

Part 145 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 145 Aircraft Maintenance Organisation Certificate.

A completed compliance matrix must be submitted by the applicant for both 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, by helping to ensure that every applicable rule requirement has been addressed in the exposition, and potentially reduce the cost of certification allowing by 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 shall be included unless they are not applicable to the operation, in which case they should be annotated as not applicable. 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 145 Aircraft Maintenance 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 to be not applicable, an explanation as to why should be given in this column. **Please note ticks (✓) 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

Electronic exposition: Is the matrix included as part of the file(s)/disc? If so, is it up to date? Have you considered the method for distributing to the CAA and how you will manage amendments?

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.

Applicant:

Participant ID:

Manuals Submitted:

Rev.:

Dated: Click or tap to enter a date.

	Applicant's Comments	CAA Comments (for CAA use only)
Rule Compliance Matrix	<input type="text"/>	<input type="text"/>
Company Statement page, signed by the Chief Executive	<input type="text"/>	<input type="text"/>
List of Effective Pages	<input type="text"/>	<input type="text"/>
Record of Amendments	<input type="text"/>	<input type="text"/>
Distribution List & copies to be numbered	<input type="text"/>	<input type="text"/>
Contents Page	<input type="text"/>	<input type="text"/>
Definitions & Abbreviations (not mandatory)	<input type="text"/>	<input type="text"/>
On every page, headers and/or footers to include:	<input type="text"/>	<input type="text"/>
(a) Company name	<input type="text"/>	<input type="text"/>
(b) Name of the manual	<input type="text"/>	<input type="text"/>
(c) Effective revision and date of the page	<input type="text"/>	<input type="text"/>
(d) Page number	<input type="text"/>	<input type="text"/>
Index (not mandatory but desirable)	<input type="text"/>	<input type="text"/>

Rule Reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
145.67 Exposition		
145.67(a)(1)(i) <i>CE statement</i>		
145.67(a)(1)(ii) <i>CE statement</i>		
145.67(a)(1A)(i) [100.3 (b)] <i>Documentation required for SMS</i>		
145.67(a)(1A)(ii) <i>Implementation plan for SMS</i>		
145.67(a)(2) [145.51(a)(1)&(2)] <i>List of senior persons</i>		
145.67(a)(3)(i) <i>Responsibility to deal directly with the CAA</i>		
145.67(a)(3)(ii) <i>Responsibilities for safety management</i>		
145.67(a)(4) <i>Organisation chart</i>		
145.67(a)(5) <i>Locations and facilities</i>		
145.67(a)(6) [145.51(a)(3)] <i>Staffing structure</i>		
145.67(a)(6A) <i>Lines of safety responsibility</i>		

145.67(a)(7) <i>Scope of work</i>	<input type="text"/>	<input type="text"/>
Procedures 145.67(a)(8)(i)-(xvi)	<i>For all exposition-based procedures use 145.51, 145.52, 145.55, 145.59, 145.60, 145.61 and 145.63 sections below</i>	
145.67(a)(9)&(10) <i>Facilities</i>	<i>For all exposition-based facility requirements use 145.53 section below</i>	
145.67(a)(12) <i>Control of exposition</i>	<input type="text"/>	<input type="text"/>
145.67(a)(13) <i>Procedures for training under E1 rating</i>	<input type="text"/>	<input type="text"/>
145.67(a)(14) <i>Changes to scope</i>	<input type="text"/>	<input type="text"/>
145.67(a)(15) <i>Issuing release notes under 'S' rating [145.11(13) to (15)]</i>	<input type="text"/>	<input type="text"/>
145.105 <i>Changes to organisation</i>	<input type="text"/>	<input type="text"/>
145.51 Competency		
145.51(b)(1) <i>Assessing and maintaining competence</i>	<input type="text"/>	<input type="text"/>
145.51(b)(2) <i>Written authorisation</i>	<input type="text"/>	<input type="text"/>
145.52 Duty Time Limitations		
145.52 <i>Duty time limitations</i>	<input type="text"/>	<input type="text"/>
145.53 Facility Requirements		
145.53(b)(1) <i>Office</i>	<input type="text"/>	<input type="text"/>

145.53(b)(2)(i) <i>Weather protection</i>		
145.53(b)(2)(ii) <i>Segregation of work areas</i>		
Storage facilities		
145.53(b)(3)(i) <i>Security of serviceable items</i>		
145.53(b)(3)(ii) <i>Segregation of items</i>		
145.53(b)(3)(iii) <i>Prevention of deterioration</i>		
145.53(c) <i>Environmental requirements</i>		
145.55 Equipment, Tools and Material		
145.55(1) <i>Access to equipment, tools, and material</i>		
145.55(2) <i>Control and calibration</i> [AC43-13]		
145.59 Control of Material, Parts and Assemblies		
145.59(b)(1) <i>Inspection</i>		
145.59(b)(2) <i>Non-conforming parts</i>		
145.59(b)(5) <i>Identification, handling and storage</i>		

145.59 Maintenance Procedures		
145.59(b)(3)(i) <i>Techniques and practices</i>	<input type="text"/>	<input type="text"/>
145.59(b)(3)(ii) <i>Contractual obligations</i>	<input type="text"/>	<input type="text"/>
145.59(b)(3)(iii) <i>Maintenance at other locations</i>	<input type="text"/>	<input type="text"/>
43.205 <i>Certifying conformity of major modifications and repairs</i>	<input type="text"/>	<input type="text"/>
43.207(a)-(c) <i>Documenting conformity</i>	<input type="text"/>	<input type="text"/>
145.59 Sub-Contracting Procedures		
145.59(b)(4)(i) <i>Identification in exposition</i>	<input type="text"/>	<input type="text"/>
145.59(b)(4)(ii) <i>Compliance with exposition</i>	<input type="text"/>	<input type="text"/>
145.59 Certification Procedures		
145.59(b)(6) <i>Certification for RTS</i>	<input type="text"/>	<input type="text"/>
43.105(a)(1)-(4) <i>RTS information</i>	<input type="text"/>	<input type="text"/>
43.105(a)(5) <i>RTS statement</i>	<input type="text"/>	<input type="text"/>
43.107(1)&(2) <i>Inoperative equipment</i>	<input type="text"/>	<input type="text"/>
43.109(1)&(2) <i>Details of defects</i>	<input type="text"/>	<input type="text"/>

43.109(3)(i)-(iii) <i>Details of person</i>		
43.113(a)(2)(i)&(ii) <i>DSI carried out</i>		
43.113(b)(1) <i>Person to certify RTS</i>		
43.113(b)(2)(i)-(v) <i>Other nominated person</i>		
43.113(c)(1)-(3) <i>Details of DSI and statement</i>		
43.113(d)(1)-(4) <i>Details of person</i>		
43.115(a)(1)-(4) <i>Conditions for EPC</i>		
43.115(b)(1)&(2) <i>Details of EPC</i>		
43.203(a)(1)-(3) <i>Person to sign</i>		
145.59(b)(7) <i>Issue of CAA Form One</i>		
145.59 Documentation Control Procedures		
145.59(a) <i>Availability of documentation</i>		
145.59(b)(8)(i) <i>Reviewed and authorised</i>		
145.59(b)(8)(ii) <i>Availability at locations</i>		

145.59(b)(8)(iii) <i>Removal of obsolete data</i>	<input type="text"/>	<input type="text"/>
145.59(b)(8)(iv) <i>Changes reviewed and authorised</i>	<input type="text"/>	<input type="text"/>
145.59(b)(8)(v) <i>identification of revision status</i>	<input type="text"/>	<input type="text"/>
145.59(b)(9) <i>Availability to the Director</i>	<input type="text"/>	<input type="text"/>
145.60 Authorisation Procedures		
145.60(a)(1) [43.51(a)(3)] <i>Perform and supervise</i>	<input type="text"/>	<input type="text"/>
145.60(a)(2) [43.101(a)(3)] <i>Certify for RTS</i>	<input type="text"/>	<input type="text"/>
145.60(a)(3) <i>Certify conformity</i>	<input type="text"/>	<input type="text"/>
145.60(b)(1) <i>Rated LAME</i>	<input type="text"/>	<input type="text"/>
145.60(b)(2) <i>LAME in appropriate category</i>	<input type="text"/>	<input type="text"/>
145.60(b)(3) <i>CASA rated LAME</i>	<input type="text"/>	<input type="text"/>
145.60(b)(4) <i>Certificate of maintenance approval</i>	<input type="text"/>	<input type="text"/>
145.60(b)(5)(i)-(ii) <i>Maintenance outside NZ</i>	<input type="text"/>	<input type="text"/>
145.60(b)(6) <i>Limited authorisation</i>	<input type="text"/>	<input type="text"/>

145.60(b)(7) <i>Part 43 Appendix A.1 trained and authorised</i>		
Components		
145.60(c)(1) <i>Training course or examination for component RTS</i>		
145.60(c)(2) <i>36 months practical experience</i>		
145.60(c)(3) <i>6 months supervised experience</i>		
145.60(d)(1) <i>Training by 145 MOC with E1 rating</i>		
145.60(d)(2) <i>Training by 141 or 147 TOC</i>		
145.60(d)(3) <i>Manufacturer training</i>		
145.60(d)(4) <i>Training approved by ICAO NAA</i>		
Examination		
145.60(e)(1)(i) <i>Familiarity</i>		
145.60(e)(1)(ii) <i>Technical competence</i>		
145.60(e)(1)(iii) <i>Training course for EDTO [121.407]</i>		
Conformity of major modifications and repairs		

145.60(e)(2)(i) <i>Authorisation holder</i>		
145.60(e)(2)(ii) <i>Training course</i>	<input type="text"/>	<input type="text"/>
145.60(e)(2)(iii) <i>Examination</i>	<input type="text"/>	<input type="text"/>
145.60(f)(1) <i>Recent experience req. of 66.57 and 66.207</i>	<input type="text"/>	<input type="text"/>
145.60(f)(2) <i>Refresher training course for EDTO [121.407]</i>	<input type="text"/>	<input type="text"/>
145.60(g) <i>Equal or lesser privileges</i>	<input type="text"/>	<input type="text"/>
43.67(1)&(2) <i>NDT [AC43-8]</i>	<input type="text"/>	<input type="text"/>
145.61 Continued Airworthiness		
145.61(a)(1)(i) <i>Advise design organisation</i>	<input type="text"/>	<input type="text"/>
145.61(a)(1)(ii) <i>Advise operator</i>	<input type="text"/>	<input type="text"/>
145.61(a)(2) <i>Advise the CAA [ref Part 12 below]</i>	<input type="text"/>	<input type="text"/>
145.61(b) <i>Procedure to advise owner</i>	<input type="text"/>	<input type="text"/>
145.63 Records		
145.63(a) <i>Control procedures</i>	<input type="text"/>	<input type="text"/>
145.63(b)(1) <i>Personnel records</i>	<input type="text"/>	<input type="text"/>

145.63(b)(2) <i>Aircraft and components</i>	<input type="text"/>	<input type="text"/>
145.63(b)(3) <i>Calibration</i>	<input type="text"/>	<input type="text"/>
145.63(b)(4)(i) <i>Legible and permanent</i>	<input type="text"/>	<input type="text"/>
145.63(b)(4)(ii) <i>Availability to operator</i>	<input type="text"/>	<input type="text"/>
145.63(b)(4)(iii) <i>Retention period</i>	<input type="text"/>	<input type="text"/>
145.63(b)(4)(iv) <i>Records made available to Director</i>	<input type="text"/>	<input type="text"/>
43.55(1) & (2)(i)-(ii) <i>Recording of overhaul</i>	<input type="text"/>	<input type="text"/>
43.69(a)(1)-(7) <i>Information required on completion of maint</i>	<input type="text"/>	<input type="text"/>
43.69(b)(1)-(2) <i>Summary in maint logbook</i>	<input type="text"/>	<input type="text"/>
43.69(c)(1)-(3) <i>Record of rectification of defect or inspection in tech log</i>	<input type="text"/>	<input type="text"/>
43.69(c)(1)-(3) <i>Record of rectification of defect or inspection in tech log</i>	<input type="text"/>	<input type="text"/>
43.69(d)(1)-(4) <i>Details of person</i>	<input type="text"/>	<input type="text"/>
43.69(e)(1)-(2) <i>TIS recorder</i>	<input type="text"/>	<input type="text"/>
43.69(f) <i>Records are accurate and legible</i>	<input type="text"/>	<input type="text"/>

145.65 Safety Management (Refer rule 100.3)		
145.65 <i>Safety Management System</i>	<input type="text"/>	<input type="text"/>
100.3(a)(1) <i>Safety policy</i>	<input type="text"/>	<input type="text"/>
100.3(a)(2) <i>Process for risk management</i>	<input type="text"/>	<input type="text"/>
100.3(a)(3)(i) <i>Internal reported and analysed</i>	<input type="text"/>	<input type="text"/>
100.3(3)(ii) <i>Goals for improvement</i>	<input type="text"/>	<input type="text"/>
100.3(3)(iii) <i>Quality assurance programme</i>	<input type="text"/>	<input type="text"/>
100.3(4) <i>personnel training</i>	<input type="text"/>	<input type="text"/>
145.68 Rating for issuing release notes (Use 24019/02 Part 19F Matrix as applicable)		
145.68(1) <i>Senior Person(s) responsible for functions in rules 19.317(a)(2)(i) to (iii)</i>	<input type="text"/>	<input type="text"/>
145.68(2) <i>Facilities for supply activities 19.319</i>	<input type="text"/>	<input type="text"/>
145.68(3) <i>Control procedures equivalent to 19.321</i>	<input type="text"/>	<input type="text"/>

145.68(4) <i>Records to 19.323</i>		
Part 12 Occurrence Reporting		
12.55(a)(4) <i>Notification of defect incident</i>		
12.55(d)(2) [App A(b)] <i>Required information</i>		
12.55(e)(2)(i)-(ii) <i>EDTO defect incident</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>		
12.105 <i>Retention of defective products and components</i>		
List any other rules complied with:		

CAA Use

Assessed By:

Work Request:

Date received: Click or tap to enter a date.

Date accepted: Click or tap to enter a date.

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 11	1 December 2020
19	Transitional Rules (For 19F Requirements)	Amendment 21	1 December 2020
43	General Maintenance Rules	Amendment 15	20 July 2018
100	Safety Management	Amendment 1	01 February 2016
145	Maintenance Organisation Certification	Amendment 14	10 March 2017

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

Development status control

Version	Date	Status	Reason for amendment
10	01/02/2021	Final	Transition Provisions removed as these expired 1 February 2021 Update amendment history 154.155 (d) (3) name change: <i>Procedure amended</i>