

Part 19F 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 19F Supply Organisation Certificate.

A completed compliance matrix must be submitted by the applicant for both 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 19F Supply Organisation Certificate and show the exposition pages and paragraph numbers that satisfy the rules in the *Manual references / applicant's comments* column. 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 preferably be included as a component of the exposition. 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.

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: (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)
19.325 Exposition		
19.325(a)(1)(i) <i>CE statement</i>		
19.325(a)(1)(ii) <i>CE statement</i>		
19.325(a)(2) [19.317(a)(1)&(2)] <i>List of senior persons</i>		
19.325(a)(3) [19.317(a)(1)&(2)] <i>Duties and responsibilities</i>		
19.325(a)(4) <i>Organisation chart</i>		
19.325(a)(5) <i>Scope of work</i>		
19.325(a)(6) <i>Locations and facilities</i>		
19.325(a)(7) <i>Environmental conditions</i>		
19.325(a)(8) [19.317(a)(3)] <i>Staffing structure</i>		
19.325(a)(9) <i>Authorisations to other persons for supply</i>		
Procedures 19.325(a)(10)(i)-(vi)	<i>For all exposition-based procedures refer 19.317, 19.321 and 19.323 sections below</i>	

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
19.325(a)(11) <i>Control of exposition</i>		
19.329 <i>Changes to organisation</i>		
19.317 Personnel requirements		
19.317(b)(1) <i>Assessing and maintaining competence</i>		
19.317(b)(2) <i>Written authorisation</i>		
19.319 Facility requirements		
19.319(a)(1) <i>Office</i>		
19.319(a)(2) <i>Inspection and testing</i>		
19.319(a)(3) <i>Acceptance and dispatch</i>		
19.319(a)(4) <i>Storage</i>		
19.319(b) <i>Environmental requirements</i>		
19.321 Supply control procedures		
19.321(a)(1) <i>Inspection and testing</i>		
19.321(a)(2) <i>Identification and description</i>		

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
19.321(a)(3) <i>Conformity with airworthiness standards</i>		
19.321(a)(4) <i>Release Note or original documents</i>		
19.321(a)(5) <i>Preservation</i>		
19.321(a)(6) <i>Prevention of deterioration</i>		
19.321(a)(7) <i>Segregation</i>		
19.321(a)(8) <i>Segregation and disposal of non-conforming items</i>		
Release note 19.321(b)(1) <i>Identified</i>		
19.321(b)(2) <i>Uniquely numbered</i>		
19.321(b)(3) <i>Supporting evidence for alternative</i>		
19.321(b)(4) <i>Content</i>		
19.321(b)(5) <i>Certified by authorised person</i>		

Rule reference	Manual references / applicant's comments	CAA comments (for CAA use only)
19.321(b)(6) <i>Format</i>		
19.325(a)(10)(iii) <i>Copy in Exposition</i>		
19.323 Records		
19.323(a) <i>Control procedures</i>		
19.323(b)(1) <i>Personnel records</i>		
19.323(b)(2) <i>Special storage facility is functioning</i>		
19.323(b)(3) <i>Defects</i>		
19.323(b)(4) <i>Products supplied</i>		
19.323(b)(5) <i>Copies of release notes</i>		
19.323(b)(6)(i) <i>Legible and permanent</i>		
19.323(b)(6)(ii) <i>Retention period</i>		

Rule reference	Manual reference / applicant's comments	CAA comments (for CAA use only)
Part 12 Accidents, Incidents, and Statistics Subpart B - Notification, investigation, and reporting of occurrences		
<p>12.51 & 12.53 <i>Notification of accident</i></p> <p><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.</i></p> <p>12.51 <i>Notify as soon as practicable.</i></p> <p>12.53 <i>Submitting CA005 form; or by a means acceptable to the CAA within 10 days of the accident.</i></p>		
<p>12.55 & 12.57 <i>Notification of incident</i></p> <p><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.</i></p> <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 <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>		

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	01 Dec 2020
19	Transition Rules	Amendment 22	01 Dec 2021

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

Development status control

Version	Date	Status	Reason of amendment
1.0	01/12/2023	Final	Update Part 12 Accidents, Incidents, and Statistics Subpart B - Notification, investigation, and reporting of occurrences Update amendment history General formatting updates