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| **Reference:**1. P01.V04A “ Exposition Assessment Procedure”
2. CAR 174
3. CAR Part 100
4. CAR Part 12

**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 174 Aviation Meteorological Service Certificate.
* A completed compliance matrix must be submitted for initial certification and for renewal. Additionally, the applicant or 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, CASA Inspector assessing the exposition must ensure every applicable rule requirement has been addressed.**
* **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 must be includedunless they are not applicable to the operation, in which case they should be annotated as such. The intention of this matrix is to assist rather than instruct the applicator the certificate holder 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 174 Aviation Meteorological Service Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual References / Applicant’s Comments* column. Where the applicant or the certificate holder 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 or the certificate holder 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 the 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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| **Version No.** |       | **Revision:** |       | **Dated:** |   |
| **Version No.** |       | **Revision:** |       | **Dated:** |   |
| **Version No.** |       | **Revision:** |       | **Dated:** |   |

|  | **Manual References/Applicants Comments** | **Yes** | **No** | **CASA Comments** ***(For CASA use Only)*** |
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| Part 174.107(e) |       |[ ] [ ]        |
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| Part 174.301(b)(4) |       |[ ] [ ]        |
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| **Part 174.403 *Meteorological Observational Data*** |
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***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 | Amendment 6 | 02.Nov 2021 |
| 100 | Safety Management System | Amendment 2 | 04 May 2024 |
| 174 | Aviation Meteorological Service Organisation – Certification and Operation | Amendment 5 | 04 Nov 2024 |

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