

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 have to 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.**

The completed matrix should accompany the exposition documents and be included as a component of the application. The applicant may submit a completed matrix in a different format as long as it includes all the rule references identified below; however, there may be additional processing time required by the CAA in cross-referencing requirements.

PDF is the preferred format for the receipt of expositions.

Applicant:

CAA participant number:

Manuals submitted:

Rev.:

Dated:

	Applicant's comments	CAA comments (for CAA use only)
Rule compliance matrix		
Company statement page, signed by the Chief Executive		
List of effective pages		
Record of amendments		
Distribution list & copies to be numbered		
Contents page		
Definitions & abbreviations (not mandatory)		
On every page, headers and/or footers to include: <ul style="list-style-type: none"> (a) Company name (b) Name of the manual (c) Effective revision and date of the page (d) Page number 		
Index (not mandatory but desirable)		

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
129.63 Exposition <i>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.</i>		
129.63(a)(1) <i>Senior persons in NZ</i>		
129.63(a)(2) <i>Senior persons holding responsibility</i>		
129.63(a)(3) <i>Duties and responsibilities</i>		
129.63(a)(4) <i>Scope of activities</i>		
129.63(a)(5) <i>Organisation chart</i>		
129.63(a)(6) <i>Staffing structure</i>		
129.63(a)(7) <i>Principal place of operation</i>		
129.63(a)(8) <i>Contacts within NAA</i>		
Procedures	<i>For all exposition-based procedures refer specific sections below</i>	
129.63(a)(9)(i)-(iii)		
129.63(a)(11) <i>Control of exposition</i>		
129.63(a)(12) <i>Other information</i>		
129.103 <i>Changes to organisation</i>		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
129.13 Operations specifications		
129.13(b)(1) <i>Principal base of operations</i>		
129.13(b)(2) <i>Primary point of contact</i>		
129.13(b)(3) <i>NZ address for service</i>		
129.13(b)(4) <i>Business names</i>		
129.13(b)(5) <i>Type of aircraft used</i>		
129.13(b)(6) <i>Kinds of operations</i>		
129.13(b)(7) <i>Routes and areas of operation</i>		
129.13(b)(8) <i>Aerodromes and alternates</i>		
129.13(b)(9) <i>Exemptions</i>		
129.13(b)(10) <i>Other</i>		
129.51 Authorisation		
129.51 <i>Holder of AOC from ICAO State</i>		

129.53 Proving flights or tests		
129.53 <i>Flights or tests required by Director</i>		

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
129.57 Records - personnel		
Procedures to maintain records 129.57(1)(i) <i>Persons holding licence or rating</i>		
129.57(1)(ii) <i>Persons holding DCA delegation</i>		
129.57(1)(iii) <i>Persons exercising company authorisation</i>		
Records include details of 129.57(2)(i) <i>Experience and qualification</i>		
129.57(2)(ii) <i>Scope, validity and currency</i>		
129.57(2)(iii) <i>DCA delegation</i>		
129.57(2)(iv) <i>Authorisations</i>		
129.57(3)(i) and (ii) <i>Retention of records</i>		

129.59 Records – resources		
129.59(1) <i>Procedures to record details</i>		
129.59(2) <i>Retention of records</i>		
129.61 Security programme <i>Applicable to operator proposing to carry 10 or more fare paying passengers</i>		
129.61 [129.63(a)(10)] <i>Security programme Part 108</i>	<i>Please use Part 108 Compliance Matrix form 24108/02</i>	
Subpart C - Operating Requirements		
129.101(b)(2) <i>Hold at least 1 copy of exposition and Ops Specs</i>		
129.101(b)(4) <i>Exposition available to personnel</i>		
129.105 <i>ACAS II</i>		
129.107 <i>Aerodrome with RESA</i>		
129.107A		
129.109 <i>ELT be FAA TSO C-126 certified</i>		
129.109 (a)		
129.109 (b) <i>(1) – (2) (i)-(ii)</i>		
129.109 (b) (3)		

129.109 (b) (4)		
129.109 (b) (5) (i) (ii) (iii)		
General rules		
91.411A(a)-(b)		
List any other rules complied with		

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
Part 12 Accidents, Incidents, and Statistics		
Subpart B - Notification, Investigation, and Reporting, of Occurrences		
12.51 & 12.53 <i>Notification of accident</i> 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 <i>Notification of incident</i> 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.		

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
<p>12.55 <i>Notify as soon as practicable.</i></p> <p>12.57 <i>Submitting CA005 or CA005D form; or by a means acceptable to the CAA within 14 days of the incident.</i></p>		
<p>12.59</p> <p><i>Investigation and reporting</i></p> <p><i>The exposition must have a clear description of your internal investigation process and submit a report to the CAA within 90 days.</i></p>		
Subpart C - Preservation of Aircraft, its Contents, and Records		
<p>12.101</p> <p><i>Access to aircraft involved in an accident</i></p> <p><i>The exposition must have a clear process on how you ensure no person interfere with the scene of the aircraft involved in an accident.</i></p>		
<p>12.103</p> <p><i>Preservation of records</i></p> <p><i>The exposition must include process on how you preserve all records for at least 14 days after the serious accident or incident.</i></p>		
<p>12.105</p> <p><i>Retention of defective products and components</i></p> <p><i>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.</i></p>		
Subpart D - Statistics		
<p>12.151</p> <p><i>Aircraft operating statistics (freight operations only).</i></p> <p><i>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.</i></p>		

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		
ETOPS/EDTO approval		
RVSM compliance		
RNP approval		
RNP-AR (authorization required) Approach approval and minima for specific approaches		
ADS-B approval		
LVTO approval and minima		
ILS Cat II and Cat III approval and appropriate minima		
ICAO Stage III noise compliance		
TCAS fitted		
Current certificate of insurance		
National Aviation Authority approval to carry dangerous goods		
National Aviation Authority approval for wet lease with approved destinations		
Limitations (if any)		

CAA use only

Assessed by:

Work Request:

Date received: DD / MM / YYYY

Date accepted: DD / MM / YYYY

This matrix was established using the following Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 11	1 December 2020
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:

Version	Date	Status	Reason for amendment
6	April 2021	Final	Development status control table inserted – JT Amendment update 129.109 amended to mirror Amendment 8 edits 129.107A inserted
7	January 2022	Final	12.55 revoked and replaced 129.109 revoked and replaced 129.107A inserted 91.411A inserted
8	December 2023	Final	Updated Part 12 Accidents, Incidents, and Statistics General formatting updates