# Part 129 Compliance Matrix

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 129 Foreign Air Transport Operator Certificate.

For compliance with the security programme requirements please also use compliance matrix 24108-02 in addition to this matrix in your application.

A completed compliance matrix must be submitted by the applicant both for initial certification and for renewal. Additionally, the certificate holder should maintain an up-to-date compliance matrix to assist with on-going compliance and to support certificate amendment requests.

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

**All Rules must be complied with**, but not every rule has to be addressed in the exposition. At least the following Rules must be included unless they are not applicable to the operation, in which case they should be annotated N/A. The intention of this matrix is to assist rather than instruct the applicant in an initial application or request for renewal. 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.

This matrix needs to be completed by every applicant for a Part 129 Foreign Air Transport Operator Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual references / applicant’s comments* column. Do not insert actual portions of the exposition in this document. Where the applicant does not meet the rule requirement or deems it not applicable, an explanation should be given in this column. **Please note ticks (**✔**) are not acceptable**.

Reference to the application form is not acceptable. Appropriate references will be your Exposition or document copies sent as part of the application.

This completed matrix should accompany the exposition documents and be included as a component of the application in MS Word format.

**PDF is the preferred format for the receipt of expositions.**

# Applicant:       CAA participant number:

**Manuals submitted:**       **Rev.:**       **Dated:**

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|  | **Applicant’s comments** | **CAA comments (for CAA use only)** |
| List of effective pages |       | Choose an item. | Enter comments (if required) |
| Record of amendments |       | Choose an item. | Enter comments (if required) |
| Distribution list & copies to be numbered |       | Choose an item. | Enter comments (if required) |
| Contents page |       | Choose an item. | Enter comments (if required) |
| On every page, headers and/or footers to include: |       | Choose an item. | Enter comments (if required) |
| 1. Company name
 |
| 1. Name of the manual
 |
| 1. Effective revision and date of the page
 |
| 1. Page number
 |

| **Rule reference** | **Manual references / applicant’s comments** | **CAA comments (for CAA use only)** |
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| **129.63 Exposition***It is recommended applicants submit an exposition using the* Exposition Template *available in the* Forms *section of the CAA’s public website under Part 129.* |
| 129.63(a)(1)*Senior persons in NZ* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(2)*Senior persons holding responsibility* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(3)*Duties and responsibilities* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(4)*Scope of activities* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(5)*Organisation chart* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(6)*Staffing structure* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(7)*Principal place of operation* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(8)*Contacts within NAA* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(11)*Control of exposition* |       | Choose an item. | Enter comments (if required) |
| 129.63(a)(12)*Other information* |       | Choose an item. | Enter comments (if required) |
| 129.103*Changes to organisation* |       | Choose an item. | Enter comments (if required) |

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| **Rule reference** | **Manual reference / applicant’s comments** | **CAA comments (for CAA use only)** |
| **129.13 Operations specifications** |
| 129.13(b)(1)*Principal base of operations* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(2)*Primary point of contact* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(3)*NZ address for service* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(4)*Business names* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(5)*Type of aircraft used* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(6)*Kinds of operations* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(7)*Routes and areas of operation* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(8)*Aerodromes and alternates* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(9)*Exemptions* |       | Choose an item. | Enter comments (if required) |
| 129.13(b)(10)*Other* |       | Choose an item. | Enter comments (if required) |
| **129.51 Authorisation** |
| 129.51*Holder of AOC from ICAO State* |       | Choose an item. | Enter comments (if required) |
| **129.53 Proving flights or tests** |
| 129.53*Flights or tests required by Director* |       | Choose an item. | Enter comments (if required) |

| **Rule reference** | **Manual references / applicant’s comments** | **CAA comments (for CAA use only)** |
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| **129.57 Records – personnel** |
| **Procedures to maintain records**129.57(1)(i)*Persons holding licence or rating* |       | Choose an item. | Enter comments (if required) |
| 129.57(1)(ii)*Persons holding DCA delegation* |       | Choose an item. | Enter comments (if required) |
| 129.57(1)(iii)*Persons exercising company authorisation* |       | Choose an item. | Enter comments (if required) |
| **Records include details of**129.57(2)(i)*Experience and qualification* |       | Choose an item. | Enter comments (if required) |
| 129.57(2)(ii)*Scope, validity, and currency* |       | Choose an item. | Enter comments (if required) |
| 129.57(2)(iii)*DCA delegation* |       | Choose an item. | Enter comments (if required) |
| 129.57(2)(iv)*Authorisations* |       | Choose an item. | Enter comments (if required) |
| 129.57(3)(i) and (ii)*Retention of records* |       | Choose an item. | Enter comments (if required) |

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| **129.59 Records – resources** |
| 129.59(1)*Procedures to record details* |       | Choose an item. | Enter comments (if required) |
| 129.59(2)*Retention of records* |       | Choose an item. | Enter comments (if required) |
| **129.61 Security programme***Applicable to operator proposing to carry 10 or more fare paying passengers* |
| 129.61 [129.63(a)(10)]*Security programme**Part 108* | *Please use Part 108 Compliance Matrix form 24108/02* |

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| **Subpart C - Operating Requirements** |
| 129.101(b)(1)*Continue to comply with the requirements of SubPart B* |       | Choose an item. | Enter comments (if required) |
| 129.101(b)(2)*Hold at least 1 copy of exposition and Ops Specs* |       | Choose an item. | Enter comments (if required) |
| 129.101(b)(3)*Comply with every procedure detailed in the certificate holder’s exposition* |       | Choose an item. | Enter comments (if required) |
| 129.101(b)(4)*Exposition available to personnel* |       | Choose an item. | Enter comments (if required) |
| 129.105*ACAS II* |       | Choose an item. | Enter comments (if required) |
| 129.107*Aerodrome with RESA* |       | Choose an item. | Enter comments (if required) |
| 129.107A |       | Choose an item. | Enter comments (if required) |
| *129.109 (a)* |       | Choose an item. | Enter comments (if required) |
| *129.109 (b)(1) – (2) (i)-(ii)* |       | Choose an item. | Enter comments (if required) |
| *129.109 (b) (3)* |       | Choose an item. | Enter comments (if required) |
| *129.109 (b) (4)* |       | Choose an item. | Enter comments (if required) |
| *129.109 (b) (5)(i) (ii) (iii)* |       | Choose an item. | Enter comments (if required) |

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| **General rules** |
| *91.411A(a)-(b)**dangerous goods* |       | Choose an item. | Enter comments (if required) |
| **List any other rules complied with** |
|       |       | Choose an item. | Enter comments (if required) |
|       |       | Choose an item. | Enter comments (if required) |
|       |       | Choose an item. | Enter comments (if required) |

| **Rule reference** | **Manual references / applicant’s comments** | **CAA comments (for CAA use only)** |
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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.* |       | Choose an item. | Enter comments (if required) |
| 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.* |       | Choose an item. | Enter comments (if required) |
| 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.*  |       | Choose an item. | Enter comments (if required) |
| **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.* |       | Choose an item. | Enter comments (if required) |
| 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.*  |       | Choose an item. | Enter comments (if required) |
| 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.*  |       | Choose an item. | Enter comments (if required) |
| **Subpart D – Statistics** |
| 12.151*Aircraft operating statistics (freight, [cargo/goods] operations only).* *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.*  |       | Choose an item. | Enter comments (if required) |

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| **Approval and limitations***To further assist the CAA NZ in the assessment of your application, please indicate below which approval or documents your organisation currently holds that are relevant to operating to New Zealand.**Simply make reference to where to find the documents / certificates in your exposition*. |
|  | **Manual references / applicant’s comments** | **CAA comments (for CAA use only)** |
| Current air operator certificate |       | Choose an item. | Enter comments (if required) |
| Current operations specifications |       | Choose an item. | Enter comments (if required) |
| ELT fitted |       | Choose an item. | Enter comments (if required) |
| ACAS II fitted |       | Choose an item. | Enter comments (if required) |
| ADS-B approval |       | Choose an item. | Enter comments (if required) |
| ADT (Aircraft Distress Tracking, if fitted) |       | Choose an item. | Enter comments (if required) |
| ETOPS/EDTO approval |       | Choose an item. | Enter comments (if required) |
| ICAO Stage III (or better) noise compliance |       | Choose an item. | Enter comments (if required) |
| RVSM compliance |       | Choose an item. | Enter comments (if required) |
| RNP 10 &/or RNP4 approval |       | Choose an item. | Enter comments (if required) |
| RNP-AR approval |       | Choose an item. | Enter comments (if required) |
| RSP/RCP approval |       | Choose an item. | Enter comments (if required) |
| LVTO approval and minima |       | Choose an item. | Enter comments (if required) |
| ILS Cat II and Cat III approval and appropriate minima |       | Choose an item. | Enter comments (if required) |
| Current certificate of insurance |       | Choose an item. | Enter comments (if required) |
| Approval to carry dangerous goods |       | Choose an item. | Enter comments (if required) |
| National Aviation Authority approval for wet lease (if any) |       | Choose an item. | Enter comments (if required) |
| Limitations (if any) |       | Choose an item. | Enter comments (if required) |

END of Participant comments.

**CAA use only**

Assessed by:

Work Request:

Date received from Participant: DD / MM / YYYY Date approved: DD / MM / YYYY

This matrix was established using the following Part amendment statuses

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| 12 | Accidents, Incidents, and Statistics | Amendment 11 | 01 December 2020 |
| 91 | General Operating and Flight Rules | Amendment 34 | 01 December 2021 |
| 129 | Foreign Air Transport Operator | Amendment 9 | 10 May 2019 |

Other rules or advisory circulars referred to during the assessment by Inspector

**Development status control:**

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| Version | Date | Status | Reason for amendment |
| 6 | April 2021 | Final | Development status control table inserted – JTAmendment update129.109 amended to mirror Amendment 8 edits129.107A inserted |
| 7 | January 2022 | Final | 12.55 revoked and replaced129.109 revoked and replaced129.107A inserted91.411A inserted |
| 8 | December 2023 | Final | Updated Part 12 Accidents, Incidents, and Statistics General formatting updates |
| 9 | June 2024 | Final | Updated Part 12 and 129 Rules and referencesAdded 129.101(b)(1) as previously deleted accidentlyAdded dropdown control dropdown to CAA comment columnReordered approval and limitations table, added ADT, RNP-AR, RCP/RSPUpdated instructions and minor text amendments |
| 10 | April 2025 | Final | CA Act 2023 updates –Updated name of document |