations, dangerous goods and training are to be found in the other matrices and will need to be selected to suit the particular type of operation.

A completed set of compliance matrices 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 135 General Aviation 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 and Distribution

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:**

**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"> <li>(a) Company name</li> <li>(b) Name of the manual</li> <li>(c) Effective revision and date of the page</li> <li>(d) Page number</li> </ul>		
Index (not mandatory but desirable)		

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<b>Part 12 – Notification, Investigation and Reporting of Occurrences<sup>1</sup></b>		
12.55(a)(4) <i>Notification of defect incident</i>		
12.55(d)(2) <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) <i>Conduct investigation</i>		
12.59(2)(i)-(iii) <i>Submit report to CAA</i>		
12.59(3) <i>Preventative action</i>		
12.103(a) <i>Preservation of records</i>		
12.105 <i>Retention of defective products and components</i>		
<b>Part 43 – General Maintenance Rules</b>		
43.51(a)-(b) <i>Persons to perform maintenance</i> Incl. Appendix A.1		
43.51(c)(1)-(2) <i>Authorised person</i>		
43.53		

<sup>1</sup> Relating to defect incidents, identify in which manual the requirements are met if this has not already been addressed in the main operations matrix 24135/01 or 24135/03.

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<i>Performance of maint.</i>		
43.54 <i>Maint. under Part 145</i>		
43.69 <i>Maintenance records</i>		
43.101(a) <i>Persons to certify RTS</i>		
43.101(c) <i>Duty times</i>		
43.103 <i>Requirements for RTS</i>		
43.105 <i>Certifying RTS after maintenance</i>		
43.107 <i>Inoperative equipment</i>		
43.109 <i>Defects</i>		
43.113 <i>Duplicate safety insp.</i>		
43.115(b) <i>Engine perf. check</i>		
<b>Part 91 – General Operating and Flight Rules</b>		
91.111 <i>Documents to be carried</i>		
91.513 <i>VFR communication equipment</i>		
91.515 <i>Comm and nav equipment over water</i>		
91.517 <i>IFR instruments and</i>		

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<i>equipment</i>		
91.519 <i>IFR comm and nav equipment</i>		
91.537 <i>Inop. instruments and equipment</i>		
91.602 <i>Maint. before flight</i>		
<b>General maintenance requirements</b>		
91.603(a)(1)-(8) <i>General maint. requirements</i>		
<i>Aircraft software configuration management procedures</i> [Refer AC43-15 & AC91-18]		
91.603(b) <i>Airworthiness limitations</i>		
91.603(c)(1)&(2) <i>Overhaul intervals</i>		
91.603(d) <i>TBO escalation proc.</i>		
91.603(e) <i>Piston engine TBO</i>		
91.603(f) <i>Propeller TBO</i>		
<b>Maintenance programmes and schedules</b>		
91.605(a)(2) <i>Approved maint. prog.</i>		
91.605(b)(1) <i>Maintenance iaw maint. prog.</i>		

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
91.605(e)(1)-(10) <i>Test and inspection requirements</i>		
91.605(g)(1)-(4) <i>Other maint. prog. requirements</i>		
91.609(b)(1)&(2) Changes to Maint Prog and Sched		
91.611 <i>Insp. planning latitude</i>		
91.613 <i>Operational flight check</i>		
<b>Review of airworthiness (RoA)</b>		
91.615(a)(1)or(2) <i>RoA or airworthiness certificate</i>		
91.615(b)(3) <i>Part 135 maint. review</i>		
91.616 <i>Maintenance logbooks</i>		
91.617 <i>Maintenance records</i>		
91.619 <i>Technical log</i>		
91.621 <i>Transfer of maintenance records</i>		
91.623 <i>Retention of records</i>		
<b>Part 119 – Air Operator – Certification</b>		
119.101(b)(1)(iii) <i>Maintenance controller</i>		

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
119.101(b)(2) <i>Qualifications and experience</i>		
119.109(a) <i>Proc. for continued airworthiness</i>		
119.109(b) <i>Contract with maintenance provider</i>		
<b>Maintenance programme</b>		
119.111(b)(1) <i>Aircraft details</i>		
119.111(b)(2) <i>Instructions and procedures</i>		
119.111(b)(3) <i>Schedules</i>		
119.111(b)(4) <i>Aircraft induction</i>		
119.111(b)(5) <i>Trend analysis</i>		
119.111(b)(6) <i>All inspections performed</i>		
119.111(b)(7) <i>Recording defects</i>		
119.111(b)(8) <i>Rectifying or deferring defects</i>		
119.111(b)(9) <i>Varying inspection intervals</i>		
119.111(b)(10) <i>Retention of records iaw 91.623</i>		

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
119.113 <i>Documentation</i>		
119.115 <i>Records – personnel</i>		
<b>General aviation air operator exposition</b>		
119.125(a)(3)-(4) <i>Duties and resp. of maintenance controller</i>		
119.125(a)(5) <i>Main maint. base</i>		
119.125(a)(7) <i>Maint. procedures, prog. and provider</i>		
119.125(a)(9) <i>Ops in a foreign State</i>		
119.157 <i>Charter, cross-hire, and leasing of NZ registered aircraft</i>		
<b>Part 135 Air Operations – Helicopters and Small Aeroplanes</b>		
135.53 <i>Aircraft airworthiness</i>		
135.353(1)-(3) <i>Instruments and equipment general</i>		
135.353(4) <i>Approved MEL iaw 91.539</i>		
135.355 <i>Seating &amp; restraints</i>		
135.357 <i>Additional instruments</i>		
135.359 <i>Night flight equipment</i>		



Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
135.361 <i>IFR additional equip.</i>		
135.363 <i>Emergency equipment</i>		
<b>Option for maintenance</b>		
135.402(a)(1) <i>ARA iaw 91.615</i>		
135.402(a)(2) <i>Maint. review iaw 135.415</i>		
135.402(b) <i>ARA iaw 91.615</i>		
135.402(c) <i>Maint. org. for maint. review</i>		
135.402(d) <i>Maint. org. for large helicopters</i>		
135.403 <i>Resp. for airworthiness</i>		
135.405 <i>Condition monitored maint. prog.</i>		
135.415 <i>Maintenance review</i>		
<b>List any other rules complied with:</b>		

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 10	30 October 2017
43	General Maintenance Rules	Amendment 15	20 July 2018
91	General Operating and Flight Rules	Amendment 30	20 July 2018
119	Air Operator - Certification	Amendment 16	10 March 2017
135	Air Operations – Helicopters and Small Aeroplanes	Amendment 23	30 October 2017

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