|  |  |
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|  | 24135-01AO Part 119 air operator – Part 135 **airline** – **helicopters and small aeroplanes** – operations rule checklist  Use this rule checklist to make sure you comply with **operations** requirements under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 119 air operator certification for an air operation conducted under Part 135 air operations helicopters and small aeroplanes. |

# You must email us this rule checklist with your application for certificate issue or renewal

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| --- |
| Email us this completed rule checklist (in editable format not PDF) with your application for certificate issue or renewal to [certification@caa.govt.nz](mailto:certification@caa.govt.nz) |

# About your rule checklist and our assessment

|  |  |
| --- | --- |
| * You’re responsible for compliance with Civil Aviation Rules * This rule checklist has the **minimum** **operations** **requirements** for an airline operator helicopters and small aeroplanes * You must also complete rule checklists for maintenance and dangerous goods * Click on the field areas and type (they expand as you type) * To add rows to the tables in this form copy and paste last row | CAA’s rule checklists are a guide to minimum compliance requirements  They speed up, and reduce the cost of, the certification assessment by making it easier for us to…   * find the procedures and information in your exposition * assess your application   It’s important to keep your rule checklists up-to-date for ongoing compliance and to support your certificate renewal applications |

# Your organisation’s details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation’s name [i](#_top) |  | CAA ID no. |  | Date | Click or tap to enter a date. |

# Proposed exposition sections or documents submitted with this rule checklist

| Section or document name | Abbreviation (Abbrev.) | Version no. | Dated |
| --- | --- | --- | --- |
|  |  |  | Click or tap to enter a date. |
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# Confirm your exposition meets document control requirements

| **Rules 119.81(a)(13) procedures to control, amend, and distribute your exposition** | **You complete**  Sections/documents comply?  Yes/No. If no, explain why | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| List of effective pages (for document control and management) |  |  |
| Revision/amendment description table (to give context to the change) |  |  |
| Contents page |  |  |
| Header or footer on **every page** must have your organisation’s name, exposition name or document name, effective revision number and date, and page no. |  |  |

# Your exposition must address the rules below

| **Rule 119.81 airline air operator exposition** | **You complete**  Section or document name abbrev. and reference or heading (If the rule is not met or doesn’t apply, explain why) | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| 119.81(a)(1) Organisation’s statement signed by chief executive |  |  |
| 119.81(a)(1A) System for safety management and all documentation |  |  |
| 119.81(a)(2) Senior persons’ name and position title |  |  |
| 119.81(a)(3) Senior persons’ duties and responsibilities |  |  |
| 119.81(a)(4) Scope of activities at each location where operations personnel are based for air transport operations |  |  |
| 119.81(a)(5) Organisation chart showing lines of responsibility of senior persons |  |  |
| 119.81(a)(6) Staffing structure at each location where operations personnel are based for air transport operations |  |  |
| 119.81(a)(6A) Information identifying the lines of safety responsibility within the organisation |  |  |
| 119.81(a)(7) Principal place of operation, main operation base and main maintenance base |  |  |
| 119.81(a)(8) Details of resources required by rule 119.55 |  |  |
| 119.81(a)(9) Details of procedures required by Part 119 |  |  |
| 119.81(a)(10) Refer 24119-02M maintenance rule checklist |  |  |
| 119.81(a)(11) Details of programmes required by Part 119 and Part 135 |  |  |
| 119.81(a)(12) Details of the procedures for ensuring that compliance with the laws of any foreign State in which your aircraft operate |  |  |

# Your exposition must address the rules below if they apply to your type of operation

If this rule checklist is emailed to us with your application for certificate **renewal**, highlight or Track Change proposed amendments and any changes since the issue of your last certificate.

| **Rule** | **You complete**  Section or document name abbrev. and reference or heading (If the rule is not met or doesn’t apply, explain why) | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| **Part 12 Accidents, incidents, and statistics** | | |
| **Subpart B Notification, investigation, and reporting, of occurrences** | | |
| 12.51 & 12.53 Notification of accident | | |
| The exposition must clearly outline the process on how you notify the CAA of any accident involving an aircraft, if the pilot-in-command is fatally or seriously injured, or if the aircraft is missing.  12.51 Notify as soon as practicable.  12.53 Submitting CA005 form; or by a means acceptable to the CAA within 10 days of the accident. |  |  |
| 12.55 & 12.57 Notification of incident | | |
| The exposition must describe the process you will undertake to notify the CAA of serious incident or an immediate hazard that would impact safety of an aircraft operation.  12.55 Notify as soon as practicable.  12.57 Submitting CA005 or CA005D form; or by a means acceptable to the CAA within 14 days of the incident. |  |  |
| 12.59 Investigation and reporting | | |
| The exposition must have a clear description of your internal investigation process and submit a report to the CAA within 90 days. |  |  |
| **Subpart C Preservation of Aircraft, its Contents, and Records** | | |
| 12.101 Access to aircraft involved in an accident | | |
| The exposition must have a clear process on how you ensure no person interfere with the scene of the aircraft involved in an accident. |  |  |
| 12.103 Preservation of records | | |
| The exposition must include process on how you preserve all records for at least 14 days after the serious accident or incident. |  |  |
| 12.105 Retention of defective products and components | | |
| The exposition must have a description on your obligation to submit a defect incident report (CA005D) and the process on how to retain defective product or component for at least 14 days after submitting the report. |  |  |
| **Subpart D Statistics** | | |
| 12.151 Aircraft operating statistics | | |
| In your exposition, you must clearly outline the process on how you provide statistical data and information for each of your aircraft operated to the CAA. |  |  |
| **Part 19 Transition rules** | | |
| 19.7 Intoxicating liquor and drugs |  |  |
| 19.213 GPS derived distance information | | |
| 19.213(a) |  |  |
| 19.213(b) |  |  |
| 19.213(c)(1) & (2) |  |  |
| 19.215 Minimum flight altitudes | | |
| 19.215(1) |  |  |
| 19.215(2)(i) to (iii) |  |  |
| 19.217 Flight on unevaluated routes | | |
| 19.217(a)(1) & (2) |  |  |
| 19.217(b) |  |  |
| 19.217(c)(1) & (2) |  |  |
| 19.219 Flight plans | | |
| 19.219(a) |  |  |
| 19.219(b) |  |  |
| **Subpart G Security** | | |
| 19.353 Restrictions relating to persons and aircraft subject to security control | | |
| 19.353(1) to (4) |  |  |
| 19.355 Prohibitions | | |
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| 19.357 Airport identity cards | | |
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| 19.357(h) |  |  |
| 19.359 Travel by passengers subject to judicial or administrative procedures | | |
| 19.359(b)(1) & (2) |  |  |
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| **Subpart A General** | | |
| 91.7 Portable electronic devices | | |
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| 91.7(b) |  |  |
| 91.7(c)(1) to (6) |  |  |
| 91.7(d)(1) |  |  |
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| 91.9 Carriage and discharge of firearms | | |
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| 91.9(c)(4)(i) & (ii) |  |  |
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| 91.9(e)(3) |  |  |
| 91.9(f)(1) to (3) |  |  |
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| 91.15 Fuelling of aircraft | | |
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| 91.111 Documents to be carried | | |
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| 91.119 Aircraft taxiing | | |
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| 135.607(2) |  |  |
| 135.607(3)(i) & (ii) |  |  |
| 135.607(4)(i) to (vi) |  |  |
| 135.607(5)(i) & (ii) |  |  |
| 135.607(6) |  |  |
| 135.613 Competency and testing records |  |  |
| **Subpart K Fatigue of flight crew** | | |
| 135.803 Operator responsibilities | | |
| 135.803(a)(1) |  |  |
| 135.803(a)(2)(i) to (xxi) |  |  |
| 135.803(a)(3)(i) to (iii) |  |  |
| 135.803(b) |  |  |
| 135.803(c)(1) & (2) |  |  |
| 135.805 Flight Crew responsibilities | | |
| 135.805(a) |  |  |
| 135.805(b) |  |  |
| 135.805(c) |  |  |
| 135.805(d) |  |  |
| **Subpart L Manuals, logs, and records** | | |
| 135.853 Operating information |  |  |
| 135.855 Documents to be carried | | |
| 135.855(1) to (4) |  |  |
| 135.857 Daily flight record | | |
| 135.857(a) |  |  |
| 135.857(b)(1) to (16) |  |  |
| 135.857(c) |  |  |
| 135.859 Retention period | | |
| 135.859(a) |  |  |
| 135.859(b) |  |  |
| 135.859(c) |  |  |
| 135.859(d) |  |  |
| List any other rules complied with: | | |
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**CAA use only**

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| Work request no. |  | Date assessment completed | | Click or tap to enter a date. | | Inspector’s initials |  | |
| Inspector(s) who assessed rule checklist | | | | | | | | |
| Name | | | Initials | | Name | | | Initials |
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| Other rules or advisory circulars referred to during the assessment by the CAA inspector(s) | | |  | | |
| Reference | Reference | Reference | | Reference | Reference |
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Development status control

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| This rule checklist was established using the following Part amendment status: | | | |
| Part | Name | Amendment no. | Amendment date | Part | Name | Amendment no. | Amendment date |
| 12 | Accidents, incidents, and statistics | Amendment 11 | 1 December 2020 | 92 | Carriage of dangerous goods | Amendment 2 | 22 June 2006 |
| 19 | Transition rules | Amendment 22 | 1 December 2021 | 119 | Air operator – certification | Amendment 17 | 1 December 2020 |
| 91 | General operating and flight rules | Amendment 34 | 1 December 2021 | 135 | Air operator – helicopters and small aeroplanes | Amendment 25 | 30 November 2023 |

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| Revision | 5 | Date | 21/04/2021 | Status | Final |  | |
| Amendment numbers updated | | | | | | | 91.411A, 91.541(c), and 119.9(1) to (4) inserted |
| Transitional provision removed | | | | | | | 119.205 rules removed |
| 12.151 (c) inserted | | | | | | | 119.81(a)(1A)(i)-(ii) and 119.81(a)(6A) inserted |
| 91.111 (4)(i) & (ii) amended to 91.111 (4)(i) to (iv) | | | | | | | 119.165(d)-(e) amended to 119.165(e) |
| 21.247(a)(3) removed | | | | | | | 135.233(b) amended to 135.233(b)(1) & (2) |
| 91.253(a), 91.253(b)(1)(2), 91.253(c)(1)-(5), 91.255(a), 91.255(b), 91.255D(a)(1)(2)(3), 91.255D(b)(1)(2)(3), 91.255D(c), 91.257(1) to (6), 91.257(A)(a)(1)&(2) inserted | | | | | | | 135.233(c)(1) to(5) amended to 135.233(c)(1) to (4) |
| 91.247(b) & 91.247(c) amended to 91.247(b)(1)-(3) & 91.247(c)(1)-(3) | | | | | | | 135.233(d)(1) to (4), 135.233(e), 135.235 removed |

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| Revision | 6 | Date | 18/01/2022 | Status | Final |  |
| 12.151 is revoked and replaced | | | | | 91.411A inserted | |
| 19.105, 19.401, & 19.103 are revoked | | | | | 91.529, 91.247, 91.541, 91.11, 91.307, 91.411, 91.423, 91.425, 91.525, 91.247, 91.519 revoked and replaced | |
| 19.205, 19.207, 19.209, 19.211 and 91.24 revoked | | | | | 91.253, 91.255, 91.257, 91.257A, 91.258, 91.258A, 91.258B, 91.258C, 91.258D, 91.258E, 91.411A, 91.255D, 91.255E, 91.261, 91.263, 91.263B, 91.263C, 91.263D, 91.547 are inserted | |
| 91.229 amended | | | | | 119.51, 119.79, 119.101, 119.124, 119.151, 119.165, 119.9, 119.15, 119.61, 119.65, & 119.81 are revoked and replaced | |

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| Revision | 7 | Date | 06/10/2022 | Status | Final |  |
| Form name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, table headings changed, hyperlink to rules added, 119.81 moved to front | | | | | | |
| Part 92 rules moved to 24092-02DG Part 92 carriage of dangerous goods rule checklist | | | | | | |
| Amendment numbers and dates updated | | | | | | |

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| Revision | 8 | Date | 24/01/2024 | Status | Final |  |
| Updated Part 12 Accidents, Incidents, and Statistics – Subpart B, Subpart C and Subpart D | | | | | | |
| Updated amendment history | | | | | | |
| Wording changes to reflect Part 135 | | | | | | |