|  |  |
| --- | --- |
|   | Part 119 air operator - 125/121 medium and large aeroplane air operators - maintenance compliance matrix Use this rule checklist to make sure you comply with **maintenance** requirements under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 119 air operator certification for an air operation conducted under Part 121 air operations large aeroplanes or Part 125 air operations medium aeroplanes. |

# You must email us this rule checklist with your application for certificate issue or renewal

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| Email us this completed rule checklist (in editable format not PDF) with your application for certificate issue or renewal to certification@caa.govt.nz |

# About your rule checklist and our assessment

|  |  |
| --- | --- |
| * You’re responsible for compliance with Civil Aviation Rules
* This rule checklist has the **minimum** **maintenance** **requirements** for an air operation large aeroplanes and air operation medium aeroplanes
* You must also complete rule checklists for operations, dangerous goods, and if applicable, security programme
* Click on the field areas and type (they expand as you type)
* To add rows to the tables in this form copy and paste the last row
 | CAA’s rule checklists are a guide to minimum compliance requirementsThey speed up, and reduce the cost of, the certification assessment by making it easier for us to…* find the procedures and information in your exposition
* assess your application

It’s important to keep your rule checklists up-to-date for ongoing compliance and to support your certificate renewal applications |

# Your organisation’s details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation’s name [i](#_top) |       | CAA ID no.  |       | Date | Click or tap to enter a date. |

# Proposed exposition sections (if one document) or documents (if separate documents) submitted with this rule checklist

| Section or document name | Abbreviation (abbrev.) | Version no. | Dated |
| --- | --- | --- | --- |
|       |       |       | Click or tap to enter a date. |
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# Confirm your exposition meets document control requirements

| **Rule 119.81(a)(13) Procedures to control, amend, and distribute your exposition** | **You complete**Section/document complies?Yes/No. If no, explain why | **CAA use only**Exposition sampled and any issues organisation must address(Inspector adds initials and date) |
| --- | --- | --- |
| List of effective pages (for document control and management) |       |       |
| Record of amendments |       |       |
| Contents page |       |       |
| Header or footer on **every page** must have your organisation’s name, exposition name or document name, effective revision number and date, and page no. |       |       |

# Your exposition must address the rules below

| **Rule 119.81 airline air operator exposition – maintenance**  | **You complete**Section or document name abbrev. and reference or heading (If the rule is not met or doesn’t apply, explain why) | **CAA use only**Exposition sampled and any issues organisation must address(Inspector adds initials and date) |
| --- | --- | --- |
| 119.81(a)(2) Maintenance control and scheduling senior person name and position title  |       |       |
| 119.81(a)(3) Maintenance control and scheduling senior person duties and responsibilities |       |       |
| 119.81(a)(7) Principal place of operation, main operation base and main maintenance base |       |       |
| 119.81(a)(10) Maintenance procedures, programme, and organisation that performs your aircraft maintenance |       |       |
| 119.81(a)(12) Maintenance procedures for compliance with foreign State laws where your aircraft operate |       |       |

#  You must address the rules below if they apply to your operation

If this rule checklist is emailed to us with your application for certificate **renewal**, highlight or Track Change this rule checklist the proposed amendments and any changes since the issue of your last certificate.

| **Rule** | **You complete**Section or document name abbrev. and reference or heading (If the rule is not met or doesn’t apply, explain why) | **CAA use only**Exposition sampled and any issues organisation must address (Inspector adds initials and date) |
| --- | --- | --- |
| **Part 12 Accidents, incidents, and statistics**  |
| **Subpart B Notification, investigation, and reporting, of occurrences** |
| 12.51 & 12.53 Notification of accident  |
| The exposition must clearly outline the process on how you notify the CAA of any accident involving an aircraft, if the pilot-in-command is fatally or seriously injured, or if the aircraft is missing.12.51 Notify as soon as practicable. 12.53 Submitting CA005 form; or by a means acceptable to the CAA within 10 days of the accident. |       |       |
| 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.  |       |       |
| **Subpart C Preservation of Aircraft, its Contents, and Records** |
| 12.101 Access to aircraft involved in an accident  |
| The exposition must have a clear process on how you ensure no person interfere with the scene of the aircraft involved in an accident. |       |       |
| 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.  |       |       |

| **Rule**  | **You complete**Section or document name abbrev. and reference or heading (If the rule is not met or doesn’t apply, explain why) | **CAA use only**Exposition sampled and any issues organisation must address(Inspector adds initials and date) |
| --- | --- | --- |
| **Part 91 General operating and flight rules** |
| 91.537 Inoperative instruments and equipment |
| 91.537(a)(2)  |       |       |
| 91.602 Maintenance requirements before flight |
| 91.602(a)  |       |        |
| 91.603 Aircraft software configuration management procedures [Refer AC43-15 & AC91-18] |
| 91.603(a)(1) |       |       |
| 91.603(a)(2) |       |       |
| 91.603(a)(3) |       |       |
| 91.603(a)(4) |       |       |
| 91.603(a)(5) |       |       |
| 91.603(a)(6) [Part 43 below] |       |       |
| 91.603(a)(7) |       |       |
| 91.603(a)(8) |       |       |
| 91.603(b) |       |       |
| 91.603(c)(1) & (2) |       |       |
| 91.603(d) |       |       |
| 91.603(e) |       |       |
| 91.603(f) |       |       |
| 91.605 Maintenance programmes and schedules |
| 91.605(a)(2) | Refer to 119.63 below       |       |
| 91.605(b)(1) | Refer to 119.63 below       |       |
| 91.605(e)(1) |       |       |
| 91.605(e)(2)(i) to (iii) |       |       |
| 91.605(e)(3) |       |       |
| 91.605(e)(4)(i) to (iii) |       |       |
| 91.605(e)(5)(i) & (ii) |       |       |
| 91.605(e)(6)(i) & (ii) |       |       |
| 91.605(e)(7) |       |       |
| 91.605(e)(8) |       |       |
| 91.605(e)(9)(i) or (ii) |       |       |
| 91.605(e)(10) |       |       |
| 91.605(f) |       |       |
| 91.605(g)(1) |       |       |
| 91.605(g)(2) |       |       |
| 91.605(g)(3) |       |       |
| 91.605(g)(4) |       |       |
| 91.607 Approval of maintenance programmes |
| 91.607(a) |       |       |
| 91.607(b)(1) |       |       |
| 91.607(b)(2) |       |       |
| 91.607(b)(3) |       |       |
| 91.607(b)(4) |       |       |
| 91.607(b)(5)(i) to (3) |       |       |
| 91.607(b)(6) Also see (91.611(a), 91.611(b)(1) & 2) |       |       |
| 91.607(b)(7) |       |       |
| 91.607(b)(8) |       |       |
| 91.607(b)(9) |       |       |
| 91.607(b)(10) |       |       |
| 91.609 Changes to maintenance programmes and schedules |
| 91.609(a) |       |       |
| **Subpart G Operator maintenance requirements** |
| 91.613 Operational flight check |
| 91.613(a)(1)  |       |       |
| 91.613(a)(2)  |       |       |
| 91.613(a)(3)  |       |       |
| 91.613(b)  |       |       |
| 91.616 Maintenance logbooks |
| 91.616(1) |       |       |
| 91.616(2) |       |       |
| 91.617 Maintenance records |
| 91.617(a) |       |       |
| 91.617(b) |       |       |
| 91.617(c) |       |       |
| 91.617(a) |       |       |
| 91.619 Technical log |
| 91.619(a)(1) |       |       |
| 91.619(a)(2) |       |       |
| 91.619(a)(3) |       |       |
| 91.619(a)(4)(i) & (ii) |       |       |
| 91.619(a)(5) |       |       |
| 91.619(a)(6) |       |       |
| 91.619(a)(7) |       |       |
| 91.619(a)(8) |       |       |
| 91.619(a)(9)(i) & (ii) |       |       |
| 91.619(a)(10) |       |       |
| 91.619(a)(11) |       |       |
| 91.619(a)(12) |       |       |
| 91.619(b) |       |       |
| 91.619(c)(1) to (4) |       |       |
| 91.621 Transfer of maintenance records |       |       |
| 91.623 Retention of records |
| 91.623(a) |       |       |
| 91.623(b) |       |       |
| 91.623(d) |       |       |
| **Part 119 Air operator – certification** |
| **Subpart B Airline air operator certification requirements** |
| 119.51 Personnel requirements |
| 119.51(a)(2)(i)  |       |       |
| 119.51(b)(1)(iii)  |       |       |
| 119.51(b)(2)  |       |       |
| 119.51(d) |       |       |
| 119.61 Maintenance procedures [Exposition requirements 119.81(a)(10)(i)] |
| 119.61(a)(1) & (2) |       |       |
| 119.61(b)(1) |       |       |
| 119.61(b)(2) |       |       |
| 119.61(b)(3) |       |       |
| 119.63 Maintenance programme [Exposition requirements 119.81(a)(10)(ii)] |
| 119.63(b)(1) |       |       |
| 119.63(b)(2)(i) & (ii)  |       |       |
| 119.63(b)(3) |       |       |
| 119.63(b)(4) |       |       |
| 119.63(b)(5) |       |       |
| 119.63(b)(6) |       |       |
| 119.63(b)(7) |       |       |
| 119.63(b)(8) |       |       |
| 119.63(b)(9) |       |       |
| 119.63(b)(10) | Refer to 91.623 above       |       |
| 119.65 Documentation [as applicable to the maintenance requirements] |
| 119.65(c)(1) |       |       |
| 119.65(c)(2) |       |       |
| 119.65(c)(3) |       |       |
| 119.65(c)(4) |       |       |
| 119.65(c)(5) |       |       |
| **Part 121 Air operations – large aeroplanes & Part 125 Air operations – medium aeroplanes** |
| **121.403 or 125.403 Responsibility for airworthiness** |
| xxx.403(a)(1) & (2) |       |       |
| xxx.403(b)(1) |       |       |
| xxx.403(b)(2)(i) |       |       |
| xxx.403(b)(2)(ii) |       |       |
| **121.405 or 125.405 Condition monitored maintenance programmes** |
| xxx.405  |       |       |
| **Part 121 Subpart G Maintenance** |
| 121.407 Maintenance elements for EDTO |
| 121.407(a)(1) |       |       |
| 121.407(a)(2)(i) & (ii) |       |       |
| 121.407(a)(3)  |       |       |
| 121.407(b)(1) & (2) |       |       |
| 121.407(a)(4)  |       |       |
| 121.407(a)(5)  |       |       |
| 121.407(a)(6) |       |       |
| 121.407(a)(7) |       |       |
| 121.407(a)(8) |       |       |
| 121.407(a)(9) |       |       |
| 121.407(a)(10)(i) & (ii) |       |       |
| 121.407(c)(1) & (2) |       |       |
| 121.407(d) |       |       |
| 121.407(e)(1) |       |       |
| 121.407(e)(2) |       |       |
| 121.407(e)(3)(i) to (iii) |       |       |
| **121.415 or 125.415 Maintenance review** |
| xxx.415(a)(1) |       |       |
| xxx.415(a)(2) |       |       |
| xxx.415(b)(1) |       |       |
| xxx.415(b)(2) |       |       |
| xxx.415(b)(3) |       |       |
| xxx.415(b)(4) |       |       |
| xxx.415(c)(1) |       |       |
| xxx.415(c)(2) |       |       |
| xxx.415(d)(1) |       |       |
| xxx.415(d)(2) |       |       |
| xxx.415(d)(3) |       |       |
| 121.417 EDTO Quarterly report |       |       |
| **Part 125 Subpart B Flight operations** |
| 125.79 SEIFR Passenger Operations |
| 125.79(a)(2)(iv) |       |       |
| **Part 125 Subpart G Maintenance** |
| 125.407 Maintenance programme – Additional requirements for aeroplanes with AEDRS |
| 125.407(a)(1) |       |       |
| 125.407(a)(2)(i) to (iii) |       |       |
| 125.407(a)(3)(i) to (iii) |       |       |
| 125.407(a)(4)(i) or (ii) |       |       |
| 125.407(a)(5)(i) to (iii) |       |       |
| 125.407(b)(1) to (3) |       |       |
| 125.407(c) |       |       |
| **Part 43 General maintenance rules** |
| **Subpart B Maintenance** |
| 43.51 Persons to perform maintenance |
| 43.51(a)(1) |       |       |
| 43.51(a)(2) |       |       |
| 43.51(a)(3) |       |       |
| 43.51(a)(4) |       |       |
| 43.51(a)(5) |       |       |
| 43.51(a)(6) |       |       |
| 43.51(b)(1) to (3) [Appendix A.1] |       |       |
| 43.51(c)(1) & (2) |       |       |
| 43.53 Performance of maintenance |
| 43.53(1) |       |       |
| 43.53(2) |       |       |
| 43.53(3) |       |       |
| 43.53(4) |       |       |
| 43.53(5) |       |       |
| 43.53(6) |       |       |
| 43.53(7) |       |       |
| 43.53(8) |       |       |
| 43.53(9) |       |       |
| 43.53(10) |       |       |
| 43.53(11) |       |       |
| 43.54 Maintenance required under Part 145 |
| 43.54(a) |       |       |
| 43.69 Maintenance records |       |       |
| **Subpart C Release to service** |
| 43.101 Persons to certify release-to-service |
| 43.101(a) |       |       |
| 43.101(c) |       |       |
| 43.103 Requirements for certifying release-to-service |       |       |
| 43.105 Certifying release-to-service after maintenance |       |       |
| 43.107 Inoperative equipment |       |       |
| 43.109 Defects |       |       |
| 43.113 Duplicate safety inspection of control system |       |       |
| 43.115 Engine performance checks |       |       |
| **Subpart D Review of airworthiness** |
| 43.151 Persons to perform review |       |       |
| 43.153 Review requirements |       |       |
| 43.155 Certifying review |       |       |
| **Subpart E Certifying conformity following major modification or major repair** |
| 43.201 Purpose |       |       |
| 43.203 Persons to certify conformity |       |       |
| 43.205 Certifying requirements |       |       |
| 43.207 Certification |       |       |
| List any other rules complied with: |
|       |       |       |
|       |       |       |

**CAA use only**

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| Work request no. |       | Date assessment completed | Click or tap to enter a date. | Inspector’s initials |       |
| Inspector(s) who assessed rule checklist |
| Name | Initials | Name | Initials  |
|       |       |       |       |
|       |       |       |       |

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| Other rules or advisory circulars referred to during the assessment by the CAA inspector: |
| Reference  | Reference | Reference | Reference | Reference |
|       |       |       |       |       |

Development status control

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| This rule checklist was established using the following Part amendment status: |
| Part  | Name | Amendment no. | Amendment date | Part  | Name | Amendment no. | Amendment date |
| 12 | Accidents, incidents, and statistics | Amendment 11 | 1 December 2020 | 119 | Air operator - certification | Amendment 17 | 1 December 2020 |
| 19 | Transition rules | Amendment 22 | 1 December 2021 | 121 | Air operator – large aeroplanes | Amendment 32 | 1 December 2020 |
| 43 | General maintenance rules | Amendment 15 | 20 July 2018 | 125 | Air operator – medium aeroplanes | Amendment 23 | 10 May 2019 |
| 91 | General operating and flight rules | Amendment 34 | 10 May 2021 |  |  |  |  |

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| Revision | 7 | Date | 06/10/2022 | Status | Final |  |
| Form name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, hyperlink to rules added, table headings changed, 119.81 moved to front |
| Amendment numbers and dates updated |

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| Revision | 8 | Date | 01/12/2023 | Status | Final |  |
| Updated Part 12 Accidents, Incidents, and Statistics Subpart B - Notification, investigation, and reporting of occurrences and Subpart C - Preservation of Aircraft, its Contents, and Records |
| Updated amendment history |

|  |  |  |  |  |  |  |
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| Revision | 9 | Date | 05/04/2025 | Status | Final |  |
| Renamed form. |