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|   | Part 119/135 general aviation - aircraft maintenance compliance matrixUse 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 and Part 135 general aviation air operator certification for helicopters and small 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 |

1. About your rule checklist and our assessment

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| * You’re responsible for compliance with Civil Aviation Rules
* This rule checklist has the **minimum** **maintenance** **requirements** for a general aviation air operator helicopters and small aeroplanes
* You must also complete rule checklists for operations and dangerous goods
* Click on the field areas and type (which 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 |

1. Your organisation’s details

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

1. Proposed exposition sections or documents submitted with this rule checklist

| Section or document name | Abbreviation (abbrev.) | Version no. | Dated |
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1. Confirm your exposition meets document control requirements

| **119.125(a)(10) 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) |       |       |
| Revision/amendment description table (to give context to the change)  |       |       |
| Contents page |       |       |
| Header or footer on **every page** must have your organisation’s name, exposition or document name, effective revision no. and date, and page no. |       |       |

1. Your exposition must address the rules below

| **Part 119.125 general aviation operator exposition - maintenance requirements** | **You complete**Section or document name 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) |
| --- | --- | --- |
| 119.125(a)(2) Maintenance control and scheduling senior person name and position title  |       |       |
| 119.125(a)(3) Maintenance control and scheduling senior person duties and responsibilities |       |       |
| 119.125(a)(5) Principal place of operation and main maintenance base |       |       |
| 119.125(a)(7) Maintenance procedures, programme, and organisation that performs maintenance on your aircraft |       |       |
| 119.125(a)(9) Maintenance procedures for compliance with foreign State laws where your aircraft operate |       |       |

1. Your exposition must address the rules below if they apply to your type of operation

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

| **Rule** | **You complete**Section or document name 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) |
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| **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) |
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| **Part 43 General maintenance rules** |
| **Subpart B Maintenance** |
| 43.51 Persons to perform maintenance |
| 43.51(a) & (b) [incl. Appendix A.1] Persons to perform maintenance |       |       |
| 43.51(c)(1) & (2) Authorised person |       |       |
| 43.53 Performance of maintenance |       |       |
| 43.54 Maintenance required under Part 145 |       |       |
| 43.69 Maintenance records |       |       |
| **Subpart C Release to service** |
| 43.101 Persons to certify release-to-service |
| 43.101(a) Persons to certify RTS |       |       |
| 43.101(c) Duty times |       |       |
| 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 |
| 43.115(b) Engine performance checks |       |       |
| **Part 91 General operating and flight rules** |
| **Subpart F Instrument and equipment requirements** |
| 91.537 Inoperative instruments and equipment |       |       |
| **Subpart G Operator maintenance requirements** |
| 91.602 Maintenance requirements before flight |       |       |
| 91.603 General maintenance requirements |
| 91.603(a)(1) to (8) General maintenance requirements |       |       |
| Aircraft software configuration management procedures [Refer AC43-15 & AC91-18] |       |       |
| 91.603(b) Airworthiness limitations |       |       |
| 91.603(c)(1) & (2) Overhaul intervals |       |       |
| 91.603(d) TBO escalation proc. |       |       |
| 91.603(e) Piston engine TBO |       |       |
| 91.603(f) Propeller TBO |       |       |
| 91.605 Maintenance programmes and schedules |
| 91.605(a)(2) Approved maintenance programme [Refer section 119.63 below] |       |       |
| 91.605(b)(1) Maintenance iaw maintenance programme [Refer section 119.63 below] |       |       |
| 91.605(e)(1) to (10) Test and inspection requirements |       |       |
| 91.605(g)(1) to (4) Other maintenance programme requirements |       |       |
| 91.609 Changes to maintenance programmes and schedules |
| 91.609(a) Director amendment |       |       |
| 91.611 Inspection planning latitude |       |       |
| 91.613 Operational flight check |       |       |
| 91.615 Review of airworthiness |
| 91.615(a)(1) or (2) RoA or airworthiness certificate |       |       |
| 91.615(b)(3) Part 135 maintenance review |       |       |
| 91.616 Maintenance logbooks |       |       |
| 91.617 Maintenance records |       |       |
| 91.619 Technical log |       |       |
| 91.621 Transfer of maintenance records |       |       |
| 91.623 Retention of records |       |       |
| **Part 119 Air operator – certification** |
| **Subpart C General aviation air operator certification requirements** |
| 119.101 Personnel requirements |
| 119.101(b)(1)(iii) Senior person controlling & scheduling maintenance |       |       |
| 119.101(b)(2) Qualifications and experience |       |       |
| 119.109 Maintenance procedures |
| 119.109(a) Procedure for continued airworthiness |       |       |
| 119.109(b) Contract with maintenance provider |       |       |
| 119.111 Maintenance programme |
| 119.111(b)(1) Aircraft details |       |       |
| 119.111(b)(2) Instructions and procedures |       |       |
| 119.111(b)(3) Schedules |       |       |
| 119.111(b)(4) Aircraft induction |       |       |
| 119.111(b)(5) Trend analysis |       |       |
| 119.111(b)(6) All inspections performed |       |       |
| 119.111(b)(7) Recording defects |       |       |
| 119.111(b)(8) Rectifying or deferring defects |       |       |
| 119.111(b)(9) Varying inspection intervals |       |       |
| 119.111(b)(10) Retention of records iaw 91.623 |       |       |
| 119.113 Documentation |       |       |
| 119.115 Records personnel |       |       |
| **Part 135 Air operations – helicopters and small aeroplanes** |
| **Subpart G Maintenance** |
| 135.402 Option for maintenance |
| 135.402(a)(1) ARA iaw 91.615 |       |       |
| 135.402(a)(2) Maintenance review iaw 135.415 |       |       |
| 135.402(b) ARA iaw 91.615 |       |       |
| 135.402(c) Maintenance organisation for maintenance review |       |       |
| 135.402(d) Maintenance organisation for large helicopters |       |       |
| 135.403 Responsibility for airworthiness |       |       |
| 135.405 Condition monitored maintenance programmes |       |       |
| 135.415 Maintenance review |       |       |
| List any other rules complied with: |
|       |       |       |
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**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 |
| 43 | General maintenance rules | Amendment 15 | 20 July 2018 | 135 | Air operator – helicopters and small aeroplanes | Amendment 25 | 30 November 2023 |
| 91 | General operating and flight rules | Amendment 34 | 1 December 2021 |  |  |  |  |

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| Revision | 8 | Date | 06/10/2022 | Status | Final |  |
| Name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, table headings changed, hyperlink to rules added, 119.125 moved to front of form |
| Amendment numbers and dates updated |
| Revision | 9 | Date | 01/12/2023 | Status | Final |  |
| Updated Part 12 Accidents, Incidents, and Statistics Subpart B and Subpart C |
| Updated amendment history |