**Part 147 maintenance training – compliance matrix**

The rule references in this compliance matrix have been extracted from the Civil Aviation Rules as the minimum compliance requirements for an application for the issue or renewal of a Part 147 maintenance training organisation certificate. This matrix needs to be completed by every applicant for a Part 147 standard or restricted maintenance training organisation certificate.

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.

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.

### Sections to complete

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| *If applying for a…* | *Complete:* |
| maintenance training organisation certificate under rule 147.5 | sections A and B (from page 2) |
| restricted maintenance training organisation certificate under rule 147.53 | sections A and C (pages 2 and 7-8) |

**All rules in the relevant sections 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.

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 CAA in cross-referencing requirements.

### How to use this matrix

* Show the exposition pages and paragraph numbers that satisfy the rules in the *Manual references / applicant’s comments* column. Where an application does not meet the rule requirement or deems it not applicable, an explanation should be given in this column.
* Ticks (✓) are not acceptable.
* 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.

**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 CAA and how you will manage amendments?

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| **Applicant:**  |       | **CAA participant number:** |       |  |  |
| **Manuals Submitted:** |       | **Revision:** |       | **Dated:** |       |

**SECTION A: all Part 147 certificates**

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|  | **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:* Company name
* Name of the manual
* Effective revision and date of the page
* Page number
 |       |       |
| Index (not mandatory but desirable) |       |       |

**SECTION B: standard Part 147 maintenance training organisation certificate**

| **Standard Maintenance Training Organisation** |
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| **Rule reference** | **Manual references / applicant’s comments** | **CAA review and comments (for CAA use only)** |
| **147.7 General facility requirements** |
| 147.7*Facilities* |       |       |
| **147.9 Basic training facility requirements** |
| 147.9*Facilities* |       |       |
| **147.11 Aircraft type and aircraft task facility requirements** |
| 147.11*Facilities* |       |       |
| **147.13 Personnel Requirements** |
| 147.13(a)(3) *Sufficient personnel*[147.3(a) & 147.23] |       |       |
| **147.15 Documentation** |
| 147.15(b)*Control procedures* |       |       |
| **147.17 Safety management** |
| 147.17[100.3]*System of safety management* |       |       |
| **147.19 Records** |
| 147.19(a) *Control procedures* |       |       |
| 147.19(b)(1) *Trainer records*[147.19(c)] |       |       |
| 147.19(b)(2) *Trainee records*[147.19(c)] |       |       |
| 147.19(b)(3) *Audit / review* |       |       |
| 147.19(c)(1) & (2)*Details required*[147.19(b)(1) & (2)] |       |       |
| 147.19(c)(3)*Accurate, legible and permanent* |       |       |
| 147.19(d) *Retention period**[147.19(3)]* |       |       |
| **147.21 Training courses, practical assessments and knowledge examinations** |
| 147.21(a)(1) *Process* |       |       |
| 147.21(b)(1) *Courses meet syllabus requirements* |       |       |
| 147.21(b)(2)*Assessments & examinations meet integrity requirements* |       |       |
| 147.21(b)(3)*Qualifications and experience* |       |       |
| **147.23 Organisation Exposition** |
| 147.23(a)(1)*CE statement* |       |       |
| 147.23(a)(3) & (4) [147.13(a)(1) & (2)]*List of senior persons* |       |       |
| 147.23(a)(4)(iii) [147.13(a)(1)&(2)]*Duties and responsibilities of senior persons* |       |       |
| 147.23(a)(5)*Organisation chart*[147.13(a)(2)] |       |       |
| 147.23(a)(6) *Lines of safety responsibility* |       |       |
| 147.23(a)(7) *List of courses, examinations and assessments* |       |       |
| 147.23(a)(8) *Principal location* |       |       |
| 147.23(a)(9) *Course outline and syllabus* |       |       |
| 147.23(a)(10)[147.17]*System of Safety Management* |       |       |
| 147.23(a)(11) [147.13(c) & 147.15(b)]*Procedures* |       |       |
| 147.23(a)(12)(i)&(ii)*Protection of examination questions* |       |       |
| 147.23(a)(13)*Cheating during examinations* |       |       |
| 147.23(a)(14) *Control of exposition*  |       |       |
| **147.25 Changes to certificate holder’s exposition** |
| 147.25(a)(1) *Remains current* |       |       |
| 147.25(a)(2) *Compliance*  |       |       |
| 147.25(a)(3) *Provide copy to CAA* |       |       |
| 147.25(a)(4)*Amendments*  |       |       |
| **List any other rules complied with:** |
|       |       |       |
|       |       |       |
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| **Safety Management** |
| **100.3 System for safety management** |
| 100.3(a)(1)*Safety policy* |       |       |
| 100.3(a)(2)*Risk management process* |       |       |
| 100.3(a)(3)(i)*Safety assurance measures* |       |       |
| 100.3(a)(3)(ii)*Improvement* |       |       |
| 100.3(a)(3)(iii)*Quality assurance programme* |       |       |
| 100.3(a)(4) *Training* |       |       |
| 100.3(b) *Documentation* |       |       |

**SECTION C: Part 147 RESTRICTED maintenance training organisation certificate**

| **Restricted Maintenance Training Organisation** |
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| **Rule reference** | **Manual references / applicant’s comments** | **CAA review and comments (for CAA use only)** |
| **147.55 Personnel, general facility, and documentation requirements** |
| 147.55(1) *Sufficient personnel* |       |       |
| 147.55(2) *Qualifications & experience*  |       |       |
| 147.55(3)*Facilities and resources* |       |       |
| 147.55(4)*Documentation* |       |       |
| **147.57 Records** |
| 147.57(b)(1) *Trainer records [147.57(c)(1)]* |       |       |
| 147.57(b)(2) *Trainee records [147.55(c)(2)]* |       |       |
| 147.57(c)(3)*Records are accurate, legible and permanent* |       |       |
| 147.57(4) *Retention*  |       |       |
| **List any other rules complied with:** |
|       |       |       |
|       |       |       |
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**CAA use only**

Case number:       Assessed by:

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

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| This compliance matrix was established using the following Parts: |
| **Part** | **Name** | **Amendment no.** | **Effective date** |
| 100 | Safety Management | Initial issue | 5 April 2025 |
| 147 | Maintenance Training Organisations – Certification | Amendment 1 | 5 April 2025 |
|  |  |  |  |
| Other rules or advisory circulars referred to during the assessment by Inspector |
|       |

**Development status control** (added April 2025)

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| --- | --- | --- | --- |
| Revision | Date | Status | Reason for amendment  |
| 3 | April 2025 | Final | Updated to reflect the new rules issued under the Civil Aviation Act 2023 (note: **no rules changes** were made to this compliance matrix. The rules referenced in revision 3 are the same as those in revision 2, dated August 2021)*Other amendments: document name changed to align with CAA's operational policy naming conventions; minor formatting changes; corrections to CAA business terminology eg, a work request is now a case number* |