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| --- |
| **References:**   1. CAR 12 – Accidents, Incidents and Statistics 2. CAR 108 – Air Operator Security Programme 3. CAR 129 – Foreign Air Operator Certification   **Instructions:**  **Part 129 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 129 Foreign Airline Air Operator 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 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. As a minimum, 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 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 needs to be completed by every applicant for a Part 129 Foreign Airline Air Operator Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual References / Applicant’s Comments* column. **All information should be typed in the space provided.** 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 (✓) are not acceptable**.  The completed matrix should accompany the exposition documents and preferably be included as a component of the exposition manual suite. 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 CASA in cross-referencing requirements.  **General Manual Layout**  Manual binder: 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.  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 CASA and how you will manage amendments? |

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| **Applicant:** |  | **Client ID** |  | **Date:** | /     / |
| **Manual(s) Submitted:** |  | **Rev.:** |  |  | |
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|  | | **Manual References/Applicants Comments** | | **CASA Comments (For CASA use Only)** | |
| Rule Compliance Matrix | |  | |  | |
| Company Statement Page, Signed by the Chief Executive | |  | |  | |
| List Effective Pages | |  | |  | |
| Record of Amendments | |  | |  | |
| Distribution List & Copies to be numbered | |  | |  | |
| Content Page | |  | |  | |
| Definition & Abbreviations (not mandatory) | |  | |  | |
| On every page, headers and/or footers to include   1. Company name 2. Name of the manual 3. Effective revision and date of the page 4. Page number | |  | |  | |
| Index (not mandatory but desirable) | |  | |  | |

| **Rule reference** | **Manual References / Applicant’s Comments** | **CASA Review & Comments (for CASA use only)** |
| --- | --- | --- |
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| **List any other rules complied with:** | | |
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**CASA Use**

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This matrix was established using the following Civil Aviation Rule Part amendment statuses:

|  |  |  |  |
| --- | --- | --- | --- |
| 12  108  129 | Accidents, Incidents and Statistics  Air Operator Security Programme  Foreign Air Operator – Certification | Amendment 6  Amendment 9  Amendment 3 | 02 November 2021  21 March 2025  04 November 2024 |
|  |  |  |  |
| Other rules or advisory circulars referred to during the assessment by Inspector | | | |