

#### INTEGRATED CAR PART 100 COMPLIANCE MATRIX - SAFETY & QUALITY MANAGEMENT SYSTEM

### Reference:

The Rule references in this compliance matrix have been extracted from the Civil Aviation Rules Part 100 as the minimum compliance requirements for an applicant for the issue or renewal of CARs Parts 109, 119, 139, 140, 144, 145, 146, 148, 171, 172, 173, 174, 175.

#### Instructions:

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 ongoing compliance and to support certificate amendment requests.

The purpose of the matrix is to help speed up the certification process, ensure every applicable rule requirement has been addressed in the exposition, and reduce the cost of certification by allowing the quick location of required policies or procedures in the applicant's exposition manual suite.

All requirements of Part 100 have to be complied with, but not every part of the rule has to be addressed in the exposition. At least the required parts must be included unless 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 applicant in their 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 this Rule Part Type here] for Certification 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 below; however, there may be additional processing time required by the CASA in cross-referencing requirements.

#### **General Manual Layout and Distribution**

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?

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 reissue at every amendment? This may inhibit the frequency of needed amendments.

Note: This matrix satisfies Rule Part 100 Safety & Quality Management System requirements.

Applicant:	
Participate ID:	
Manual Submitted:	
Rev:	
Dated:	

**CASA Comments (for CASA use only)** 





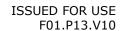
Documentation		Applicant's Comments	Accepted		Comments
			Yes	No	Comments
Rule Compliance Matrix (addendum)					
Company Statement page, signed by the Chief Executive					
List of Effective Pages					
Record of Amendments					
Distribution List & copies to be numbered					
Table of Contents Page					
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)					
	Manual References / Applicant's Comments	CASA	Review 8	& Comments (for CASA only)	
Safety& Quality Management System		Com	plied	Comments	
			Yes	No	
Subpart B: Safety Management System					
Establishment of a Safety Management System					
100.51		Current	SMS N	lanual	
Safety Policy					
100.53(a) Safety Policy					
100.53(b) Commitment to Safety Policy and responsibility for risk management					





Safety Objectives		
100.55(a) Safety Objectives		
100.55(b) Safety Objectives – safety targets and safety performance indicators		
Roles, Responsibilities and Authorities		
100.57(a)(1) Organisation's structure/chart and lines of reporting		
100.57(a)(2) Position description and roles, responsibilities and authorities		
100.57(b) Manager(s) responsible for emergency response plan		
100.57(a)(3) Key safety positions and qualification and experience standards		
100.57(a)(4) Safety group		
Hazard identification		
100.59(a) Hazard identification procedures;		
<ul> <li>100.59(b)(1) include regular systematic appraisal</li> <li>to assess the level of safety and</li> <li>to identify safety improvements</li> </ul>		
100.59(b)(2) include employee reporting of potential safety risks		
100.59(c) include obligation for the senior person responsible for the SMS to reply in writing		
Risk Management		
100.61(a) Risk management procedures;		
100.61(b)(1) include identification of key personnel to involve in risk management process 100.61(b)(2) include processes for assessing the level of risk		
100.61(b)(3) include identification and application of risk mitigators		
100.61(b)(4) include arrangements for follow-up on the effectiveness of mitigators		
Interfaces		
100.63(a) Procedures for managing the interfaces;		

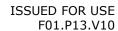
Rev 2.0 - 26 Jun 2023







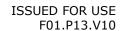
100.63(b)(1)			
to identify external service providers			
100.63(b)(2)			
to define the boundaries of each interface arrangement			
100.63(b)(3)			
to identify the means by which each interface is reviewed			
100.63(b)(4)			
to identify the scope of data or service provided across the interface			
100.63(b)(5)			
to include procedures for identifying potential hazards and applying	Ш	Ш	
mitigators			
Change Management		I	
100.65(a)			
Procedures for managing changes;			
100.65(b)(1)			
to define the operation in sufficient detail to provide a baseline for	Ш	Ш	
evaluating change			
100.65(b)(2)			
include processes for identifying changes to the organisation and to			
the operation			
100.65(b)(3)	_	_	
include procedures for applying risk analysis and risk mitigation to			
changes			
100.65(b)(4)	_	_	
to describe the safety management arrangements for implementing			
changes and on-going safety monitoring			
100.65(b)(5)			
to identify the means by which all person affected by a change are		Ш	
notified during the development and implementation of the change			
Internal Communication and Consultation		I	
100.67(a) (1)			
procedures for communicating to all bases and personnel	Ш	Ш	
(information or feedback) about;			
100.67(a)(1)(i)			
safety issues			
100.67(a)(1)(ii)			
hazard reports			
100.67(a)(1)(iii)			
corrective and preventive actions			
100.67(a)(1)(iv)			
the performance of the SMS			







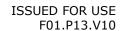
100.67(a)(1)(v)				
safety systems training				
100.67(a)(1)(vi)				
safety promotion 100.67(a)(2)				
procedures for personnel to report, notify or bring to management's				
attention any information, concern, advice, or suggestion to safety				
matter(s);				
100.67(b)				
include a confidential reporting system with appropriate protections				
100.67(a)(3)				
accident prevention programme				
Accident and Incident Recording, Reporting and Investigation				
100.69(a)				
procedures for recording, reporting investigating and analysing				
accidents, serious incidents and incidents;				
100.69(b)(1)	Refer to Part 12 below			
to include Part 12 obligation/requirements				
Part 12 Occurrence Reporting				
12.51(b)(1-14)				
Notification of accident				
12.53(a)(b) & (c)				
Means of reporting by the PIC as soon as practicable				
12.55(a)(1)(4)(5)				
Notification of incident				
12.55(d)(5) [App A(b)(d)(h)]		]		
Required information				
12.57(a)(1-3)				
Provider of incident				
12.57(b)(1)-(2)				
Means of providing report				
12.59(a)(1)		_	_	
Conduct investigation				
Ochada investigation	1		1	
12.59(a)(2)(i)-(ii) Submit report to CASA				







12.59(3)				
Prevention action taken				
100.69(b)(2)			П	
to have the objective of improving the level of safety				
100.69(b)(3)				
to provide for confidential reporting				
Emergency response procedures				
100.71(a)	Part 119, Part 139 or Part 140			
Applicability	r dit 110, r dit 100 or r dit 110			
100.71(a)(1)				
Emergency response procedures;				
100.71(a)(2)				
to identify potential accident, incident and emergency situations				
100.71(a)(3)				
to provide for the due response from appropriate authorities in				
sovereign States (for international operations if applicable)				
Safety Management System Training				
100.73(a)				
procedures for training personnel on the SMS;		Ш		
100.73(b)				
include induction and recurrency training		Ш		
100.73(c)(1)				
100.73(d)				
induction training – provide knowledge and understanding of the				
safety policy at the level consistent with the person's role in the				
organisation				
100.73(c)(2)				
induction training – provide managers and supervisors with a				
knowledge of the objectives of the safety system at the level				
consistent with the person's role in the organisation				
100.73(e)				
Responsible person for SMS must ensure recurrency training is				
planned, properly resourced and sufficiently comprehensive for the				
role of the personnel being trained.				
Flight Data Analysis Programme	For 119 Operator, operating aircraft with	MTOW	>27, 00	0 kg
100.75(a)				
establish a flight data analysis programme;				
100.75(b)(1)				
must regularly record and analyse the operational flight data of				
individual and aggregated operations				



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100.75(b)(2)			
be integrated into the safety performance monitoring and measuring			
processes			
100.75(b)(3)(i)			
provided by the holder of the current air operator certificate	Ш		
100.75(b)(3)(ii)			
provided by the external service provider (satisfied by the Director)		Ш	
100.75(b)(4)(i)			
ensure that the identity of a person who reports data to the			
programme is protected from disclosure			
100.75(b)(4)(ii)	_		
ensure that no punitive action may be taken by the holder of the air			
operator certificate against a person who reports data			
Safety Performance Monitoring and Measurement		1	
100.77(a)			
processes for monitoring and measuring safety performance;			
100.77(a)(1)			
in regard to safety objectives			
100.77(a)(2)			
in regard to safety targets and safety performance indicators			
100.77(a)(3)			
in regard to the operation of safety group			
100.77(a)(4)			
in regard hazard identification and reporting	_		
100.77(a)(5)			
in regard to risk assessments	<u> </u>		
100.77(a)(6)			
in regard to management of interfaces			
100.77(a)(7)			
in regard to change management			
100.77(a)(8)			
in regard to communication requirements			
100.77(a)(9)			
in regard to accident and incident investigating and reporting			
100.77(a)(10)			
in regard to training requirements 100.77(a)(11)			
in regard to flight data analysis programme (if applicable)			
100.77(b) Safety group to manifer and managing (100.77(a)(1.11) to ansure			
Safety group to monitor and measure (100.77(a)(1-11) to ensure	Ш	Ш	
continuous improvement of SMS			





Subpart C:Quality Management System				
Establishment of a Quality Management System	Current	QMS M	anual	
100.101(b)(1)				
100.103(a)(1)				
Audit programme with authorised areas to be audited(location)				
Procedures	For all exposition-based procedures use 100.103,	100.105,	100. 10	7, 100.109, 100.111 and 100.113
100.101(b)(2)(i-v)	sections below			
Procedures				
100.101(b)(2)(vi)				
Communicating quality information				
Audits				
100.103(a)(2)				
100.103(c)(1)				
Assessing the level of risk to determine compliance data if to extend		Ш		
beyond 12 month audit frequency				
100.103(a)(3)(i)				
100.103(b)				
Procedures for appointing auditors plus qualifications and training		_		
standards and independency requirement				
100.103(a)(3)(ii)				
Procedures for conducting internal audits				
100.103(a)(3)(iii)				
Procedures for auditing suppliers/contractors				
100.103(a)(3)(iv)				
Procedures for processing audit findings and corrective and preventive actions		Ш		
Management Review				
100.105				
Process for management review				
Continuous improvement				
100.107(a)				
Plans and management procedures for continuous improvement to				
include;				
100.107(b)(1)				
Establishment, monitoring and reporting of quality indicators				
100.107(b)(2)				
Monitoring of audit results		ш		





100.107(b)(3)						
Follow-up of corrective actions						
100.107(b)(4)						
Follow-up of preventive actions						
100.107(b)(5)						
Management reviews						
100.107(b)(6)						
100.109(a)			_			
Identification and analysis of the root causes of non-compliances with						
the Civil Aviation Act and the Civil Aviation Rules and no blame is to						
be attributed to a person for an error or non-compliance						
100.107(b)(7)						
Quality improvement projects (if applicable)						
Error and non-compliance management procedures						
100.109(b)						
Apply error and non-compliance management procedures under a						
just culture and provide training to all staff on the application of just						
culture.						
Document control						
100.111(A)						
Document control procedures must ensure;						
100.111(b)(1)						
Document authorised for use						
100.111(b)(2)						
Document regular reviewed and updated		Ш				
100.111(b)(3)						
Document readily available to personnel						
100.111(c) For the purpose of this rule, document means any manual, procedural note, instruction, worksheet, list or checklist, in any form, that is required to be used						
by personnel within the organisation to ensure functions are performed	in a consistently safe manner and in compliance	ce with t	he requi	irements of the quality management		
system.						
Record control						
100.113(A)						
Procedures for record control must ensure;						
100.113(B)(1)						
All records are maintained in a form that provides Consistent						
evidence of compliance						
100.113(B)(2)						
All Records Are Completed Accurately And Fully						
100.113(B)(3)						
All records are retained for the period required by the applicable rule						
100.113(c) For the purpose of this rule, a record is a means of providin		the Civ	il Aviatio	on rules and the operator's		
exposition have been complied with and required activities have been carried out						



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CASA Use					
Manual Registered:   Yes   No					
Assessed By:		<u></u>			
Date received:	Date	completed:	Dated accepted:		
This matrix was es	stablished using the following Rule Par	t amendment statuses			
100 12	Safety Management System Accidents, Incidents, and Statistics	Amendment 1 Amendment 6	1 May 2017 2 November 2021		
Other rules or advisory circulars referred to during the assessment by Inspector					
AC 100-1 AC 12-1	Safety Management System Accidents, Incidents, and Statistics	Issue 2 Issue 3	1 May 2017 15 January 2018		