|  |  |
| --- | --- |
|   | Part 119/135 general aviation - small aeroplanes VFR compliance matrixUse this rule checklist to make sure you comply with **operations** 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 **aeroplane VFR** operations. |

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

|  |
| --- |
| Email us this completed rule checklist (in editable format not PDF) with your certificate application for 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** **operations requirements** for a general aviation air operator aeroplane VFR operations
* You must also complete rule checklists for maintenance, dangerous goods, and training and competence assessment
* Click on the field areas and type (they expand as you type)
* Ton 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 to assist ongoing compliance and 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. |

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

| Section or document name | Abbreviation (abbrev.) | Version no. | Dated |
| --- | --- | --- | --- |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |
|       |       |       | Click or tap to enter a date. |

# Confirm your exposition meets document control requirements

| **Rule 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. |       |       |

# Your exposition must address the rules below

| **Rule 119.125 general aviation air operator exposition** | **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) |
| --- | --- | --- |
| 119.125(a)(1) Organisation’s statement signed by chief executive |       |       |
| 119.125(a)(1A) System for safety management and all documentation |       |       |
| 119.125(a)(2) Senior persons’ name and position title  |       |       |
| 119.125(a)(3) Senior persons’ duties and responsibilities |       |       |
| 119.125(a)(4) If appropriate, an organisation chart showing lines of responsibility of the senior persons  |       |       |
| 119.125(a)(4A) Information identifying the lines of safety responsibility within the organisation |       |       |
| 119.125(a)(5) Details of the principal place of operation and the main maintenance base |       |       |
| 119.125(a)(6) Details of your procedures required by Part 119 |       |       |
| 119.125(a)(7) Refer 24135-02GAM maintenance rule checklist |       |       |
| 119.125(a)(8) Details of the programmes required by Part 119 and Part 135 |       |       |
| 119.125(a)(9) Details of the applicant’s procedures that ensures compliance with the laws of any foreign State in which your aircraft operate |       |       |

# 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 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.  |       |       |
| **Subpart D Statistics** |
| 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.  |       |       |

| **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 61 Pilot licences and ratings** |
| 61.27 Status of flight examiners |       |       |
| 61.39 Biennial flight review |
| 61.39(b)(1) to (3) |       |       |
| 61.39(c) |       |       |
| **Part 91 General operating and flight rules** |
| **Subpart B Operating rules** |
| 91.101 Aircraft airworthiness |
| 91.101(a)(1)(i) & (ii)  |       |       |
| 91.101(b)(1) & (2) |       |       |
| 91.107 Aircraft registration |
| 91.107(a)(1) to (3) |       |       |
| 91.109 Aircraft flight manual |       |       |
| 91.111 Documents to be carried |
| 91.111(1)  |       |       |
| 91.111(2)  |       |       |
| 91.111(3)(i) to (iii)  |       |       |
| 91.111(4)(i) to (iv)  |       |       |
| 91.111(5)(i) to (iii) |       |       |
| 91.118 Intoxicating liquor and drugs |       |       |
| 91.125 Simulated instrument flight |       |       |
| **Subpart C General flight rules** |
| 91.207 Occupation of seats and wearing of restraints |       |       |
| 91.211 Passenger briefing |       |       |
| 91.213 Carry-on baggage |       |       |
| 91.215 Carriage of cargo |       |       |
| 91.217 Preflight action |       |       |
| 91.219 Familiarity with operating limitations and emergency equipment |       |       |
| 91.221 Flying equipment and operating information |       |       |
| 91.223 Operating on and in the vicinity of an aerodrome |       |       |
| 91.241 Compliance with ATC clearances and instructions |
| 91.241(a) |       |       |
| 91.241(b)  |       |       |
| 91.241(c)  |       |       |
| 91.255 Mandatory use of ADS-B system in controlled airspace |
| 91.255(a) |       |       |
| 91.255(b)  |       |       |
| 91.255D (a)(1) to (3) |       |       |
| 91.255D (b)(1) to (3) |       |       |
| 91.255D (c) |       |       |
| 91.255E(a) & (b) |       |       |
| 91.257 ADS-B system performance standards and requirements |
| 91.257(1)  |       |       |
| 91.257(2)  |       |       |
| 91.257(3)  |       |       |
| 91.257(4)  |       |       |
| 91.257(5)  |       |       |
| 91.257(6)  |       |       |
| 91.257A(a)(1) & (2) Prohibited transmission of non-compliant ADS-B or misleading data |       |       |
| 91.258A Process prior to issuing or amending a notice |
| 91.258A(1)(i) to (v) |       |       |
| 91.258A(2) |       |       |
| 91.258A(3)(i) to (iii) |       |       |
| 91.258A(4) |       |       |
| 91.258B(1) to (3) Notice to be published |       |       |
| 91.258C(a) & (b) Effective date of notice |       |       |
| 91.258D(a) & (b) Amendment of notice |       |       |
| 91.258E(a) & (b) Revocation of notice  |       |       |
| 91.261(1) to (3) Requirements for navigation specification |       |       |
| **Subpart D Visual flight rules** |
| 91.307 VFR flight plan |
| 91.307(a)(1) & (2) |       |       |
| 91.307(b) |       |       |
| 91.307(c)(1) to (9) |       |       |
| 91.307(d)(1) & (2) |       |       |
| 91.309 Position reports |       |       |
| 91.311 Minimum heights for VFR flights |
| 91.311(a) |       |       |
| 91.311(b) |       |       |
| 91.311(d) |       |       |
| 91.315 Operating in snow and ice conditions |       |       |
| **Subpart E Instrument flight rules** |
| 91.411A(a) & (b) Pilot-in-command and operator to Inform ATS unit of carriage of dangerous goods |       |       |
| **Subpart F Instrument and equipment requirements** |
| 91.503(1) & (2) Location of instruments and equipment |       |       |
| 91.505 Seating and restraints |       |       |
| 91.525 Flights over water |
| 91.525(a)(1) to (3)  |       |       |
| 91.525(b)(1) to (5)  |       |       |
| 91.525(c)  |       |       |
| 91.525(d)(1) & (2) |       |       |
| 91.525(e)(1) to (3) |       |       |
| 91.525(f) |       |       |
| 91.527 Aircraft operations on water |
| 91.527(1) & (2) |       |       |
| 91.541 Transponder and altitude reporting equipment |
| 91.541(a) & (b) |       |       |
| **Part 92 Carriage of dangerous goods [Refer to Part 92 rule checklist form 24092-02DG]**  |
| **Part 119 Air operator – certification** |
| **Subpart C General Aviation Air Operator – Certification requirement** |
| 119.101 Aircraft airworthiness |
| 119.101(a)(1)(i) |       |       |
| 119.101(a)(1)(ii) |       |       |
| 119.101(b)(1)(i)  |       |       |
| 119.101(b)(1)(ii) |       |       |
| 119.101(b)(1)(iii) |       |       |
| 119.101(b)(1)(iv) |       |       |
| 119.101(b)(1)(v) |       |       |
| 119.101(b)(2) |       |       |
| 119.103 Personnel competency requirements |       |       |
| 119.105 Resource requirements  |       |       |
| 119.113(a) to (c)(1) to (5) Documentation  |       |       |
| 119.115 Records – Personnel |       |       |
| 119.117 Records – Resources  |       |       |
| 119.119 Flight authorisation and control  |       |       |
| 119.121 Flight following service |       |       |
| 119.123 Establishment of operations procedures  |       |       |
| 119.125 General aviation air operator exposition  |
| 119.125(a)(1)(i) & (ii) |       |       |
| 119.125(a)(2) to (3)(i) |       |       |
| 119.125(a)(4) to (10) |       |       |
| 119.125(b) |       |       |
| **Subpart D Operating requirements** |
| 119.151(b) Continued compliance |       |       |
| 119.155 Flight crew qualifications |       |       |
| 119.157 Charter, cross-hire, and leasing of New Zealand registered aircraft  |
| 119.157(a)  |       |       |
| 119.157(b)  |       |       |
| 119.157(c)  |       |       |
| 119.157(d) |       |       |
| 119.159 Use of non-New Zealand registered aircraft |       |       |
| 119.161 Business trading name |       |       |
| 119.165 Changes to certificate holder’s organisation |       |       |
| **Part 135 Air operations – Helicopters and Small Aeroplanes**  |
| **Subpart A General** |
| 135.13 Passenger training |       |       |
| **Subpart B Flight operations** |
| 135.57 Flight preparation and flight planning |       |       |
| 135.59 Emergency and survival equipment information |       |       |
| 135.61 Fuel |       |       |
| 135.63 Cockpit check |       |       |
| 135.65 Passenger safety |       |       |
| 135.69 Manipulation of controls |       |       |
| 135.73 Refuelling and defuelling operations |       |       |
| 135.77 Use of aerodromes |       |       |
| 135.83 Restriction or suspension of operations |       |       |
| 135.85 Minimum height for VFR flights |       |       |
| 135.87 Flights over water |
| 135.87(a) |       |       |
| 135.87(c) |       |       |
| 135.87(d) |       |       |
| 135.91 Emergency situation action plans |       |       |
| **Subpart C Operating limitations and weather requirements** |
| 135.153(a) Meteorological information |       |       |
| 135.155 Meteorological conditions VFR flight |       |       |
| 135.157 Meteorological conditions IFR flight |       |       |
| 135.159 Aerodrome operating minima IFR flight |
| 135.159(a)  |       |       |
| 135.159(b)(1) & 2) |       |       |
| **Subpart D Performance** |
| 135.201 (a) to (d) Purpose |       |       |
| 135.205 Part 121 Subpart D compliance |       |       |
| 135.207 General aeroplane performance |       |       |
| 135.209 Take-off distance |       |       |
| 135.211 Runway surface and slope correction factors |       |       |
| 135.215 Engine inoperative gradient and stall corrections |       |       |
| 135.217 En-route critical engine inoperative |       |       |
| 135.219 En-route 90 minute limitation |       |       |
| 135.221(1) Landing-climb destination and alternate aerodromes |       |       |
| 135.223 Landing distance dry runway |       |       |
| 135.225 Landing distance wet and contaminated runways |       |       |
| 135.227(1) Steep approach and short landing techniques |       |       |
| 135.228 FAR Part 23 commuter category and SFAR41 aeroplanes |       |       |
| 135.229 Take-off distance |       |       |
| 135.231 Net take-off flight path |       |       |
| 135.233 Landing distance runways |
| 135.233(a) |       |       |
| 135.233(b) |       |       |
| **Subpart E Weight and balance** |
| 135.303 Goods, passenger, and baggage weights |       |       |
| 135.305 Aircraft load limitations |       |       |
| **Subpart F Instruments and equipment** |
| 135.353 General |       |       |
| 135.355 Seating and restraints |       |       |
| 135.357 Additional instruments |       |       |
| 135.359 Night flight |       |       |
| 135.363 Emergency equipment |       |       |
| **Subpart H Crew member requirements** |
| 135.503 Assignment of flight crew duties |       |       |
| 135.505 Pilot-in-command consolidation of operating experience on type |       |       |
| **Subpart K Fatigue of flight crew** |
| 135.803 Operator responsibilities |       |       |
| 135.805 Flight Crew responsibilities |       |       |
| **Subpart L Manuals, logs, and records** |
| 135.853 Operating information |       |       |
| 135.855 Documents to be carried |       |       |
| 135.857 Daily flight record |       |       |
| 135.859 Retention period |       |       |
| List any other rules complied with: |
|       |       |       |
|       |       |       |

**CAA use only**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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  |
|       |       |       |       |
|       |       |       |       |

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

Development status control

|  |
| --- |
| 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 | 92 | Carriage of dangerous goods | Amendment 2 | 22 June 2006 |
| 19 | Transition rules | Amendment 22 | 1 December 2021 | 100 | Safety management | Amendment 1 | 1 February 2016 |
| 43 | General maintenance rules | Amendment 15 | 20 July 2018 | 119 | Air operator - certification | Amendment 17 | 1 December 2020 |
| 61 | Pilot licences and ratings | Amendment 18 | 1 December 2021 | 135 | Air operator – helicopters and small aeroplanes | Amendment 24 | 10 May 2019 |
| 91 | General operating and flight rules | Amendment 34 | 1 December 2021 |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revision | 8 | Date | 18/01/2022 | Status | Final |  |
| Transitional Provision removed | 91.307, 91.525. 91.255, 91.257, 91.257A, 91.258 revoked and replaced |
| Amendment numbers and dates updated | 91.255D, 91.255E, 91.261, 91.263, 91.263B, and 91.263C, 91.411A inserted |
| 12.151 revoked and replaced | 119.201 and 119.203 amended |
| 19.401, 19.103, 19.205, 19.207, 19.209 & 19.211 revoked  | 119.15, 119.109, 119.113, and 119.125 revoked and replaced |
| 91.111 amended |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revision | 9 | Date | 06/10/2022 | Status | Final |  |
| Name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted table headings changed, hyperlink to rules added; Amendment numbers and dates updated |
| 61.39(b)(1) to (3), 135.201 (a) to (d), 135.205 added | Part 92 rules moved to 24092-02DG carriage of dangerous goods rule checklist  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revision | 10 | Date | 24/01/2024 | Status | Final |  |
| Updated Part 12 Accidents, Incidents, and Statistics Subpart B, Subpart C and Subpart D |
| Updated amendment history |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revision | 11 | Date | 5/4/2025 | Status | Final |  |
| Changes to reflect the Civil Aviation Act 2023 |