

## Part 148 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 148 Aircraft Manufacturing 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 allowing 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 as such. 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 148 Aircraft Manufacturing 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.

### Transition Provisions

Some of the rule references shown are affected by the Transitional Provisions shown in Part 148.151. These are annotated with the letters **TP**. Reference should be made to the applicable rule part to determine if these are to be included.

### 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 methods 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:**

	<b>Applicant's Comments</b>	<b>CAA Comments (for CAA use only)</b>
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: (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number		
Index (not mandatory but desirable)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<b>148.67 Exposition</b>		
148.67(a)(1)(i) <i>CE statement</i>		
148.67(a)(1)(ii) <i>CE statement</i>		
148.67(a)(1A)(i) <b>TP</b> [100.3(b)] <i>SMS documentation</i>		
148.67(a)(1A)(ii) <b>TP</b> <i>SMS implementation plan</i>		
148.67(a)(2) [148.51(a)(1)&(2)] <b>TP</b> <i>List of senior persons</i>		
148.67(a)(3)(i) [148.51(a)(1)&(2)] <i>Responsibility to deal with CAA</i>		
148.67(a)(3)(ii) <b>TP</b> [148.51(a)(1)&(2)] <i>Responsibilities for safety management</i>		
148.67(a)(4) <i>Organisation chart</i>		
148.67(a)(4A) <b>TP</b> <i>Lines of safety responsibility</i>		
148.67(a)(5) <i>Locations and facilities</i>		
148.67(a)(6) [148.51(a)(3)] <i>Staffing structure</i>		

148.67(a)(7) <i>Scope of work</i>		
148.67(a)(8)(i)&(ii) <i>Facilities</i>	<i>For all exposition-based facility requirements use 148.53 section below</i>	
148.67(a)(9) <i>Priority parts from external suppliers</i>		
148.67(a)(10) <i>TC or STC</i>	<i>Refer 148.57 section below</i>	
148.67(a)(11) <i>Authorisations to subsidiaries</i>		
<b>Procedures</b> 148.67(a)(12)(i)-(xiii)	<i>For all exposition-based procedures use 148.51, 148.55, 148.59, 148.61 and 148.63 sections below</i>	
148.67(a)(13) <i>Control of exposition</i>		
148.105 <i>Changes to organisation</i>		
<b>148.51 Competency</b>		
148.51(aa) Competency & experience of SM <b>TP</b>		
148.51(b)(1) <i>Assessing and maintaining competence</i>		
148.51(b)(2) <i>Written authorisation</i>		
<b>148.53 Facility Requirements</b>		
148.53(b)(1) <i>Office</i>		
148.53(b)(2)(i) <i>Weather protection</i>		

148.53(b)(2)(ii) <i>Segregation of work areas</i>		
148.53(b)(3)(i) <i>Security of serviceable items</i>		
148.53(b)(3)(ii) <i>Segregation of items</i>		
148.53(b)(3)(iii) <i>Prevention of deterioration</i>		
148.53(b)(4) <i>Environmental conditions</i>		
<b>148.55 Equipment, Tools and Material</b>		
148.55(1) <i>Access to equipment, tools, and material</i>		
148.55(2) <i>Control and calibration</i>		
<b>148.57 Type Certificates and Design Approvals</b>		
148.57(a)(1) <i>Type certificate</i>		
148.57(a)(2) <i>STC</i>		
148.57(a)(3)(i) <i>Arrangement with TC holder</i>		
148.57(a)(3)(ii) <i>Arrangement with STC holder</i>		
148.57(b)(1) <i>Design approval</i>		
148.57(b)(2) <i>Arrangement with design approval holder</i>		

148.59 Production Control Procedures		
148.59(a) <i>Availability of documentation</i>		
<b>Inspections</b> 148.59(b)(1) <i>Inspection from subsidiary</i>		
148.59(b)(2) <i>Inspection during manufacture</i>		
<b>Subcontractors</b> 148.59(b)(3)(i) <i>Identification in exposition</i>		
148.59(b)(3)(ii) <i>Compliance with exposition</i>		
148.59(b)(4) <i>Non-conforming parts</i>		
<b>Final tests</b> 148.59(b)(5)(i) <i>Final test for an aircraft</i>		
148.59(b)(5)(ii) <i>Final test for an engine</i>		
148.59(b)(5)(iii) <i>Final test for a propeller</i>		
<b>Identification of manuf. items</b> 148.59(b)(6) <i>Identification, handling and storage</i> [148.103 iaw requirements of Part 21, Subpart Q]		

<b>CAA Form One</b> 148.59(b)(7) <i>Issue of CAA Form 1</i>		
148.59(b)(8) <i>Signatories of CAA Form 1</i>		
<b>Document control</b> 148.59(b)(9)(i) <i>Reviewed and authorised</i>		
148.59(b)(9)(ii) <i>Availability at locations</i>		
148.59(b)(9)(iii) <i>Removal of obsolete data</i>		
148.59(b)(9)(iv) <i>Changes reviewed and authorised</i>		
148.59(b)(9)(v) <i>Identification of revision status</i>		
148.59(b)(10) <i>Availability to the Director</i>		
<b>148.61 Continued Airworthiness</b>		
148.61(a)(1)(i) <i>Advise purchaser</i>		
148.61(a)(1)(ii) <i>Advise TC holder</i>		
148.61(a)(2) <i>Advise the CAA [ref Part 12 below]</i>		
148.61(b)(1) <i>Assist TC holder</i>		
148.61(b)(2) <i>Provide instructions</i>		

148.61(b)(3) <i>Instructions availability</i>		
148.61(b)(4) <i>Inform owners</i>		
<b>148.63 Records</b>		
148.63(a) <i>Control procedures</i>		
148.63(b)(1) <i>Personnel records</i>		
148.63(b)(2) <i>Items manufactured</i>		
148.63(b)(3) <i>Conformity</i>		
148.63(b)(4) <i>Calibration</i>		
148.63(b)(5)(i) <i>Legible and permanent</i>		
148.63(b)(5)(ii) <i>Retention period</i>		
<b>148.153 Internal Quality Assurance</b>		
148.153(b)(1) <b>TP</b> <i>Safety policy and procedures</i>		
148.153 (b)(2) <b>TP</b> <i>Quality indicators</i>		
148.153 (b)(3) <b>TP</b> <i>Corrective action</i>		
148.153 (b)(4) <b>TP</b> <i>Preventive action</i>		
148.153 (b)(5) <b>TP</b> <i>Audit programme</i>		
148.153 (b)(6) <b>TP</b> <i>Management review</i>		
148.153 (c) <b>TP</b>		



Understood and implemented		
<b>Corrective action</b> 148.153 (d)(1) <b>TP</b> Existing problems corrected		
148.153 (d)(2) <b>TP</b> Follow up		
148.153 (d)(3) <b>TP</b> Procedure amended		
148.153 (d)(4) <b>TP</b> Review of effectiveness		
<b>Preventive action</b> 148.153 (e)(1) <b>TP</b> Potential problems corrected		
148.153 (e)(2) <b>TP</b> Follow up		
148.153 (e)(3) <b>TP</b> Procedure amended		
148.153 (e)(4) <b>TP</b> Review of effectiveness		
<b>Audit programme</b> 148.153 (f)(1) <b>TP</b> Frequency and location		
148.153 (f)(2) <b>TP</b> Independent trained auditors		
148.153 (f)(3) <b>TP</b> Audit report		
148.153 (f)(4) <b>TP</b> Preventive and corrective actions		
148.153 (f)(5) <b>TP</b> Follow up		

<b>Management review</b> 148.153 (g)(1) <b>TP</b> <i>Frequency</i>		
148.153 (g)(2) <b>TP</b> <i>Responsibility</i>		
148.153 (g)(3) <b>TP</b> <i>Evaluation and recording of results</i>		
148.153 (h) <b>TP</b> <i>Access to CEO</i>		
<b>148.65 Safety Management</b> <b>[100.3]</b>		
148.65 <b>TP</b> <i>System for safety management</i>		
100.3(a)(1) <b>TP</b> <i>Safety policy</i>		
100.3(a)(2) <b>TP</b> <i>Risk management</i>		
100.3(a)(3)(i) <b>TP</b> <i>Hazard reporting etc.</i>		
100.3(a)(3)(ii) <b>TP</b> <i>Safety goals</i>		
100.3(a)(3)(iii) <b>TP</b> <i>Quality assurance programme</i>		
100.3(a)(4) <b>TP</b> <i>Safety training</i>		
100.3(b) <b>TP</b> <i>SMS documentation</i>		
100.3(c) <b>TP</b> <i>Adequacy of SMS</i>		
<b>Part 12 Occurrence Reporting</b>		
12.55(a)(4)		

Notification of defect incident		
12.55(d)(2) [App A(b)] Required information		
12.57(a)(1) Provide details		
12.57(b)(1)-(3) Means of providing details		
12.59(1) Conduct investigation		
12.59(2)(i)-(iii) Submit report to CAA		
12.59(3) Preventative action		
12.105 Retention of defective products and components		
<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
100	Safety Management	Amendment 1	1 February 2016
148	Manufacturing Organisation Certification	Amendment 5	10 March 2017

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

