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|  | Part 119/135 general aviation - small aeroplanes internal training and competency compliance matrixUse this rule checklist to make sure you comply with **training and competency** requirements under the [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 119 air operator certification for operators conducting operations under Part 135 using small aeroplanes. This rule checklist is for operators that **use their own instructors and examiners**. |

# 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 certificate application for issue or renewal to certification@caa.govt.nz |

# 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 internal training and competency** **requirements** for general aviation helicopters and small aeroplanes operations using **their own instructors and examiners**
* You must also complete rule checklists for operations, maintenance, and dangerous goods
* 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 to assist ongoing compliance and support your certificate renewal applications |

# Your organisation’s details

|  |  |  |  |  |  |
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| 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 several 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. |

# 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? | **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 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 92 Carriage of dangerous goods** [also refer to 24092-02DG Part 92 carriage of dangerous goods rule checklist] |
| **Subpart E Training** (small aeroplanes *only*) |
| 92.201 Applicability [If you do not elect to use the exception of Part 92.11, then this subpart specifies the specific training required] |
| 92.201 |       |       |
| 92.203 Dangerous goods training programmes  |
| 92.203 & IAW Appendix A |       |       |
| 92.205 Recurrent training |       |       |
| 92.207 Personnel records  |       |       |
| **Part 135 Air operations – small aeroplanes** |
| **Subpart I Training** (small aeroplanes *only*) |
| 135.553 General |
| 135.553(a) |       |       |
| 135.553(b) |       |       |
| 135.553(c) |       |       |
| 135.553(d)(1) |       |       |
| 135.555 Training records |       |       |
| 135.557 Initial training for crew members |       |       |
| 135.559 Transition training for crew members |       |       |
| 135.561 Recurrent training for crew members |       |       |
| 135.565 Flight crew training programme |       |       |
| 135.567 Flight crew member instructor qualifications |       |       |
| **Subpart J Crew member competency requirements** |
| 135.603 General |
| 135.603(a) |       |       |
| 135.603(b)(1) |       |       |
| 135.605 Flight examiner qualifications |
| 135.605(a)  |       |       |
| 135.605(b)  |       |       |
| 135.607 Flight crew competency assessments |
| 135.607(1)  |       |       |
| 135.607(2)  |       |       |
| 135.607(3)  |       |       |
| 135.607(4) |       |       |
| 135.613 Competency and testing records |       |       |
| 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 |
| 92 | Carriage of dangerous goods | Amendment 2 | 22 June 2006 | 135 | Air operations – helicopters and small aeroplanes | Amendment 25 | 30 Nov 2023 |

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| Revision | 3 | Date | 06/10/2022 | Status | Final |  |
| Name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, table headings changed, hyperlink to rules added | 135.605 and 135.607 expanded  |
| Was 24135-06GAITC – now small aeroplanes ITC only. Helicopters external and internal ITC now in 24135-03GAHO | Amendment numbers and dates updated |

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| Revision | 4 | Date | 26/01/2024 | Status | Final |  |
| Amendment numbers and dates updated |

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| Revision | 5 | Date | 05/04/2025 | Status | Final |  |
| Updates to reflect the Civil Aviation Act 2023 |