



**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.



**Applicant:**

**CAAV participant ID:**

**Manuals submitted:**

**Revision:**

**Dated:** Click or tap to enter a date.

	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: (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 comments (for CAA use only)
<b>145.67 Exposition</b>		
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>		



Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
145.67(a)(6A) <i>Lines of safety responsibility</i>		
145.67(a)(7) <i>Scope of work</i>		
<b>Procedures</b> 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>		
145.67(a)(13) <i>Procedures for training under E1 rating</i>		
145.67(a)(14) <i>Changes to scope</i>		
145.67(a)(15) <i>Issuing release notes under 'S' rating [145.11(13) to (15)]</i>		
145.105 <i>Changes to organisation</i>		
<b>145.51 Personnel requirements</b>		
145.51(b)(1) <i>Assessing and maintaining competence</i>		
145.51(b)(2) <i>Written authorisation</i>		



Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
<b>145.52 Maintenance personnel duty time limitations</b>		
145.52 <i>Duty time limitations</i>		
<b>145.53 Facility requirements</b>		
145.53(b)(1) <i>Office</i>		
145.53(b)(2)(i) <i>Weather protection</i>		
145.53(b)(2)(ii) <i>Segregation of work areas</i>		
<b>Storage facilities</b>		
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>		



<b>145.55 Equipment, tools, and material</b>		
145.55(1) <i>Access to equipment, tools, and material</i>		
145.55(2) <i>Control and calibration</i> [AC43-13]		
<b>145.59 Maintenance control procedures</b>		
<b>Control of material, parts, and assemblies</b>		
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>		

<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
<b>Maintenance procedures</b>		
145.59(b)(3)(i) <i>Techniques and practices</i>		
145.59(b)(3)(ii) <i>Contractual obligations</i>		
145.59(b)(3)(iii) <i>Maintenance at other locations</i>		



<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
43.205 <i>Certifying conformity of major modifications and repairs</i>		
43.207(a)-(c) <i>Documenting conformity</i>		
<b>Sub-contracting procedures</b>		
145.59(b)(4)(i) <i>Identification in exposition</i>		
145.59(b)(4)(ii) <i>Compliance with exposition</i>		
<b>Certification procedures</b>		
145.59(b)(6) <i>Certification for RTS</i>		
43.105(a)(1)-(4) <i>RTS information</i>		
43.105(a)(5) <i>RTS statement</i>		
43.107(1)&(2) <i>Inoperative equipment</i>		
43.109(1)&(2) <i>Details of defects</i>		
43.109(3)(i)-(iii) <i>Details of person</i>		
43.113(a)(2)(i)&(ii) <i>DSI carried out</i>		



<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
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>		
<b>Documentation control procedures</b>		
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>		





<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
145.59(b)(8)(iv) <i>Changes reviewed and authorised</i>		
145.59(b)(8)(v) <i>identification of revision status</i>		
145.59(b)(9) <i>Availability to the Director</i>		
<b>145.60 Authorisation procedures</b>		
145.60(a)(1) [43.51(a)(3)] <i>Perform and supervise</i>		
145.60(a)(2) [43.101(a)(3)] <i>Certify for RTS</i>		
145.60(a)(3) <i>Certify conformity</i>		
145.60(b)(1) <i>Rated LAME</i>		
145.60(b)(2) <i>LAME in appropriate category</i>		
145.60(b)(3) <i>CASA rated LAME</i>		
145.60(b)(4) <i>Certificate of maintenance approval</i>		
145.60(b)(5)(i)-(ii) <i>Maintenance outside NZ</i>		



<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
145.60(b)(6) <i>Limited authorisation</i>		
145.60(b)(7) <i>Part 43 Appendix A.1 trained and authorised</i>		
<b>Components</b>		
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>		



Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
<b>Examination</b> 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</i> [121.407]		



<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
<b>Conformity of major modifications and repairs</b>		
145.60(e)(2)(i) <i>Authorisation holder</i>		
145.60(e)(2)(ii) <i>Training course</i>		
145.60(e)(2)(iii) <i>Examination</i>		
145.60(f)(1) <i>Recent experience req. of 66.57 and 66.207</i>		
145.60(f)(2) <i>Refresher training course for EDTO [121.407]</i>		
145.60(g) <i>Equal or lesser privileges</i>		
43.67(1)&(2) <i>NDT [AC43-8]</i>		
<b>145.61 Continued airworthiness</b>		
145.61(a)(1)(i) <i>Advise design organisation</i>		
145.61(a)(1)(ii) <i>Advise operator</i>		
145.61(a)(2) <i>Advise the CAA [ref Part 12 below]</i>		
145.61(b) <i>Procedure to advise owner</i>		
<b>145.63 Records</b>		
145.63(a) <i>Control procedures</i>		



<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
145.63(b)(1) <i>Personnel records</i>		
145.63(b)(2) <i>Aircraft and components</i>		
145.63(b)(3) <i>Calibration</i>		
145.63(b)(4)(i) <i>Legible and permanent</i>		
145.63(b)(4)(ii) <i>Availability to operator</i>		
145.63(b)(4)(iii) <i>Retention period</i>		
145.63(b)(4)(iv) <i>Records made available to Director</i>		
43.55(1) & (2)(i)-(ii) <i>Recording of overhaul</i>		
43.69(a)(1)-(7) <i>Information required on completion of maint</i>		
43.69(b)(1)-(2) <i>Summary in maint logbook</i>		
43.69(c)(1)-(3) <i>Record of rectification of defect or inspection in tech log</i>		
43.69(d)(1)-(4) <i>Details of person</i>		
43.69(e)(1)-(2) <i>TIS recorder</i>		



<b>Rule reference</b>	<b>Manual references / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>
43.69(f) <i>Records are accurate and legible</i>		
<b>145.65 Safety management (Refer rule 100.3)</b>		
145.65 <i>Safety Management System</i>		
100.3(a)(1) <i>Safety policy</i>		
100.3(a)(2) <i>Process for risk management</i>		
100.3(a)(3)(i) <i>Internal reported and analysed</i>		
100.3(3)(ii) <i>Goals for improvement</i>		
100.3(3)(iii) <i>Quality assurance programme</i>		
100.3(4) <i>Personnel training</i>		
<b>145.68 Rating for issuing release notes (Use 24019/02 Part 19F Matrix as applicable)</b>		
145.68(1) <i>Senior person(s) responsible for functions in rules 19.317(a)(2)(i) to (iii)</i>		
145.68(2) <i>Facilities for supply activities 19.319</i>		
145.68(3) <i>Control procedures equivalent to 19.321</i>		
145.68(4)		



Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
<i>Records to 19.323</i>		
<b>List any other rules complied with:</b>		
Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
<b>Part 12 Accidents, Incidents, and Statistics</b>		
<b>Subpart B - Notification, Investigation, and Reporting of Occurrences</b>		
12.51 & 12.53 <i>Notification of accident</i> <i>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.</i> 12.51 <i>Notify as soon as practicable.</i> 12.53 <i>Submitting CA005 form; or by a means acceptable to the CAA within 10 days of the accident.</i>		
12.55 & 12.57 <i>Notification of incident</i> <i>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.</i> 12.55 <i>Notify as soon as practicable.</i> CAR Pt12.57 <i>Submitting CA005 or CA005D form; or by a means acceptable to the CAA within 14 days of the incident.</i>		



Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
12.59 <i>Investigation and reporting</i> <i>The exposition must have a clear description of your internal investigation process and submit a report to the CAA within 90 days.</i>		
<b>Part 12 Accidents, Incidents, and Statistics</b> <b>Subpart C – Preservation of Aircraft, its Contents, and Records</b>		
12.101 <i>Access to aircraft involved in an accident</i> <i>The exposition must have a clear process on how you ensure no person interfere with the scene of the aircraft involved in an accident.</i>		
12.103 <i>Preservation of records</i> <i>The exposition must include process on how you preserve all records for at least 14 days after the serious accident or incident.</i>		
12.105 <i>Retention of defective products and components</i> <i>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.</i>		





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**CAAV use only**

Assessed by:

Work Request

Date received:

Date accepted:

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 22	1 December 2021
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:**

Revision	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>
11	20/12/2023	Final	Updated Part 12 Subpart B and Subpart C Updated amendment history General formatting updates