

## Part 115 Compliance Matrix – common requirements - exposition content

The purpose of the matrix is to speed up the certification process by ensuring every applicable rule requirement has been addressed accurately in the exposition. This may help to reduce the cost of certification by the quick location of required policies or procedures in the applicant’s exposition manual suite.

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 115 Adventure Aviation Operator Certificate.

This matrix is part of a series of matrices applicable to Part 115 Adventure Aviation Operator Certificate requirements and contains the operating and certification rules common to all types of adventure aviation operations.

Use this common requirement matrix in conjunction with the following matrix(ces) for specific types of operations;

**Hot air balloon (24115/02 I)**

**Parachute-drop aircraft (24115/02 J)**

**Tandem parachutes (24115/02 K)**

**Gliders (24115/02 L)**

**Hang gliders and paragliders (24115/02 M)**

**Special aircraft (24115/02 O)**

**Microlight aircraft (24115/02 P).**

**The appropriate matrices should be completed by an applicant for both initial certification and for renewal of a Part 115 Adventure Aviation Operator Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual reference / applicant’s comments* column.**

**The completed matrices should accompany the completed application form 24115/01 and exposition documents.** They may 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 herein; however, there may be additional processing time required by the CAA in cross-referencing requirements.

**Where the applicant does not meet the rule requirement or deems it not applicable, an explanation should be given in the *Manual reference / applicant’s comments* column.**

**Please note ticks (✓) are not acceptable.**

**All Civil Aviation Rules have to be complied with, but not every rule has to be addressed in the exposition.**

- If a rule is not applicable to the operation, it should be annotated **N/A** and comments made as necessary for clarity.

- 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.

- It is desirable that the certificate holder maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests.

Notes

Rules marked with **(P)** require the applicant to develop an **exposition procedure** to show how the rules will be complied with.

Rules marked with **(SV)** require some or all aspects to be assessed during the **certification site visit**.

Rules that have been **greyed out** should be read and understood but do not require any annotation in the exposition.

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<b>Company name</b>		<b>CAA participant number</b>	
<b>Manuals submitted</b>		<b>Revision number and date</b>	

	<b>Manual reference / applicant's comments</b>	<b>CAA comments ( for CAA use only)</b>
Rule compliance matrix		
List of effective pages		
Record of amendments		
Distribution list & copies to be numbered		
Contents page		
Definitions & abbreviations (not mandatory)		
On every page 1 Headers and/or footers to include: (a) Company name (b) Name of the manual (c) Page number 2. Effective revision status and date of the page (may be included in header, footer or page body)		
Index (not mandatory)		

## Section 1

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.1 Purpose</b>		
<b>115.3 Definitions</b>		
<b>115.5 Requirement for certificate</b>		
<b>115.7 Application for certificate</b>		
115.7 (1) & (2) Refer 115.13 (b)	Use form CAA 24115-01 for application	
<b>115.9 Issue of certificate</b>		
<b>115.11 Privileges of certificate holder</b>		
<b>115.13 Operations specifications</b>	Issued by CAA with Certificate	
<b>115.15 Maximum period</b>		
<b>115.17 Notification of termination of operations</b>		
<b>115.19 Re-issue of certificate</b>		
115.19	Use form CAA 24115/01 for application	
<b>Subpart B - Adventure Aviation Operator Certification Requirements</b>		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.51 Personnel requirements</b>		
115.51 (a) (1) (i) & (ii)		
115.51 (a) (2) (i) to (iii)		
115.51 (a) (3)		
115.51 (b) (1) (i) to (v)		
115.51 (b) (2) Refer 115 App. A and AC115-1 appendix A		
<b>115.53 Personnel competency requirements (P) (SV)</b>		
115.53 (a) (1)		
115.53 (a) (2)		
115.53 (b)		
Requirements of 141 or 149 as applicable		
115.53 (c) (1)		
115.53 (c) (2)		
115.53 (c) (3)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.55 Resource requirements (SV)</b>		
115.55 (a) (1) & (2)		
115.55 (b) (1) & (2)		
<b>115.57 Proving flights or tests</b>		
<b>115.59 Maintenance procedures (SV) - refer section 2</b>		
<b>115.61 Maintenance programme - refer section 2</b>		
<b>115.62 Drug and alcohol programme - refer section 2</b>		
<b>115.63 Documentation (P) (SV)</b>		
115.63 (a)		
115.63 (b) (1) to (5)		
<b>115.65 Records—personnel (P) (SV)</b>		
115.65 (1) (i) to (iii)		
115.65 (2) (i) to (iv)		
115.65 (3) (i) & (ii)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.67 Records—resources (P) (SV)</b>		
115.67		
<b>115.69 Flight authorisation and control (P)</b>		
115.69		
<b>115.71 Flight following service (P) (SV)</b>		
115.71 (a)		
115.71 (b) (1)(i) to (vii)		
115.71 (b) (2) to (5)		
<b>115.73 Establishment of procedures</b>		
115.73 (a)		
115.73 (b) (1)		
115.73 (b) (2)		
115.73 (b) (3)		
115.73 (b) (4)	Acceptable to the director	

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.75 Reporting of accidents and incidents - refer section 2</b>		
<b>115.77 Safety management - refer section 2</b>		
<b>115.79 Adventure aviation operator exposition</b>		
115.79 (a) (1)		
115.79 (a) (1)(i)		
115.79 (a) (1) (ii)		
115.79 (a) (1A) (i)Pt 100.3 (b) requirements	See Section 2	See section 2
115.79 (a) (1A) (ii)	See section 2	See Section 2
115.79 (a) (2) Refer 115.51 (a) (1) & (2)		
115.79 (a) (3) (i) Refer 115.51 (a) (1) & (2) Refer 115.51 (b) (i) (iii) & (v)		
115.79 (a) (3) (ii) Refer 115.151 (b) (1) (iv)		
115.79 (a) (4)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.79 (a) (5)		
115.79 (a) (5A)		
115.79 (a) (6)	For all exposition-based procedure requirements see 115.53, 115.63, 115.65, 115.67, 115.69, 115.71,115.73,115.75, 115.77 and Subpart D as applicable	
115.79 (a) (7) (i) to (iii)	For all exposition-based maintenance requirements see 115.59 and 115.61 and Maintenance rules in Subparts I, J, K, L, M, O, & P as required	
115.79 (a) (8) (i) & (ii)	For all exposition-based drug and alcohol requirements see 115.62 & 115.231	
115.79 (a) (9) (i)	For all exposition-based flight and duty time requirements see rules 115.401 & 115.403	
115.79 (a) (9) (ii)	For all exposition-based passenger safety, training and briefing requirements see 115.203 & 115.205	
115.79 (a) (9) (iii)	For all exposition-based emergency situation action plan requirements see 115.209	
115.79 (a) (9) (iv) & (v)	For all exposition-based crew training and competency assessment requirements see Subpart E and Subpart F, rules 115.301 to 115.361	
115.79 (a) (10) & (11)	For all exposition-based programme requirements see 115.61, 115.62, 115.303 and 115.351	
115.79 (b)	The applicants exposition must be acceptable to the Director	
<b>Subpart C - Operating Limitations and Requirements</b>		
<b>115.101 Continued compliance (SV)</b>		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.101 (a)	The operator must comply with Operations Specifications required by 115.13	
115.101 (b) (1) & (2)		
115.101 (b) (3)		
<b>115.103 Flight crew qualifications (SV)</b>		
115.103 (a)		
115.103 (b)		
<b>115.105 Business or trading name (SV)</b>		
115.105 (a)		
115.105 (b)		
115.105 (c)		
<b>115.107 Limitations of adventure aviation certificate holder (SV)</b>		
115.107		
<b>115.109 Changes to certificate holders organisation (P)</b>		
115.109(a) (1) to (4)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.109 (b) (1) – (8) must be addressed		
115.109 (c)		
115.109 (d) & (e)		
<b>115.111 Changes to the maintenance programme</b>		
<b>Subpart D - Flight Operations</b>		
<b>115.201 Restriction or suspension of operations (SV)</b>		
115.201 (a) (1) to (3)		
115.201 (b)		
115.201 (c)		
<b>115.203 Passenger safety (SV)</b>		
115.203 (1) & (2)		
<b>115.205 Passenger training and briefing (P) (SV)</b>		
115.205		
Refer 115.79 (a) (9) (ii) & 91.211		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.207 Emergency equipment requirements (SV)</b>		
115.207 (1) (i) to (iii) Refer 91 App. A12 & A13 as applicable		
115.207 (2)		
<b>115.209 Emergency situation action plans (P)</b>		
115.209 (a)		
115.209 (b) (1) to (6)		
115.209 (c) (1) & (2)		
115.209 (d)		
<b>115.211 Operational safety check (SV)</b>		
115.211 Items (a) (b) & (c) All to be addressed		
<b>115.213 Flight preparation and flight planning (SV)</b>		
115.213		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
Refer 91.217 (1) to (8) as applicable		
<b>115.215 Manipulation of controls</b>		
115.215 (a) (1) to (4)		
115.215 (b) (1) & (2)		
<b>115.217 Flights over water (SV)</b>		
115.217 (a) to (c)		
<b>115.219 Use of aerodromes, landing areas and launch sites (SV)</b>		
115.219 (a)		
115.219 (b) Refer 91.127		
115.219 (c) (1) to (4)		
<b>115.221 Meteorological conditions</b>		
115.221 Refer 91.301		
<b>115.223 Aircraft load limitations (SV)</b>		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.223 (a) (1) to (3)		
115.223 (b)		
115.223 (c) Refer 115.455 (b) (11) to (15)		
<b>115.225 Responsibility for airworthiness</b>		
115.225 (a) & (b)		
<b>115.227 Fuel (P) (SV)</b>		
115.227 (a) to (d) Refer 91.305 requirements		
91.15 Refuelling		
<b>115.229 Carriage of dangerous goods</b>		
115.229		
<b>115.231 Impairment of personnel affecting flight safety</b>		
115.231 (1) to (4) Refer also Drug & Alcohol policy 115.62		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>Subpart E - Training</b>		
<b>115.301 Training – General (P)</b>		
115.301 (a) (1) to (3)		
115.301 (b) (1)		
115.301 (b) (2)		
141 or 149 contracts required		
<b>115.303 Flight crew and ground crew training (P)</b>		
115.303 (a) (1)		
115.303 (a) (2)		
115.303 (a) (3)		
115.303 (b)		
115.303 (c)		
115.303 (d)		
<b>115.305 Initial training for (flight) crew members and ground crew (P) (SV)</b>		
115.305 (1) & (2) (i) to (vii)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.307 Transition training for (flight) crew members and ground crew (P)</b>		
115.307 (a) (1) to (3)		
115.307 (b) (1) to (3)		
<b>115.309 Recurrent training for (flight) crew members and ground crew (P)</b>		
115.309		
<b>115.311 Flight crew member instructor qualifications (P) (SV)</b>		
115.311 (1)		
115.311 (2) (i) to (iv)		
61 Subpart G		
115.311 (3)		
<b>115.313 Training records (SV)</b>		
115.313 Refer 115.65		
<b>Subpart F - Crew Member and Ground Crew Competency Requirements</b>		
<b>115.351 Operational competency assessment programme (P)</b>		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.351		
<b>115.353 Flight crew competency checks (P)</b>		
115.353 (1) (i) to (iii)		
115.353 (2) (i) to (viii)		
115.353 (3) (i) & (ii) 61.29 (a) (3)		
115.353 (4) (i) & (ii)		
115.353 (5) (i) & (ii)		
115.353 (6)		
<b>115.355 Crew member and ground crew member competency checks (P) (SV)</b>		
115.355 (1) to (8)		
<b>115.357 Flight examiner qualifications (SV)</b>		
115.357 (1) to (4) Refer 61 Subpart S or 149 organisation for qualifications.		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.359 Completion of crew member test or flight check before required date</b>		
115.359		
<b>115.361 Competency and testing records (SV)</b>		
115.361 Refer also 115.65		
<b>Subpart G - Fatigue of Flight Crew</b>		
<b>115.401 Operator responsibilities – flight and duty scheme (P) (SV)</b>		
115.401 (a)		
115.401 (b) (1) to (11) All items must be addressed		
115.401 (c) (1)		
115.401 (c) (2)		
115.401 (c) (3)		
<b>115.403 Flight crew member responsibilities – flight and duty time</b>		
115.403 (a) & (b)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>Subpart H - Manuals, Logs and records</b>		
<b>115.451 Operating information (P) (SV)</b>		
115.451		
<b>115.453 Documents to be carried (SV)</b>		
115.453		
<b>115.455 Daily flight record (P) (SV)</b>		
115.455 (a)		
115.455 (b) (1) to (15) All items must be addressed		
115.455 (c)		
<b>115.457 Retention period (SV)</b>		
115.457 (a) to (e)		

**Section 2**

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>115.59 Maintenance procedures (P)</b>		
115.59 (a)		
115.59 (a) (1)		
115.59 (a) (2)		
115.59 (b)		
115.59 (b) (1)		
115.59 (b) (2)		
115 59 (b) (3)		
<b>115.61 Maintenance programme (P)</b>		
115.61 (a)		
115.61 (b) (1)		
115.61 (b) (2) (i) & (ii)		
115.61 (b) (3)		
115.61 (b) (4)		
115.61 (b) (5)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
115.61 (b) (6)		
115.61 (b) (7)		
115.61 (b) (8) (i) & (ii)		
Pt 91.623		
115.61 (c) (1) to (3)		
91 Subpart G Refer Subpart G section below		
<b>115.62 Drug and alcohol programme (P)</b>		
115.62 (a) to (d) as applicable		
<b>115.77 Safety management (P)</b>		
115.77		
100.3 (a) (1)		
100.3 (a) (2)		
100.3 (a) (3) (i) to (iii)		
100.3 (a) (4)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
100.3 (b)		
100.3 (c)		

**The following rules not referred to in Part 115 must also be addressed as applicable:**

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>Part 91 General Operation and Flight rules</b>		
91.5 Also 91.203		
91.11		
91.15 (1) to (3) Refer 115.227		
91.101 (a) (1) & (2)		
91.101 (b) (1) & (2)		
91.101 (c) (1) to (5)		
91.105 (b) (1) & (3)		
91.105 (d)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.105 (j) (1) & (2) (i)		
91.109		
91.111 (1) to (3)		
91.117 (a) & (b)		
91.119 (1) to (3)		
91.123 (1) to (2)		
91.129 (a) & (b)		
91.131 (a) to (c)		
91.133 (1) to (3)		
91.135 (a) (1) to (3)		
91.135 (b) (1) & (2)		
91.135 (c) (1) & (2)		
91.135 (d)		
91.137 (3) (i) to (iii)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.139 (2) (i) to (iii)		
<b>Subpart C - General Flight Rules</b>		
91.201 (1) to (3)		
91.203 (1) & (2) also 91.5		
91.205 (a) & (b)		
91.207 (a) & (b)		
91.209 (a) & (c) Also 91.531		
91.213 (1) & (2)		
91.219 (1) to (5) Refer also 115.355		
91.221 (a) (1) & (2)		
91.221 (b)		
91.223		
91.225		
91.227 (1) to (3)		



Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.229		
91.235		
91.237		
91.239 (a) & (b)		
91.241 (a) to (c)		
91.243		
91.245 (a) to (f)		
91.247 (a) to (g)		
<b>Subpart D - Visual Flight Rules</b>		
91.307 (a) to (d)		
91.309		
91.311 (a) (1) to (3)		
91.311 (b) & (c)		
91.313 (a) & (b)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.315		
<b>Subpart G – Operator Maintenance Requirements</b>		
91.602(a)-(b)		
91.603(a)(1)		
91.603(a)(2) Refer 39		
91.603(a)(3)		
91.603(a)(4)-(5) Refer 91.537		
91.603(a)(6)-(7) Refer 43		
91.603(a)(8)		
91.603 (b)		
91.603 (c) (1) & (2) Refer section 115.61		
91.603(d)		
91.605 (a) (1) & (b)(2)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.605 (e) (1)-(10)		
91.605(f)		
91.605 (g) (1)-(4		
91.605 (h) (1) & (2)		
91.611 (a) & (b)		
91.613 (a) & (b)		
<b>Review of airworthiness</b>		
91.615 (a) (1) & (2)		
91.615 (c) (1) & (2)		
91.616 (1) & (2)		
91.617 (a)-(d)		
91.623 (a)-(b)		
91.619 (a) (1)-(12)		
91.619 (b)		
91.623 (d)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
91.621 (1)-(2)		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
<b>Part 12 Accidents, Incidents, and Statistics</b>		
<b>Subpart B - Notification, investigation, and reporting of occurrences</b>		
12.55 & 12.57 Notification of incident The exposition must describe the process you will undertake to notify the CAA of serious incident or an immediate hazard that would impact safety of an aircraft operation. 12.55 Notify as soon as practicable. 12.57 Submitting CA005 or CA005D form; or by a means acceptable to the CAA within 14 days of the incident.		
12.59 Investigation and reporting The exposition must have a clear description of your internal investigation process and submit a report to the CAA within 90 days.		
<b>Subpart C – Preservation of Aircraft, its Contents, and Records</b>		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
12.103 Preservation of records The exposition must include process on how you preserve all records for at least 14 days after the serious accident or incident.		
12.105 Retention of defective products and components The exposition must have a description on your obligation to submit a defect incident report (CA005D) and the process on how to retain defective product or component for at least 14 days after submitting the report.		
<b>Subpart D - Statistics</b>		
12.151 Aircraft operating statistics In your exposition, you must clearly outline the process on how you provide statistical data and information for each of your aircraft operated to the CAA.		
<b>Other rules addressed - operator to identify as necessary</b>	<b>Manual reference / applicant's comments</b>	<b>CAA comments (for CAA use only)</b>

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)

**CAA use only**

Assessed by:	
Work Request	
Date received	
Date accepted	

This matrix was established using the following Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 11	1 December 2020
43	General Maintenance Rules	Amendment 15	20 July 2018

61	Pilot Licences and Ratings	Amendment 18	1 December 2021
91	General Operating and Flight Rules	Amendment 34	1 December 2021
100	Safety Management	Amendment 1	1 February 2016
115	Adventure Aviation – Certification and Operations	Amendment 7	1 December 2020

**Development status control**

Version	Date	Status	Reason for amendment
8	February 2022	Final	Rule part updated to reflect: 115.51(b)(2), 115.71(b)(2) to (5), 115.51(b)(1)(i), (iii) & (v), 115.59(a)(1) & (2), 115.59(b)(1), (2) & (3), 91.621(1)-(2) TPs removed as these expired on 1 <sup>st</sup> February 2021
9	December 2023	Final	Update Part 12 Accidents, Incidents, and Statistics <ul style="list-style-type: none"> <li>• Subpart B - Notification, investigation, and reporting of occurrences</li> <li>• Subpart C – Preservation of Aircraft, its Contents, and Records</li> <li>• Subpart D – Statistics</li> </ul> General formatting updates