

### Part 119/135 Compliance Matrix (Maintenance Requirements)

The Rule references in this compliance matrix have been extracted from the Civil Aviation Rules system as the minimum maintenance compliance requirements for an applicant for the issue or renewal of a Part 119/135 Airline Air Operator Certificate.

This matrix completes the two other Part 119/135 rule compliance matrices 24119/10 (operations) and 24108/02 (security programme).

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 119/135 Airline 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

Manual binder: 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:**

This table will help you to assess whether you have appropriate methods of control over your documentation and suite of manuals. Not all elements may be applicable, especially if you have an electronic exposition. You will, however, even with an electronic exposition, need to demonstrate how you maintain full control over the contents and currency of all parts of the manual(s).

	<b>Applicant's Comments</b>	<b>CAA Comments (for CAA use only)</b>
Rule compliance matrix [is it included in the manual?]		
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)		
Index (not mandatory but desirable)		
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		
Alternate methods of control [electronic expositions]		

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)		
12.55(d)(2)		
12.57(a)(1)		
12.57(b)(1)-(3)		
12.59(1)		
12.59(2)(i)-(3)		
12.59(3)		
12.103(a)		
12.105		
<b>Part 43 – General Maintenance Rules</b>		
43.51(a)(1)-(6)		
43.51(b)(1)-(3) [Appendix A.1]		
43.51(c)(1)-(2)		
43.53(1)-(11)		
43.54(a)		
43.69		
43.101(a)		
43.101(c)		
43.103		
43.105		

<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 24119/08 or 24119/09.

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
43.107		
43.109		
43.113		
43.115		
43.151		
43.153		
43.155		
43.201		
43.203		
43.205		
43.207		
<b>Part 91 – General Operating &amp; Flight Rules</b>		
<b>91.537 Inoperative Instruments and Equipment</b>		
91.537(a)(2)		
<b>91.602 General Maintenance Requirements</b>		
91.602(a)		
91.603(a)(1)		
Aircraft software configuration management procedures [Refer AC43-15 & AC91-18]		
91.603(a)(2)		
91.603(a)(3)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
91.603(a)(4)		
91.603(a)(5)		
91.603(a)(6) [Part 43 at end of matrix]		
91.603(a)(7)		
91.603(a)(8)		
91.603(b)		
91.603(c)(1)-(2)		
91.603(d)		
91.603(e)		
91.603(f)		
<b>91.605 Maintenance Programmes and Schedules</b>		
91.605(a)(2)	Refer section 119.63 below	
91.605(b)(1)	Refer section 119.63 below	
91.605(c)		
91.605(e)(1)		
91.605(e)(2)(i)-(iii)		
91.605(e)(3)		
91.605(e)(4)(i)-(ii)		
91.605(e)(5)(i)-(ii)		
91.605(e)(6)(i)-(ii)		
91.605(e)(7)		
91.605(e)(8)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
91.605(e)(9)(i)-(ii)		
91.605(e)(10)		
91.605(f)		
91.605(g)(1)		
91.605(g)(2)		
91.605(g)(3)		
91.605(g)(4)		
<b>91.607 Approval of Maintenance Programmes</b>		
91.607(a)		
91.607(b)(1)		
91.607(b)(2)		
91.607(b)(3)		
91.607(b)(4)		
91.607(b)(5)(i)-(3)		
91.607(b)(6)		
91.611(a)		
91.611(b)(1)&(2)		
91.607(b)(7)		
91.607(b)(8)		
91.607(b)(9)		
91.607(b)(10)		
<b>91.609 Changes to Maintenance Programmes and Schedules</b>		
91.609(a)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<b>91.613 Operational Flight Checks</b>		
91.613(a)(1)-(3)		
91.613(b)		
<b>91.615 Review of Airworthiness</b>		
91.615(b)(3)		
<b>91.616 Maintenance Logbooks</b>		
91.616(1)		
91.616(2)		
<b>91.617 Maintenance Records</b>		
91.617(a)		
91.617(b)		
91.617(c)		
91.617(d)		
<b>91.619 Technical Log</b>		
91.619(a)(1)-(3)		
91.619(a)(4)(i)&(ii)		
91.619(a)(5)-(8)		
91.619(a)(9)(i)-(ii)		
91.619(a)(10)-(12)		
91.619(b)		
91.619(c)(1)-(4)		
<b>91.621 Transfer of Maintenance Records</b>		
91.621(1)-(2)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<b>91.623 Retention of Records [Incl. procedures as required by 119.63(10)]</b>		
91.623(a)		
91.623(b)		
91.623(d)		
<b>Part 119 Air Operator – Certification</b>		
<b>119.51 Personnel Requirements</b>		
119.51(a)(2)(ii) 119.51(b)(1)(iii)		
119.51(b)(2)		
119.51(d)		
<b>119.61 Maintenance Procedures</b>		
<b>Exposition Requirements 119.81(a)(10)(i)</b>		
119.61(a)(1)-(2)		
119.61(b)(1)		
119.61(b)(2)		
119.61(b)(3)		
<b>119.63 Maintenance Programme</b>		
<b>Exposition Requirements 119.81(a)(10)(ii)</b>		
119.63(b)(1)		
119.63(b)(2)(i)-(ii)		
119.63(b)(3)		
119.63(b)(4)		
119.63(b)(5)		
119.63(b)(6)		



Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
119.63(b)(7)		
119.63(b)(8)		
119.63(b)(9)		
119.63(b)(10)	Refer section 91.623 above	
<b>119.65 Documentation [as applicable to the maintenance requirements]</b>		
119.65(c)(1)		
119.65(c)(2)		
119.65(c)(3)		
119.65(c)(4)		
119.65(c)(5)		
<b>119.81 Exposition [as applicable to the maintenance requirements]</b>		
119.81(a)(2)		
119.81(a)(3)		
119.81(a)(5)		
119.81(a)(7)		
119.81(a)(10)(i)-(iii)		
<b>119.100 General Aviation Air Operator Certification</b>		
<b>119.101 Personnel Requirements</b>		
191.101(a)(1)-(3)		
119.101(b)(1)(iii)		
119.101(b)(2)		
<b>119.109 Maintenance Procedures</b>		
119.109(a)(1)-(2)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
119.109(b)(1)-(3)		
<b>119.111 Maintenance Programme</b>		
119.111(a)		
119.111(b)(1)- (10)		
<b>119.113 Documentation as applicable to maintenance requirements</b>		
119.113(c)(1)-(5)		
<b>119.125 Exposition</b>		
119.125(a)(1)		
119.125(a)(1A)		
119.125(a)(2)		
119.125(a)(3)		
119.125(a)(4)		
119.125(a)(4A)		
119.125(a)(5)		
119.125(a)(6)		
119.125(a)(7)(i)-(iii)		
119.125(a)(8)		
119.125(a)(9)		
119.125(a)(10)		
<b>Part 135 Air Operations – Helicopters and Small Aeroplanes</b>		
<b>135.402 Option for Maintenance</b>		
135.402(a)(1)-(2)		
135.402(c)(1)-(2)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
135.402(d)(1)-(2)		
<b>135.403 Responsibility for Airworthiness</b>		
135.403(a)(1)-(2)		
135.403(b)		
<b>135.405 Condition Monitored Maintenance Programmes</b>		
135.405(1)-(9)		
<b>135.415 Maintenance Review</b>		
135.415(a)(1)		
135.415(d)(1)		
135.415(d)(2)		
135.415(d)(3)		
135.415(b)(1)		
135.415(b)(2)(i)-(iii)		
135.415(b)(3)(i)-(v)		
135.415(c)(1)		
135.415(c)(2)		
<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 31	10 May 2019
119	Air Operator - Certification	Amendment 16	10 March 2017
135	Air Operator – Helicopters and Small Aeroplanes	Amendment 24	10 May 2019

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