

Part 175 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 175 Aeronautical Information Services 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 175 Aeronautical Information Services 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.

Transition Provisions

Some of the rule references shown are affected by the Transitional Provisions shown in Part 175.301. 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: <ul style="list-style-type: none"> (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)
175.69 Exposition		
175.69(a)(1)(i) <i>CE statement</i>		
175.69(a)(1)(ii) <i>CE statement</i>		
175.69(a)(1A)(i) TP [100.3(b)] <i>SMS documentation</i>		
175.69(a)(1A)(ii) TP <i>SMS implementation plan</i>		
175.69(a)(2) [175.51(a)(1)&(2)] TP <i>List of senior persons</i>		
175.69(a)(3)(i) <i>Duties and responsibilities</i>		
175.69(a)(3)(ii) TP <i>Responsibilities for safety management</i>		
175.69(a)(4) <i>Organisation chart</i>		
175.69(a)(5) [175.51(a)(3)] <i>Staffing structure</i>		
175.69(a)(5A) TP <i>Lines of safety responsibility</i>		
175.69(a)(6) <i>Information services</i>		
Pre-flight services 175.69(a)(7) [175.55(1)] <i>Geographic area</i>		

[175.55(2)] <i>Aerodromes, air routes</i>		
175.69(a)(8) [175.103(b)(1)] <i>Location and address of office for interchange of IAIP</i>		
175.69(a)(8) [175.105(1)] <i>Location and address of office for NOF</i>		
175.69(a)(9) [175.57(a)(1)] <i>Format and standards of information</i>	<i>For all exposition-based documentation requirements use 175.57 section below</i>	
175.69(a)(10)(i)-(vii)	<i>For all exposition-based procedures use 175.51, 175.57, 175.59, 175.61, 175.63, 175.65 and 175.67 sections below</i>	
175.69(a)(11) <i>Control of exposition</i>		
175.109 <i>Changes to organisation</i>		
175.51 Competence		
175.51(b)(1) <i>Assessing competence</i>		
175.51(b)(2) <i>Maintaining competence</i>		
175.51(b)(3) <i>Written authorisation</i>		
175.53 Facility Requirements		
175.53(1) <i>Appropriate</i>		
175.53(2) 175.103(b) <i>Office for interchange of IAIP</i>		

175.105(4)(i) <i>NOF connected to AFTN</i>		
175.105(4)(ii) <i>Printed communication</i>		
175.105(4)(iii) <i>Issue and receipt of NOTAM</i>		
175.55 Scope of Pre-Flight Information Service		
175.55(1) <i>Specify geographic area</i>		
175.55(2) <i>Specify aerodromes, air routes</i>		
175.57 Documentation		
175.57(a)(1) <i>Documentation of format and standard</i>		
175.57(a)(2) <i>Circumstances of use</i>		
175.57(a)(3) <i>Availability of documentation</i>		
175.57(b)(1) <i>Reviewed and authorised</i>		
175.57(b)(2) <i>Availability at locations</i>		
175.57(b)(3) <i>Removal of obsolete documentation</i>		
175.57(b)(4) <i>Changes reviewed and approved</i>		

175.57(b)(5) <i>Identification of revision status</i>		
175.59 Collection of Information		
175.59(b)(1) <i>Information obtained</i>		
175.59(b)(2)(i)&(ii) <i>Information obtained from other States</i>		
175.59(b)(3) & (2)(i) <i>Timely provision of information within NZZO</i>		
175.59(b)(3) & (2)(ii) <i>Timely provision of information on routes</i>		
175.59(b)(4) <i>Information certified as accurate</i>		
175.59(c) <i>NOTAM effectivity</i>		
175.61 Publication of Aeronautical Information		
175.61(b)(1) <i>Checked for accuracy</i>		
175.61(b)(2) <i>Edited, published, disseminated</i>		
175.61(b)(2)(i) <i>Applicable format</i>		
175.61(b)(2)(ii) <i>Per sub-Parts D, E, F</i>		
175.61(b)(2)(iii) <i>Format appropriate</i>		
175.61(b)(3) <i>Identified as published under authority of cert</i>		

175.61(b)(4) <i>AI from other States identified</i>		
175.61(b)(5) <i>Uncertified info (59.b4) identified as unverified</i>		
175.61(b)(6) <i>Permanent changes coordinated</i>		
175.61(b)(7) <i>Temporary info reviewed</i>		
175.61(b)(8) <i>English used</i>		
175.61(b)(9) <i>Place names reflect local usage</i>		
175.61(b)(10) <i>Units of measurement</i>		
175.61(b)(11)(i) <i>Abbreviations appropriate</i>		
175.61(b)(11)(ii) <i>Abbreviations facilitate dissemination</i>		
175.61(b)(12) <i>Published AI available to other States</i>		
175.61(b)(13)(i) <i>Suitalbe for flight ops</i>		
175.61(b)(13)(ii) <i>Suitalbe for ATS</i>		
175.61(c)(1) <i>Published i.a.w AIRAC system</i>		
175.61(c)(2) <i>AIRAC identification</i>		

175.61(c)(3) <i>Timely distribution</i>		
175.61(c)(4) <i>Changes to information</i>		
175.61(c)(5) <i>AIP Supplement to reference NOTAM S/N</i>		
175.61(c)(6) <i>NOTAM originated for AIP amdt or SUP</i>		
175.61(c)(6)(i) <i>Same effective date</i>		
175.61(c)(6)(ii) <i>In force for 14 days</i>		
175.61(c)(7) <i>NIL notification</i>		
175.61(c)(8) <i>NOTAM originated for early amdt or SUP</i>		
175.63 Error Correction in Published Information		
175.63(b)(1) <i>Appropriate error correction</i>		
175.63(b)(2) <i>Correction identified</i>		
175.63(b)(3) <i>Error source Identified and eliminated</i>		
175.63(b)(4) <i>Notification</i>	<i>Refer Part 12 section below</i>	
175.65 Records		
175.65(b)(1) <i>Identified by S/N, verified, authenticated</i>		

175.65(b)(2) <i>Authorised persons</i>		
175.65(b)(3) <i>Error correction</i>		
175.65(b)(5) <i>Legible and permanent</i>		
175.65(b)(6) <i>Retention period</i>		
175.67		
100 Safety Management		
175.67 TP <i>System for safety management</i>		
100.3(a)(1) TP <i>Safety policy</i>		
100.3(a)(2) TP <i>Risk management process</i>		
100.3(a)(3)(i) TP <i>Hazard etc. reporting, analysis and action</i>		
100.3(a)(3)(ii) TP <i>Goals</i>		
100.3(a)(3)(iii) TP <i>Quality assurance</i>		
100.3(a)(4) TP <i>Training</i>		
100.3(b) TP <i>Documentation</i>		
100.3(c) TP <i>Adequacy of SMS</i>		
175.303 Internal Quality Assurance		

175.303(a)(1) TP <i>Level to be achieved</i>		
175.303(a)(2) TP <i>Internal review plan</i>		
175.303(a)(3) TP <i>Persons conducting reviews</i>		
175.303(a)(4) TP <i>Recording and reporting findings</i>		
175.303(a)(5) TP <i>Quality indicators</i>		
175.303(a)(6) TP <i>Senior person responsibilities</i>		
175.303(a)(7) TP <i>Rectifying deficiencies</i>		
175.303(a)(8) TP <i>Documentation</i>		
175.303(b) TP <i>Access to CEO</i>		
Part 12 Occurrence Reporting		
12.55(a)(7) <i>Notification of promulgated information incident</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) Submit report to CAA		
12.59(3) Corrective action		
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
100	Safety Management	Amendment 1	1 February 2016
175	Aeronautical Information Service Organisations – Certification	Amendment 7	1 February 2016

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