

### Part 147 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 147 Maintenance Training Organisation 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 the quick location of required policies and/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 their 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 147 Maintenance Training Organisation 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

**Hard copy exposition:** 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? Note: This may inhibit the 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?

**Note:** This document contains three matrices:

- one for standard maintenance training organisation certificate, and
- one for safety management systems on page 7, and
- the other for restricted maintenance training organisation certificate on page 6.

**Applicant:**

**Participant ID:**

**Manuals Submitted:**

**Revision:**

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

<b>Standard Maintenance Training Organisation</b>		
<b>Rule reference</b>	<b>Manual References / Applicant's Comments</b>	<b>CAA Review &amp; Comments (for CAA use only)</b>
<b>147.7 General facility requirements</b>		
147.7 <i>Facilities</i>		
<b>147.9 Basic training facility requirements</b>		
147.9 <i>Facilities</i>		
<b>147.11 Aircraft type and aircraft task facility requirements</b>		
147.11 <i>Facilities</i>		
<b>147.13 Personnel Requirements</b>		
147.13(a)(3) <i>Sufficient personnel</i> [147.3(a) & 147.23]		
<b>147.15 Documentation</b>		
147.15(b) <i>Control procedures</i>		
<b>147.17 Safety management</b>		
147.17 [100.3] <i>System of safety management</i>		
<b>147.19 Records</b>		
147.19(a) <i>Control procedures</i>		
147.19(b)(1) <i>Trainer records</i> [147.19(c)]		
147.19(b)(2) <i>Trainee records</i> [147.19(c)]		

147.19(b)(3) <i>Audit / review</i>		
147.19(c)(1) & (2) <i>Details required</i> [147.19(b)(1) & (2)]		
147.19(c)(3) <i>Accurate, legible and permanent</i>		
147.19(d) <i>Retention period</i> [147.19(3)]		
<b>147.21 Training courses, practical assessments and knowledge examinations</b>		
147.21(a)(1) <i>Process</i>		
147.21(b)(1) <i>Courses meet syllabus requirements</i>		
147.21(b)(2) <i>Assessments &amp; examinations meet integrity requirements</i>		
147.21(b)(3) <i>Qualifications and experience</i>		
<b>147.23 Organisation Exposition</b>		
147.23(a)(1) <i>CE statement</i>		
147.23(a)(3) & (4) [147.13(a)(1) & (2)] <i>List of senior persons</i>		
147.23(a)(4)(iii) [147.13(a)(1)&(2)] <i>Duties and responsibilities of senior persons</i>		
147.23(a)(5)		

Organisation chart [147.13(a)(2)]		
147.23(a)(6) <i>Lines of safety responsibility</i>		
147.23(a)(7) <i>List of courses, examinations and assessments</i>		
147.23(a)(8) <i>Principal location</i>		
147.23(a)(9) <i>Course outline and syllabus</i>		
147.23(a)(10) [147.17] <i>System of Safety Management</i>		
147.23(a)(11) [147.13(c) & 147.15(b)] <i>Procedures</i>		
147.23(a)(12)(i)&(ii) <i>Protection of examination questions</i>		
147.23(a)(13) <i>Cheating during examinations</i>		
147.23(a)(14) <i>Control of exposition</i>		
<b>147.25 Changes to certificate holder's exposition</b>		
147.25(a)(1) <i>Remains current</i>		
147.25(a)(2) <i>Compliance</i>		
147.25(a)(3) <i>Provide copy to CAA</i>		

147.25(a)(4) <i>Amendments</i>		
<b>List any other rules complied with:</b>		

<b>Restricted Maintenance Training Organisation</b>		
<b>147.55 Personnel, general facility, and documentation requirements</b>		
147.55(1) <i>Sufficient personnel</i>		
147.55(2) <i>Qualifications &amp; experience</i>		
147.55(3) <i>Facilities and resources</i>		
147.55(4) <i>Documentation</i>		
<b>147.57 Records</b>		
147.57(b)(1) <i>Trainer records</i> [147.57(c)(1)]		
147.57(b)(2) <i>Trainee records</i> [147.57(c)(2)]		
147.57(c)(3) <i>Records are accurate, legible and permanent</i>		
147.57(4) <i>Retention</i>		
<b>List any other rules complied with:</b>		

<b>Safety Management</b>		
<b>100.3 System for safety management</b>		
100.3(a)(1) <i>Safety policy</i>		
100.3(a)(2) <i>Risk management process</i>		
100.3(a)(3)(i) <i>Safety assurance measures</i>		
100.3(a)(3)(ii) <i>Improvement</i>		
100.3(a)(3)(iii) <i>Quality assurance programme</i>		
100.3(a)(4) <i>Training</i>		
100.3(b) <i>Documentation</i>		

**CAA Use:**

Assessed By:                      Title:

Work Request:

Date received: DD / MM / YYYY              Date accepted:    DD / MM / YYYY

This matrix was established using the following Rule Part amendment statuses

147	Maintenance Training Organisation Certification	Rule Amendment 1	10 March 2017
100	Safety Management Systems	Initial issue	12 January 2016

Other rules or advisory circulars referred to during the assessment by CAA assessor: