



Part 115 common requirements – compliance matrix

The purpose of a compliance matrix is to speed up the certification process by ensuring every applicable rule requirement has been addressed accurately in the exposition. This may help to reduce the cost of certification by the quick location of required policies or procedures in the applicant's exposition manual suite.

The rule references in this matrix have been extracted from the Civil Aviation Rules as the minimum compliance requirements for an applicant for the issue or renewal of a Part 115 adventure aviation operator certificate. This matrix is part of a series of matrices applicable to Part 115 adventure aviation operator certificate requirements and contains the operating and certification rules common to all types of adventure aviation operations. Use this common requirement matrix in conjunction with the matrix for your specific type(s) of operations:

Hot air balloon *Parachute-drop aircraft* *Microlight aircraft* *Tandem parachutes* *Gliders* *Hang gliders and paragliders* *Special aircraft*

The appropriate matrices should be completed by an applicant for both initial certification and renewal of a Part 115 adventure aviation operator certificate, and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual reference / applicant's comments* column.

The completed matrices should accompany the exposition documents, and appropriate application form for the issue or renewal of an adventure aviation operator certificate. They may be included as a component of the exposition. An applicant may submit a completed matrix in a different format, as long as it includes all the rule references identified herein. However, there may be additional processing time required by the Civil Aviation Authority (CAA) in cross-referencing requirements.

It is desirable that the certificate holder maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment applications. All Civil Aviation Rules have to be complied with, but not every rule has to be addressed in the exposition.

How to use this compliance matrix

Rules marked with **(P)** require the applicant to develop an **exposition procedure** to show how the rules will be complied with.

Rules marked with **(SV)** require some or all aspects to be assessed during a **certification site visit**.

Rules that have been **greyed out** should be read and understood, but do not require any annotation in the exposition.

How to fill in this compliance matrix

- Ticks (✓) are not acceptable.
- Where an applicant does not meet the rule requirement or deems it not applicable, an explanation should be given in the *Manual reference / applicant's comments* column.
- If a rule is not applicable to the operation, it should be annotated **N/A** and comments made as necessary for clarity.
- If compliance is required with a rule not listed in the matrix, please add it to the list and identify the exposition reference.



Company name		CAA participant number	
Manuals submitted		Revision number and date	

	Manual reference / applicant's comments	CAA comments (for CAA use only)
Rule compliance matrix		
List of effective pages		
Record of amendments		
Distribution list & copies to be numbered		
Contents page		
Definitions & abbreviations (not mandatory)		
On every page		
1 Headers and/or footers to include: (a) Company name (b) Name of the manual (c) Page number		
2. Effective revision status and date of the page (may be included in header, footer or page body)		
Index (not mandatory)		



Section 1

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
Subpart A - General		
115.1 Purpose		
115.3 Definitions		
115.5 Requirement for certificate		
115.7 Application for certificate		
115.7 (1) & (2) Refer 115.13 (b)	Use the approved CAA form to apply for the initial issue of an adventure aviation operator certificate	
115.9 Issue of certificate		
115.11 Privileges of certificate holder		
115.13 Operations specifications	Issued by CAA with Certificate	
115.15 Maximum period		
115.17 Notification of termination of operations		
115.19 Re-issue of certificate		
115.19	Use the approved CAA form to apply for the renewal of an adventure aviation operator certificate	



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
Subpart B - Adventure Aviation Operator Certification Requirements		
115.51 Personnel requirements		
115.51 (a) (1) (i) & (ii)		
115.51 (a) (2) (i) to (iii)		
115.51 (a) (3)		
115.51 (b) (1) (i) to (v)		
115.51 (b) (2) Refer 115 App. A and AC115-1 appendix A		
115.53 Personnel competency requirements (P) (SV)		
115.53 (a) (1)		
115.53 (a) (2)		
115.53 (b)		
Requirements of Part 141 or Part 149 as applicable		
115.53 (c) (1)		
115.53 (c) (2)		
115.53 (c) (3)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.55 Resource requirements (SV)		
115.55 (a) (1) & (2)		
115.55 (b) (1) & (2)		
115.57 Proving flights or tests		
115.59 Maintenance procedures (SV) - refer section 2		
115.61 Maintenance programme - refer section 2		
115.62 Drug and alcohol programme - refer section 2		
115.63 Documentation (P) (SV)		
115.63 (a)		
115.63 (b) (1) to (5)		
115.65 Records—personnel (P) (SV)		
115.65 (1) (i) to (iii)		
115.65 (2) (i) to (iv)		
115.65 (3) (i) & (ii)		
115.67 Records—resources (P) (SV)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.67		
115.69 Flight authorisation and control (P)		
115.69		
115.71 Flight following service (P) (SV)		
115.71 (a)		
115.71 (b) (1)(i) to (vii)		
115.71 (b) (2) to (5)		
115.73 Establishment of procedures		
115.73 (a)		
115.73 (b) (1)		
115.73 (b) (2)		
115.73 (b) (3)		
115.73 (b) (4)	Acceptable to the Director	
115.75 Reporting of accidents and incidents - refer section 2		
115.77 Safety management - refer section 2		
115.79 Adventure aviation operator exposition		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.79 (a) (1)		
115.79 (a) (1)(i)		
115.79 (a) (1) (ii)		
115.79 (a) (1A) (i)Pt 100.3 (b) requirements	See section 2	See section 2
115.79 (a) (1A) (ii)	See section 2	See section 2
115.79 (a) (2) Refer 115.51 (a) (1) & (2)		
115.79 (a) (3) (i) Refer 115.51 (a) (1) & (2) Refer 115.51 (b) (i) (iii) & (v)		
115.79 (a) (3) (ii) Refer 115.151 (b) (1) (iv)		
115.79 (a) (4)		
115.79 (a) (5)		
115.79 (a) (5A)		
115.79 (a) (6)	For all exposition-based procedure requirements see 115.53, 115.63, 115.65, 115.67, 115.69, 115.71, 115.73, 115.75, 115.77, and Subpart D as applicable	



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.79 (a) (7) (i) to (iii)	For all exposition-based maintenance requirements see 115.59 and 115.61 and maintenance rules in Subparts I, J, K, L, M, O, and P as required	
115.79 (a) (8) (i) & (ii)	For all exposition-based drug and alcohol requirements see 115.62 and 115.231	
115.79 (a) (9) (i)	For all exposition-based flight and duty time requirements see rules 115.401 and 115.403	
115.79 (a) (9) (ii)	For all exposition-based passenger safety training and briefing requirements see 115.203 and 115.205	
115.79 (a) (9) (iii)	For all exposition-based emergency situation action plan requirements see 115.209	
115.79 (a) (9) (iv) & (v)	For all exposition-based crew training and competency assessment requirements see Subpart E and Subpart F, rules 115.301 to 115.361	
115.79 (a) (10) & (11)	For all exposition-based programme requirements see 115.61, 115.62, 115.303 and 115.351	
115.79 (b)	The applicant's exposition must be acceptable to the Director	
Subpart C - Operating Limitations and Requirements		
115.101 Continued compliance (SV)		
115.101 (a)	The operator must comply with Operations Specifications required by 115.13	
115.101 (b) (1) & (2)		
115.101 (b) (3)		
115.103 Flight crew qualifications (SV)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.103 (a)		
115.103 (b)		
115.105 Business or trading name (SV)		
115.105 (a)		
115.105 (b)		
115.105 (c)		
115.107 Limitations of adventure aviation certificate holder (SV)		
115.107		
115.109 Changes to certificate holders organisation (P)		
115.109(a) (1) to (4)		
115.109 (b) (1) – (8) must be addressed		
115.109 (c)		
115.109 (d) & (e)		
115.111 Changes to the maintenance programme		
Subpart D - Flight Operations		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.201 Restriction or suspension of operations (SV)		
115.201 (a) (1) to (3)		
115.201 (b)		
115.201 (c)		
115.203 Passenger safety (SV)		
115.203 (1) & (2)		
115.205 Passenger training and briefing (P) (SV)		
115.205		
Refer 115.79 (a) (9) (ii) & 91.211		
115.207 Emergency equipment requirements (SV)		
115.207 (a)(1) (i) to (iii) Refer CATI 91.523 as applicable		
115.207 (a)(2)		
115.209 Emergency situation action plans (P)		
115.209 (a)		
115.209 (b) (1) to (6)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.209 (c) (1) & (2)		
115.209 (d)		
115.211 Operational safety check (SV)		
115.211 Items (a) (b) & (c) All to be addressed		
115.213 Flight preparation and flight planning (SV)		
115.213 Refer Part 91.217 (1) to (8) as applicable		
115.215 Manipulation of controls		
115.215 (a) (1) to (4)		
115.215 (b) (1) & (2)		
115.217 Flights over water (SV)		
115.217 (a) to (c)		
115.219 Use of aerodromes, landing areas and launch sites (SV)		
115.219 (a)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.219 (b) Refer Part 91.127		
115.219 (c) (1) to (4)		
115.221 Meterological conditions		
115.221 Refer Part 91.301		
115.223 Aircraft load limitations (SV)		
115.223 (a) (1) to (3)		
115.223 (b)		
115.223 (c) Refer 115.455 (b) (11) to (15)		
115.225 Responsibility for airworthiness		
115.225 (a) & (b)		
115.227 Fuel (P) (SV)		
115.227 (a) to (d) Refer Part 91.305 requirements		
91.15 Refuelling		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.229 Carriage of dangerous goods		
115.229		
115.231 Impairment of personnel affecting flight safety		
115.231 (1) to (4) Refer also drug and alcohol policy 115.62		
Subpart E - Training		
115.301 Training – General (P)		
115.301 (a) (1) to (3)		
115.301 (b) (1)		
115.301 (b) (2) Part 141 or Part 149 contracts required		
115.303 Flight crew and ground crew training (P)		
115.303 (a) (1)		
115.303 (a) (2)		
115.303 (a) (3)		
115.303 (b)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.303 (c)		
115.303 (d)		
115.305 Initial training for (flight) crew members and ground crew (P) (SV)		
115.305 (1) & (2) (i) to (vii)		
115.307 Transition training for (flight) crew members and ground crew (P)		
115.307 (a) (1) to (3)		
115.307 (b) (1) to (3)		
115.309 Recurrent training for (flight) crew members and ground crew (P)		
115.309		
115.311 Flight crew member instructor qualifications (P) (SV)		
115.311 (1)		
115.311 (2) (i) to (iv)		
Part 61 Subpart G		
115.311 (3)		
115.313 Training records (SV)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.313 Refer 115.65		
Subpart F - Crew Member and Ground Crew Competency Requirements		
115.351 Operational competency assessment programme (P)		
115.351		
115.353 Flight crew competency checks (P)		
115.353 (1) (i) to (iii)		
115.353 (2) (i) to (viii)		
115.353 (3) (i) & (ii) 61.29 (a) (3)		
115.353 (4) (i) & (ii)		
115.353 (5) (i) & (ii)		
115.353 (6)		
115.355 Crew member and ground crew member competency checks (P) (SV)		
115.355 (1) to (8)		
115.357 Flight examiner qualifications (SV)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.357 (1) to (4) Refer Part 61 Subpart S or Part 149 organisation for qualifications		
115.359 Completion of crew member test or flight check before required date		
115.359		
115.361 Competency and testing records (SV)		
115.361 Refer also 115.65		
Subpart G - Fatigue of Flight Crew		
115.401 Operator responsibilities – flight and duty scheme (P) (SV)		
115.401 (a)		
115.401 (b) (1) to (11) All items must be addressed		
115.401 (c) (1)		
115.401 (c) (2)		
115.401 (c) (3)		
115.403 Flight crew member responsibilities – flight and duty time		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.403 (a) & (b)		
Subpart H - Manuals, Logs and records		
115.451 Operating information (P) (SV)		
115.451		
115.453 Documents to be carried (SV)		
115.453		
115.455 Daily flight record (P) (SV)		
115.455 (a)		
115.455 (b) (1) to (15) All items must be addressed		
115.455 (c)		
115.457 Retention period (SV)		
115.457 (a) to (e)		



Section 2

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.59 Maintenance procedures (P)		
115.59 (a)		
115.59 (a) (1)		
115.59 (a) (2)		
115.59 (b)		
115.59 (b) (1)		
115.59 (b) (2)		
115 59 (b) (3)		
115.61 Maintenance programme (P)		
115.61 (a)		
115.61 (b) (1)		
115.61 (b) (2) (i) & (ii)		
115.61 (b) (3)		
115.61 (b) (4)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.61 (b) (5)		
115.61 (b) (6)		
115.61 (b) (7)		
115.61 (b) (8) (i) & (ii)		
Pt 91.623		
115.61 (c) (1) to (3)		
91 Subpart G Refer Subpart G section below		
115.62 Drug and alcohol programme (P)		
115.62 (a) to (d) as applicable		
115.77 Safety management (P)		
115.77		
100.3 (a) (1)		
100.3 (a) (2)		
100.3 (a) (3) (i) to (iii)		
100.3 (a) (4)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
100.3 (b)		
100.3 (c)		

The following rules not referred to in Part 115 must also be addressed as applicable

Part 91 General Operation and Flight Rules

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
Subpart A - General		
91.5 Also 91.203		
91.11		
91.15 (1) to (3) Refer Part 115.227		
Subpart B - Operating Rules		
91.101 (a) (1) & (2)		
91.101 (b) (1) & (2)		
91.101 (c) (1) to (5)		
91.105 (b) (1) & (3)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.105 (d)		
91.105 (j) (1) & (2) (i)		
91.109		
91.111 (1) to (3)		
91.117 (a) & (b)		
91.119 (1) to (3)		
91.123 (1) to (2)		
91.129 (a) & (b)		
91.131 (a) to (c)		
91.133 (1) to (3)		
91.135 (a) (1) to (3)		
91.135 (b) (1) & (2)		
91.135 (c) (1) & (2)		
91.135 (d)		
91.137 (3) (i) to (iii)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.139 (2) (i) to (iii)		
Subpart C - General Flight Rules		
91.201 (1) to (3)		
91.203 (1) & (2) Also 91.5		
91.205 (a) & (b)		
91.207 (a) & (b)		
91.209 (a) & (c) Also 91.531		
91.213 (1) & (2)		
91.219 (1) to (5) Refer also Part 115.355		
91.221 (a) (1) & (2)		
91.221 (b)		
91.223		
91.225		
91.227 (1) to (3)		
91.229		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.235		
91.237		
91.239 (a) & (b)		
91.241 (a) to (c)		
91.243		
91.245 (a) to (f)		
91.247 (a) to (g)		
Subpart D - Visual Flight Rules		
91.307 (a) to (d)		
91.309		
91.311 (a) (1) to (3)		
91.311 (b) & (c)		
91.313 (a) & (b)		
91.315		
Subpart G – Operator Maintenance Requirements		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.602 (a) & (b)		
91.603 (a) (1)		
91.603 (a) (2) Refer Part 39		
91.603 (a) (3)		
91.603 (a) (4) & (5) Refer 91.537		
91.603 (a) (6) & (7) Refer Part 43		
91.603 (a) (8)		
91.603 (b)		
91.603 (c) (1) & (2) Refer rule 115.61		
91.603 (d)		
91.605 (a) (1) & (b) (2)		
91.605 (e) (1) to (10)		
91.605 (f)		
91.605 (g) (1) to (4)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.605 (h) (1) & (2)		
91.611 (a) & (b)		
91.613 (a) & (b)		
<i>Review of airworthiness</i>		
91.615 (a) (1) & (2)		
91.615 (c) (1) & (2)		
91.616 (1) & (2)		
91.617 (a) to (d)		
91.623 (a) & (b)		
91.619 (a) (1) to (12)		
91.619 (b)		
91.623 (d)		
91.621 (1) & (2)		



Part 12 Accidents, Incidents, and Statistics

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
Subpart B - Notification, Investigation, and Reporting, of Occurrences		
Notification of incident <i>The exposition must describe the process you will undertake to notify CAA of a serious incident or an immediate hazard that would impact the safety of an aircraft operation.</i> 12.55 Notify CAA as soon as practicable 12.57 Submit the details to CAA within 14 days of the incident on the approved CAA form, or by a means acceptable to CAA		
Investigation and reporting <i>The exposition must have a clear description of your internal investigation process, including submitting a report to CAA within 90 days after the incident</i> 12.59		
Subpart C – Preservation of Aircraft, its Contents, and Records		
Preservation of records <i>The exposition must include a process on how you preserve all records for at least 14 days after the serious accident or incident</i> 12.103		



Retention of defective products and components <i>The exposition must have a description on your obligation to submit a defect incident report and the process on how to retain the defective product or component for at least 14 days after submitting the report</i> 12.105		
Subpart D - Statistics		
Aircraft operating statistics <i>In your exposition, you must clearly outline the process on how you provide statistical data and information to CAA for each type of aircraft operation</i> 12.151		

Other rules addressed (identify as necessary)

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)



CAAV use only

Assessed by					
Case		Date received		Date accepted	

This compliance matrix was established using the following Parts:

Part	Name	Amendment no.	Effective date	Part	Name	Amendment no.	Effective date
12	Accidents, Incidents, and Statistics	Initial issue	5 April 2025	100	Safety Management	Initial issue	5 April 2025
61	Pilot Licences and Ratings	Initial issue	5 April 2025	115	Adventure Aviation – Certification and Operations	Amendment 2	12 June 2026
91	General Operating and Flight Rules	Amendment 1	12 June 2026				

Development status control (NZ CAA)

Revision	Date	Status	Amendment(s)
8	February 2022	Final	Rule part updated to reflect: 115.51(b)(2), 115.71(b)(2) to (5), 115.51(b)(1)(i), (iii) & (v), 115.59(a)(1) & (2), 115.59(b)(1), (2) & (3), 91.621(1)-(2) TPs removed as these expired on 1 st February 2021
9	December 2023	Final	General formatting updates and update to Part 12 Accidents, Incidents, and Statistics - Subpart B - Notification, investigation, and reporting of occurrences - Subpart C – Preservation of Aircraft, its Contents, and Records - Subpart D – Statistics
Note: revision 9 changes were completed but remained under revision 8. There is no published revision 9 for the Part 115 common requirements compliance matrix			
10	April 2025	Final	- Corrected typos and completed minor formatting changes to decrease document size and improve user experience - Updated rule reference table following the re-issue of the rules under the Civil Aviation Act 2023 - Removed specific form references (eg, 24115/01), as these have been removed from rules as part of the Civil Aviation Act 2023 rule realignment - Changed document name to align with CAA's operational policy naming conventions - Increased revision number by two
11	June 2026	Final	Rule part updated to reflect minor changes 115.207.
12	June 2026	Final	Corrected 115.207 to include reference to CATI 91.523.