|  |
| --- |
| **Reference:**1. P01.V04A “Exposition Evaluation Procedure”
2. CAR 12 -Accidents, Incidents and Statistics
3. CAR 95 Visual and Instrument Procedures for IFR Flight
4. CAR 100 Safety and Quality Management Systems
5. CAR 173 Instrument Flight Procedure and Service Organisation- Certification and Operation

**Instructions:*** 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 173 Instrument Flight Procedure Services 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. At least 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 must be completed by every applicant for a Part 173 Instrument Flight Procedure Services 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 (✓) 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 in that shown below; however, there may be additional processing time required by t CASA in cross-referencing requirements.

**General Manual Layout and Distribution*** 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.
* 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 CASA and how you will manage amendments?
* This document becomes Uncontrolled when Printed.
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| **Applicant:** |       | **Client ID:** |       |
| **Manuals Submitted:** |       | **Version No.** |       | **Rev.:** |       | **Dated:** |   |
|       | **Version No.** |       | **Rev.:** |       | **Dated:** |   |
|       | **Version No.** |       | **Rev.:** |       | **Dated:** |   |

|  | **Manual References/Applicants Comments** |  **Yes**  | **No** | **CASA Comments (For CASA 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: |       |[ ] [ ]        |
| 1. Company name
 |       |[ ] [ ]        |
| 1. Name of the manual
 |       |[ ] [ ]        |
| 1. Effective revision and date of the page
 |       |[ ] [ ]        |
| 1. Page number
 |       |[ ] [ ]        |
| Index (not mandatory but desirable) |       |[ ] [ ]        |

| **Rule reference** | **Manual References/Applicants Comments** | **Yes** | **No** | **CASA Comments (For CASA use Only** |
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| **173.73 Exposition** |
| **173.73(a)(1)(i)**CE statement |       |[ ] [ ]        |
| **173.73(a)(1)(ii)**CE statement |       |[ ] [ ]        |
| **173.73(a)(2) 173.69**SMS documentation |       |[ ] [ ]        |
| **173.73(a)(3) 173.51(a)(1) and (2), Appendix A**List of senior persons and Qualifications and experience |       |[ ] [ ]        |
| **173.73(a)(4)(i)**Duties and responsibilities |       |[ ] [ ]        |
| **173.73(a)(4)(ii)**Responsibilities for safety management |       |[ ] [ ]        |
|  **173.73(a)(5)(i)**Organisations chart & Lines of safety responsibility |       |[ ] [ ]        |
| **173.73(a)(5)(ii)**Authorised persons |       |[ ] [ ]        |
| **173.73(a)(6)**Scope of authorisation |       |[ ] [ ]        |
| **173.73(a)(7)**Types of instrument flight procedures |       |[ ] [ ]        |
| **173.73(a)(8)(i)(ii)(iii),173.53(a)**Resource requirements | For all exposition-based resource requirements use 173.53 section below |[ ] [ ]        |
| **173.73(a)(9) 173.55(b)**flight validation not required | For all exposition-based resource requirements use 173.59 section below |[ ] [ ]        |
| **173.73(a)(10)**Procedures | For all exposition-based procedures use 173.51, 173.52, 173.53 173.55, 173.57, 173.59, 173.61, 173.63, 173.65, and 173.67 sections below |[ ] [ ]        |
| **173.73(a)(11)**Control of exposition |       |[ ] [ ]        |
| **173.103**Changes to organisation |       |[ ] [ ]        |
| **173.51 Personnel Requirements** |
| **173.51(a)(3)**Sufficient personnel |       |[ ] [ ]        |
| **173.51 (b)(1)**Competence of designers |       |[ ] [ ]        |
| **173.51 (b)(2)**Competence of authorisers |       |[ ] [ ]        |
| **173.51 (b)(3)** Competence of Senior designers |       |[ ] [ ]        |
| **173.51 (c)** Authorised senior person |       |[ ] [ ]        |
| **173.52 Training Programme Requirements** |
| **173.52(a)(1)**Personnel Training |       |[ ] [ ]        |
| **173.52(a)(2)**Training Resource requirements |       |[ ] [ ]        |
| **Appendix A – A1**Senior person |       |[ ] [ ]        |
| **Appendix A – A2**Qualified Designers |       |[ ] [ ]        |
| **Appendix A – A3**Apprentice Designers |       |[ ] [ ]        |
| **Appendix A – A4**Senior person SMS |       |[ ] [ ]        |
| **173.53 Resource Requirements** |
| **173.53 (a)(1)** Available equipment |       |[ ] [ ]        |
| **173.53 (a)(2)** Access to data |       |[ ] [ ]        |
| **173.53 (a)(3)**Access to documentation |       |[ ] [ ]        |
| **173.53 (b)(1)**Data integrity |       |[ ] [ ]        |
| **173.53 (b)(2)**Availability of data to personnel |       |[ ] [ ]        |
| **173.53 (b)(3)**Data currency andtraceability |       |[ ] [ ]        |
| **173.53 (c)(1)**Reviewed and authorised |       |[ ] [ ]        |
| **173.53 (c)(2)**Availability at locations |       |[ ] [ ]        |
| **173.53 (c)(3)**Removal of obsolete documentation |       |[ ] [ ]        |
| **173.53 (c)(4)**Changes reviewed and authorised |       |[ ] [ ]        |
| **173.53 (c)(5)**Identification of revision status |       |[ ] [ ]        |
| **173.203 (a)(1)**utilize design automation tools |       |[ ] [ ]        |
| **173.203 (a)(2)**tool validation (software Update) |       |[ ] [ ]        |
| **173.55 Design of Instrument Flight Procedure & Subpart D – Design Criteria—Instrument Flight Procedure** |
| **173.55(a)(1)**Design and amendment |       |[ ] [ ]        |
| **173.201(a)(1)(i)-(v)** Design i.a.w ICAO Documents |       |[ ] [ ]        |
| **173.201(a)(2)(i)-(v)** Design i.a.w ICAO Annexes |       |[ ] [ ]        |
| **173.201(a)(3)**Other guidelines or standards |       |[ ] [ ]        |
| **173.201(b)**Acceptable to the Director |       |[ ] [ ]        |
| **173.201(c)(1)**Design co-ordination |       |[ ] [ ]        |
| **173.201(c)(2)**Design compatibility |       |[ ] [ ]        |
| **173.201(c)(3)(i)-(iv)** Elements to take into account |       |[ ] [ ]        |
| **173.201(d)**Written agreement with operator |       |[ ] [ ]        |
| **173.201(e)(1)&(2)**Ground based aeronautical facility |       |[ ] [ ]        |
| **173.55(a)(2)**Independent verification |       |[ ] [ ]        |
| **173.55(a)(3)** Validation of Instrument Flight Procedures |       |[ ] [ ]        |
| **173.205(a)**Elements of Ground and Flight Validations |       |[ ] [ ]        |
| **173.205(b)**Documentation Validations and acceptance |       |[ ] [ ]        |
| **173.205(c)** Procedures for Flight Validation |       |[ ] [ ]        |
| **173.205(d)**Flight validations qualified and experienced |       |[ ] [ ]        |
| **173.205(e)**Aircraft performance capabilities |       |[ ] [ ]        |
| **173.205(f)**Conduct of Flight Validation  |       |[ ] [ ]        |
| **173.205(g)**Navigation database validation |       |[ ] [ ]        |
| **173.205(h)(1)(2)(3)**Validation Report |       |[ ] [ ]        |
| **173.55(a)(4)(i)**Manoeuvring, workload |       |[ ] [ ]        |
| **173.55(a)(4)(ii)**Azimuth, distance, vertical info |       |[ ] [ ]        |
| **173.55(a)(4)(iii)**Radio interference |       |[ ] [ ]        |
| **173.55(a)(4)(iv)**Visual effects |       |[ ] [ ]        |
| **173.55(b)(1)(i)or(ii)**(Flight validation not required)En-route or instrument arrival |       |[ ] [ ]        |
| **173.55(b)(2)**(Flight validation not required)Instrument departure |       |[ ] [ ]        |
| **173.55(b)(3)(i)&(ii)**(Flight validation not required)Amendment after flight validation |       |[ ] [ ]        |
| **173.55(c)** Conducting flight validation |       |[ ] [ ]        |
| **173.55(d)(1)**(Flight validation equipment)Precision and accuracy |       |[ ] [ ]        |
| **173.55(d)(2)**(Flight validation equipment)Measurement uncertainties |       |[ ] [ ]        |
| **173.55(d)(3)**(Flight validation equipment)Record of flight path |       |[ ] [ ]        |
| **173.55(d)(4)**(Flight validation equipment)Checks |       |[ ] [ ]        |
| **173.55(d)(5)**(Flight validation equipment)Operated by competent and current persons |       |[ ] [ ]        |
| **173.55(e)**Justification of lack of flight validation |       |[ ] [ ]        |
| **173.55(f)**Compliance of data and information, manipulation or processing, information transfer |       |[ ] [ ]        |
| **173.55(g)**Alternative standards |       |[ ] [ ]        |
| **173.56 Authorisation of Persons to Certify Instrument flight Procedures** |
| **173.56(a)**Authorising senior person(s) |       |[ ] [ ]        |
| **173.56(b)**Training and experience |       |[ ] [ ]        |
| **App. A.1(a)**Training course |       |[ ] [ ]        |
| **App. A.1(b)**10 years in application |       |[ ] [ ]        |
| **App. A.1(c)(1)or(2)**2 years in design |       |[ ] [ ]        |
| **173.56(c)**Written authorisation |       |[ ] [ ]        |
| **173.56(d)**Consistency |       |[ ] [ ]        |
| **173.57 Certification of Instrument Flight Procedures**  |
| **173.57(b)(1)**Details of checks |       |[ ] [ ]        |
| **173.57(b)(2)**Means for providing information |       |[ ] [ ]        |
| **173.57(c)**Independent authorisation |       |[ ] [ ]        |
| **173.59 Promulgation of Instrument Flight Procedures [ref Rule 95.51 and 95.55]** |
| 173.59(a)(1)Information to the Director |       |[ ] [ ]        |
| 173.59(a)(2)PNG ANR and Gazette |       |[ ] [ ]        |
| 173.59(b)(1)Co-ordination with AIS provider |       |[ ] [ ]        |
| 173.59(b)(2)Accurate publication in PNG AIP  |       |[ ] [ ]        |
| 173.59(c)(1)(Required info for entry into PNGANR) - Name or identifier |       |[ ] [ ]        |
| 173.59(c)(2)(Required info for entry into PNGANR) - Acceptable data |       |[ ] [ ]        |
| 173.59(c)(3)(Required info for entry into PNGANR) - Effective date |       |[ ] [ ]        |
| 173.59(c)(4)(Required info for entry into PNGANR) - senior person statement for meeting standards |       |[ ] [ ]        |
| 173.59(c)(5)(Required info for entry into PNGANR) - senior person statement for maintenance |       |[ ] [ ]        |
| **173.61 Maintenance of Instrument Flight Procedures** |
| 173.61(b)(1)Periodic review |       |[ ] [ ]        |
| 173.61(b)(2)Review after change affecting integrity |       |[ ] [ ]        |
| 173.61(c)Grounds and criteria for periodic review intervals |       |[ ] [ ]        |
| 173.105Cessation of maintenance |       |[ ] [ ]        |
| **173.63 Errors in Published Instrument Flight Procedures [Part 12 Occurrence Reporting]** |
| 173.63(b)(1)Withdrawal of flight procedure |       |[ ] [ ]        |
| 173.63(b)(2)Error or non-conformance correctedand certified |       |[ ] [ ]        |
| 173.63(b)(3)Correction identified and promulgated |       |[ ] [ ]        |
| 173.63(b)(4)(i)Source of error identified and eliminated |       |[ ] [ ]        |
| 173.63(b)(4)(ii)Preventive action |       |[ ] [ ]        |
| 173.63(b)(5)Part 12 notification |       |[ ] [ ]        |
| **173.65 Cancellation or withdrawal of Instrument Flight Procedures** |
| 173.65(a)(1)(i)Immediately withdrawal of IFP |       |[ ] [ ]        |
| 173.65(a)(1)(ii)Cancellation of IFP |       |[ ] [ ]        |
| 173.65(a)(2)Discontinue the maintenance of IFP |       |[ ] [ ]        |
| **173.67 Management of Records** |
| 173.67(a)&(b)Management of records |       |[ ] [ ]        |
| 173.67(c)(1)Details required by 173.59(c) |       |[ ] [ ]        |
| 173.67(c)(2)Instrument design procedure |       |[ ] [ ]        |
| 173.67(c)(3)Promulgation and checking activities |       |[ ] [ ]        |
| 173.67(c)(4)[Part 12]Errors and non-conformances |       |[ ] [ ]        |
| 173.67(c)(5)Maintenance reviews and flight validations |       |[ ] [ ]        |
| 173.67(d)(1)(i)&(ii)Personnel records |       |[ ] [ ]        |
| 173.67(d)(2)Internal safety management review |       |[ ] [ ]        |
| 173.67(d)(3)Legible, accurate, permanent, retrievable |       |[ ] [ ]        |
| 173.67(d)(4)Retention period |       |[ ] [ ]        |
| **173.69 and Rule 100 Subpart B - Safety Management System – Complete CAR Part 100 Compliance Matrix** |
| Establish, implement, and maintain a system for Safety Management |       |[ ] [ ]        |
| **173.71 and Rule 100 Subpart C - Quality Management System – Complete CAR Part 100 Compliance Matrix** |
| Establish, implement, and maintain a system for Quality Management |       |[ ] [ ]        |
| **173.101 Continued compliance** |
| 173.101(a)(1)Continued compliance  |       |[ ] [ ]        |
| 173.101(a)(2)Current copy exposition |       |[ ] [ ]        |
| 173.101(a)(3)Exposition compliance |       |[ ] [ ]        |
| 173.101(a)(4)Exposition available to Senior Persons |       |[ ] [ ]        |
| 173.101(a)(5)Notify the Director any changes of Addresses |       |[ ] [ ]        |
| **Appendix B — Acceptable Standards for Design, Maintenance and Transfer of Instrument Flight Procedures** |
| B.1(1)Applicable Data compliance with RTCA Inc. |       |[ ] [ ]        |
| B.1(2)Data manipulation or processing compliance with RTCA Inc. |       |[ ] [ ]        |
| B.1(3)Data transfer compliance with Aeronautical Information Transfer Model (AIXM-5). |       |[ ] [ ]        |
| **Part 12 Occurrence Reporting** |
| 12.55(a)(7)Notification of information incident |       |[ ] [ ]        |
| 12.55(d)(6) [App A(f)]Required information |       |[ ] [ ]        |
| 12.57(a)(1)Provide details |       |[ ] [ ]        |
| 12.57(b)(1)(2)Means of providing details |       |[ ] [ ]        |
| 12.59(a)(1)Conduct investigation |       |[ ] [ ]        |
| 12.59(2)(i)-(iii)Submit report to CASA |       |[ ] [ ]        |
| 12.59(3)Preventative action |       |[ ] [ ]        |
| **List any other rules complied with:** |
|       |       |[ ] [ ]        |
|       |       |[ ] [ ]        |
|       |       |[ ] [ ]        |

***CASA Use***

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| --- | --- |
| **Assessed By:** |       |
| **Signature:** |  |
| **Work Request:** |       |
| **Date received:**  |   | **Date accepted:** |   |

This matrix was established using the following Rule Part amendments statues

|  |  |  |  |
| --- | --- | --- | --- |
| 12 | Accidents, Incidents and Statistics | Amendtment 6 | 02 Nov 2021 |
| 95 | Visual and Instrument Procedures for IFR Flight | Amendment 4 | 04 Nov 2024 |
| 100 | Safety Management System | Amendment 2 | 04 May 2024 |
| 173 | Instrument Flight Procedure Service Organisation– Certification and Operation | Amendment 4 | 04 Nov 2024 |

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