



Part 145 aircraft maintenance – 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 145 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 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 Civil Aviation Authority (CAA) in cross-referencing requirements.



Applicant:

CAA participant number:

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)
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) [rule 100.3 (b)] <i>Documentation required 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 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>		
Procedures 145.67(a)(8)(i)-(xvi)	<i>For all exposition-based procedures use rule sections 145.51, 145.52, 145.55, 145.59, 145.60, 145.61 and 145.63 below</i>	



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
145.67(a)(9)&(10) Facilities	For all exposition-based facility requirements use rule section 145.53 below	
145.67(a)(12) Control of exposition		
145.67(a)(13) Procedures for training under E1 rating		
145.67(a)(14) Changes to scope		
145.67(a)(15) Issuing release notes under 'S' rating [145.11(13) to (15)]		
145.105 Changes to organisation		
145.51 Personnel requirements		
145.51(b)(1) Assessing and maintaining competence		
145.51(b)(2) Written authorisation		
145.52 Maintenance personnel duty time limitations		
145.52 Duty time limitations		
145.53 Facility requirements		
145.53(b)(1) Office		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
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 Maintenance control procedures		
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>		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
Maintenance procedures		
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>		
43.205 <i>Certifying conformity of major modifications and repairs</i>		
43.207(a)-(c) <i>Documenting conformity</i>		
Sub-contracting procedures		
145.59(b)(4)(i) <i>Identification in exposition</i>		
145.59(b)(4)(ii) <i>Compliance with exposition</i>		
Certification procedures		
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>		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
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>		
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>		
Documentation control procedures		
145.59(a) <i>Availability of documentation</i>		
145.59(b)(8)(i) <i>Reviewed and authorised</i>		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
145.59(b)(8)(ii) <i>Availability at locations</i>		
145.59(b)(8)(iii) <i>Removal of obsolete data</i>		
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>		
145.60 Authorisation procedures		
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>		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
145.60(b)(6) <i>Limited authorisation</i>		
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 [rule 121.407]</i>		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
Conformity of major modifications and repairs		
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 rules 66.57 and 66.207</i>		
145.60(f)(2) <i>Refresher training course for EDTO [rule 121.407]</i>		
145.60(g) <i>Equal or lesser privileges</i>		
43.67(1)&(2) <i>NDT [AC43-8]</i>		
145.61 Continued airworthiness		
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 CAA [ref Part 12 below]</i>		
145.61(b) <i>Procedure to advise owner</i>		
145.63 Records		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
145.63(a) <i>Control procedures</i>		
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>		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
43.69(e)(1)-(2) <i>TIS recorder</i>		
43.69(f) <i>Records are accurate and legible</i>		
145.65 Safety management (Refer rule 100.3 system for safety management)		
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>		
145.68 Rating for issuing release notes (Use the Part 19F compliance matrix as applicable)		
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 rule 19.319</i>		
145.68(3)		



Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
Control procedures equivalent to rule 19.321		
145.68(4) Records to rule 19.323		
List any other rules complied with:		

Part 12 Accidents, Incidents, and Statistics		
Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
Subpart B - Notification, Investigation, and Reporting of Occurrences		
12.51 & 12.53 <i>Notification of accident</i> <i>The exposition must clearly outline the process on how you notify 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 Notify as soon as practicable. 12.53 Submit the approved CAA form, or by a means acceptable to CAA within 10 days of the accident.		



Part 12 Accidents, Incidents, and Statistics		
Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
12.55 & 12.57 <i>Notification of incident</i> <i>The exposition must describe the process you will undertake to notify 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> 12.57 <i>Submit the approved CAA form, or by a means acceptable to CAA within 14 days of the incident.</i>		
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 CAA within 90 days.</i>		



Part 12 Accidents, Incidents, and Statistics		
Rule reference	Manual references / Applicant's comments	CAA comments (for CAA use only)
Subpart C – Preservation of Aircraft, its Contents, and Records		
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 and the process on how to retain defective product or component for at least 14 days after submitting the report.</i>		

CAA use only

Case number:

Assessed by:

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 Parts:

Part	Name	Amendment no.	Effective date
12	Accidents, Incidents, and Statistics	Initial issue	5 April 2025
19	Miscellaneous Rules	Initial issue	5 April 2025
43	General Maintenance Rules	Initial issue	5 April 2025
100	Safety Management	Initial issue	5 April 2025
145	Maintenance Organisation Certification	Amendment 1	5 April 2025

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

Development status control:

Revision	Date	Status	Reason for amendment
10	01 Feb 2021	Final	Transition Provisions removed as these expired 1 February 2021; updated amendment history; rule 154.155 (d) (3) name change: <i>Procedure amended</i>
11	20 Dec 2023	Final	Updated Part 12 Subpart B and Subpart C; updated amendment history; general formatting updates
12	05 April 2025	Final	Updated to reflect the new rules issued under the Civil Aviation Act 2023 (note: the only rules changed from revision 11 is the removal of rule 145.67(a)(1A)(ii), regarding a safety management system implementation plan) <i>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</i>