

## Part 174 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 174 Aviation Meteorological Service Certificate.

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 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 174 Aviation Meteorological Service 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 in that shown 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 Part 174.151. These are annotated with the letters '**TP**'. Reference should be made to the rule part to determine if these are to be included.

## 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: (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>174.79 Exposition</b>		
174.79(a)(1)(i) <i>CE statement</i>		
174.79(a)(1)(ii) <i>CE statement</i>		
174.79(a)(1A)(i) <b>TP</b> [100.3(b)] <i>SMS documentation</i>		
174.79(a)(1A)(ii) <b>TP</b> <i>SMS implementation plan</i>		
174.79(a)(2) [174.51(a)(1)&(2)] <b>TP</b> <i>List of senior persons</i>		
174.79(a)(3)(i) <i>Duties and responsibilities</i>		
174.79(a)(3)(ii) <b>TP</b> <i>Responsibilities for safety management</i>		
174.79(a)(4) <i>Organisation chart</i>		
174.79(a)(5) [174.51(a)(3)] <i>Staffing structure</i>		
174.79(a)(5A) <b>TP</b> <i>Lines of safety responsibility</i>		
174.79(a)(6) <i>Meteorological services</i>		
174.79(a)(7)(i) <i>Location of meteorological offices</i>		

174.79(a)(7)(ii) <i>Location of facilities</i>		
174.79(a)(7)(iii) <i>Services provided</i>		
174.79(a)(7)(iv) <i>Locations and airspaces covered</i>		
174.79(a)(8) [174.59(a)(1)&(2)] <i>Output information and standards and formats</i>		
<b>Procedures and systems</b> 174.79(a)(9)(i)-(xiv)	<i>For all exposition-based procedures and systems use 174.51, 174.53, 174.55, 174.57, 174.59, 174.61, 174.63, 174.65, 174.67, 174.69, 174.71, 174.73, 174.75 and 174.77 sections below</i>	
174.79(a)(10) <i>Control of exposition</i>		
174.109 <i>Changes to organisation</i>		
<b>174.51 Competence</b>		
174.51(b)(1)(i)&(ii) <i>Assessing competence</i>		
174.51(b)(2) <i>Maintaining competence</i>		
174.51(b)(3) <i>Written authorisation</i>		
<b>174.53 Site Requirements</b>		
174.53(1)(i) <i>Security measures</i>		
174.53(1)(ii) <i>Powers supplies and continuity</i>		
174.53(2) <i>Remote facilities</i>		

<b>174.55 Communication Requirements</b>		
174.55(a) <i>Establish systems and procedures</i>		
174.55(b) <i>Handling volume and nature of information</i>		
<b>174.57 Input Requirements</b>		
174.57(b)(1) <i>Continuing access to information</i>		
174.57(b)(2) <i>Display and briefing resources</i>		
174.57(b)(3) <i>Observing systems</i>		
174.57(b)(4) <i>Meteorological info for watch service</i>		
174.57(b)(5) <i>Meteorological info for preparation of climatological info</i>		
<b>174.59 Output Requirements</b>		
174.59(a)(1) <i>Output meteorological info</i>		
174.59(a)(2) <i>Standards and formats</i>		
174.59(b) <i>Compliance with standards and formats</i>		
<b>174.61 Facility Requirements</b>		
174.61 <i>Electronic data processing facilities</i>		

<b>174.63 Documentation</b>		
174.63(a) <i>Availability</i>		
174.63(b)(1) <i>Reviewed and authorised</i>		
174.63(b)(2) <i>Availability at locations</i>		
174.63(b)(3) <i>Removal of obsolete documentation</i>		
174.63(b)(4) <i>Changes reviewed and authorised</i>		
174.63(b)(5) <i>Identification of revision status</i>		
<b>174.65 Verification, Periodic Inspection, Testing and Calibration</b>		
174.65(a)(1) <i>Routine verification of information</i>		
174.65(a)(2) <i>Periodic inspection of offices</i>		
174.65(a)(3) <i>Periodic inspection of facilities</i>		
174.65(b)(1) <i>Systems capability and integrity</i>		
174.65(b)(2) <i>Appropriate equipment and systems for offices</i>		

174.65(b)(3) <i>Appropriate test equipment and systems</i>		
174.65(b)(4) <i>Precision and accuracy of test equipment and systems</i>		
174.65(b)(5) <i>Calibration and configuration of sensing facilities</i>		
<b>174.67 Release of Meteorological Information</b>		
174.67(a)(1) <i>Release of information</i>		
174.67(a)(2) <i>Placing facilities into operational service</i>		
174.67(b) <i>Authorised persons</i>		
<b>174.69 Notification of Meteorological Office and Facility Status</b>		
174.69(b)(1) <i>Operational info to AIS</i>		
174.69(b)(2) <i>Status changes by NOTAM</i>		
<b>174.71 Meteorological Information Check after Accident or Incident</b>		
174.71(a) <i>Checking adequacy, accuracy and timeliness of info</i>		
174.71(b)(1) <i>Checks carried out ASAP</i>		
174.71(b)(2) <i>Info in secure location</i>		

<b>174.73 Malfunctions and Erroneous Information</b>		
174.73(1) <i>Erroneous information</i>		
174.73(2) <i>Detected malfunctions</i>		
174.73(3) <i>Notification of users</i>		
174.73(4) <i>Notification of Director</i>		
174.73(5) <i>Malfunction status reports</i>		
<b>174.75 Records</b>		
174.75(b)(1) <i>Record of input info</i>		
174.75(b)(2) <i>Record of output info</i>		
174.75(b)(3) <i>Retention period</i>		
174.75(b)(4) <i>Offices and facilities</i>		
174.75(b)(5) <i>Equipment and systems</i>		
174.75(b)(6) [Part 12] <i>Erroneous information and malfunctions</i>		
174.75(b)(8) <i>Personnel records</i>		
174.75(b)(9) <i>Legible and permanent</i>		
174.75(b)(10) <i>Retention period</i>		



<b>174.77</b>		
<b>100 Safety Management</b>		
174.77 <b>TP</b> <i>System for safety management</i>		
100.3(a)(1) <b>TP</b> <i>Safety policy</i>		
100.3(a)(2) <b>TP</b> <i>Risk management process</i>		
100.3(a)(3)(i) <b>TP</b> <i>Hazard etc. reporting, analysis and action</i>		
100.3(a)(3)(ii) <b>TP</b> <i>Goals</i>		
100.3(a)(3)(iii) <b>TP</b> <i>Quality assurance</i>		
100.3(a)(4) <b>TP</b> <i>Training</i>		
100.3(b) <b>TP</b> <i>Documentation</i>		
100.3(c) <b>TP</b> <i>Adequacy of SMS</i>		
<b>174.153 Internal Quality Assurance</b>		
174.153(a) <b>TP</b> <i>Procedures</i>		
174.153(b) <b>TP</b> <i>Access to CEO</i>		
<b>Part 12 Occurrence Reporting</b>		
12.55(a)(3) <i>Notification of facility malfunction incident</i>		

12.55(a)(7) <i>Notification of information incident</i>		
12.55(d)(3) [App A(c)] <i>Required information</i>		
12.55(d)(6) [App A(f)] <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>		
<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 9	24 September 2015
100	Safety Management	Amendment 1	1 February 2016
174	Aviation Meteorological Service Organisations – Certification	Amendment 4	1 February 2016

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

