



Part 139 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 139 Aerodrome 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 139 Aerodrome 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.

General Manual Layout and Distribution

Manual binders: Can the manual be amended easily? (Three- or four-ring binders are preferred: two-ring binders are not recommended as the pages are too easily torn). If permanently bound, do you intend to re-issue at every amendment? This may inhibit frequency of needed amendments.

Electronic exposition: Is the matrix included as part of the file(s)/disc? If so, is it up to date? Have you considered the methods for distributing to the CAA and how you will manage amendments?



Applicant:

Manuals Submitted:

Participant ID:

Rev.:

Dated:

	Applicant's Comments	CAASI Comments (for CAASI 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	CAASI Review & Comments (for CAASI use only)
139.77 Exposition		
139.77(a)(1)(i)-(ii) <i>CE statement</i>		
139.77(a)(2) <i>List of senior persons required by 139.55(a)(1)&(2)</i>		
139.77(a)(3) <i>Duties and responsibilities of senior persons</i>		
139.77(a)(4) <i>Organisation chart</i>		
139.77(a)(5) <i>Limitations established by 139.53</i>		
139.77(a)(6) <i>Any exemptions</i>		
139.77(a)(22) <i>Control of exposition</i>		
139.127 <i>Changes to organisation</i>		
139.77(a)(7) Aerodrome emergency plan and 139.77(a)(16) maintenance of the emergency plan 139.57 and 139.109		
139.57(b)(1) <i>Types of emergencies planned for</i>		
139.57(b)(2) <i>Prompt response to those emergencies</i>		
139.57(b)(3) <i>Sufficient detail to provide guidance</i>		



139.57(b)(4) <i>Agencies and responsibilities</i>		
139.57(b)(5) <i>For int'l aerodromes description of the Ops centre and command post</i>		
139.57(b)(6) <i>Description and location of equip.</i>		
139.57(b)(7) <i>Names and tel No.</i>		
139.57(b)(8) <i>Grid map</i>		
139.57(c)(1)-(2) <i>Co-ordination</i>		
139.109(1) <i>Personnel familiar and trained</i>		
139.109(2)(i)-(ii) <i>Plan tested</i>		
139.109(3) <i>Plan reviewed</i>		
139.77(a)(8) Rescue and firefighting 139.59, 139.61, 139.63, 139.65 and 139.111		
139.59(a)-(c) <i>Category determination</i>		
139.61 <i>Description of extinguishing agents</i>		
139.63(a)-(d) <i>Description of vehicles</i>		
139.65(1) <i>Personnel equipped with adequate equip.</i>		



139.65(2) <i>Personnel trained, fit and competent</i>		
139.65(3) <i>Recurrent training</i>		
139.65(4) <i>Sufficient numbers and available</i>		
139.65(5) <i>Alerting system</i>		
139.111(d)(1) <i>Procedures and authority for reduction in capability</i>		
139.111(d)(2) <i>Procedures for recall</i>		
139.111(d)(3) <i>Information to AIS when reducing</i>		
139.111(e) <i>Preventive maint.</i>		
139.77(a)(9) Public protection 139.69		
139.69(a)-(b) <i>Description of safeguards against entry</i>		
139.77(a)(10) Wildlife hazard management 139.71		
139.71 <i>Environmental management pgme.</i>		
139.77(a)(11) Notification of aerodrome data and information 139.73		
<i>Refer requirements of Rule Part 175</i>		



139.73(a)(1) <i>Notification to AIS of data and information</i>		
139.73(a)(2) <i>Notification of limitations</i>		
139.73(a)(3) <i>Notification of changes</i>		
139.77(a)(12) Internal quality assurance 139.75		
139.75(a) <i>Procedures</i>		
139.75(b) <i>Access to CEO</i>		
139.77(a)(13) Aerodrome maintenance programme 139.103		
139.103(a) <i>Maint. programme</i>		
139.103(b)-(c) <i>Condition of surface of paved areas</i>		
139.77(a)(14) Visual aids for navigation - maintenance and checking 139.105		
139.105(1) <i>Reliable and accurate</i>		
139.105(2) <i>Percentage of allowable outages</i>		
139.105(3) <i>Restore to service</i>		
139.77(a)(15) Works on aerodrome 139.107		
139.107 <i>Procedures</i>		



139.77(a)(17) Aerodrome inspection programme		
139.117		
139.117(1) <i>Equipment</i>		
139.117(2) <i>Procedures for qualified personnel</i>		
139.117(3) <i>Reporting system</i>		
139.77(a)(18) Control of ground vehicles		
139.119		
139.119(1) <i>Access limited</i>		
139.119(2)(i)-(iii) <i>[with control service] Procedures for access and operation incl. two-way comm.</i>		
139.119(3) <i>[no control service] Procedures for control by signs or signals</i>		
139.119(4) <i>Personnel familiarity and compliance</i>		
139.77(a)(19) Limitation of aircraft operations under unsafe Conditions		
139.125		
139.125(a) <i>Procedures for restricting A/C ops</i>		
139.125(b) <i>Ops not conducted in unsafe areas</i>		
139.51 Aerodrome design requirements		
139.51(a)-(c) <i>Aerodrome design</i>		



requirements		
139.55 Personnel requirements		
139.55(a)(4) <i>Assessing and maintaining competence</i>		
139.113 Aerodrome aircraft traffic management		
139.113 <i>Provision of flight information service</i>		
139.115 Apron management service		
139.115(a) <i>Appropriate management service</i>		
139.115(b) <i>Transition of A/C between services</i>		
139.121 Protection of navigation aids		
139.121(1)-(2) <i>Protection of navigation aids</i>		
139.77(a)(20) Security requirements 139.77(a)(21) Security training programme 139.203 Security designated aerodromes and 139.205 Non-security designated aerodromes		
139.203(b)(1) <i>Barrier safeguards incident</i>		
139.203(b)(2) <i>Control of ducts, drains or tunnels</i>		
139.203(c) <i>Construction and height of barriers</i>		
139.203(d)(1) <i>Isolated A/C parking position</i>		



139.203(d)(2) <i>Lighting on A/C parking area</i>		
139.203(d)(3) <i>Lighting on isolated A/C parking area</i>		
139.203(d)(4)(i) [International] <i>Areas for screening</i>		
139.203(d)(4)(ii) <i>Sterile areas</i>		
139.203(d)(4)(iii) <i>Areas for separation of arriving/departing</i>		
139.203(d)(4A) <i>Security enhanced areas</i>		
139.203(d)(5) [Domestic] <i>Areas for screening</i>		
139.203(d)(6)(i)-(iv) <i>Control of concession areas</i>		
139.203(d)(7) <i>Designation for access control measures</i>		
139.203(d)(8) <i>Security training programme and procedures, incl.</i>		
139.203(e)(1) <i>Segments for initial and recurrent training</i>		
139.203(e)(2) <i>Knowledge testing or competency assess.</i>		
139.203(f)(1) <i>Segments include</i>		



acceptable syllabus		
139.203(f)(2) Structured and coordinated		
139.203(g) Recurrent training within 3 years		
139.203(d)(9) Procedures re breaches and deficiencies		
139.203(d)(10) Security of services		
139.203(d)(11) Signage		
139.203(d)(12)(i)-(ii) Procedures to deal with unauthorised vehicles		
139.205(a)(1) Contingency plan for security areas		
139.205(a)(2) Compliance with 139.203(d)(2), (3), and (9)		
139.205(b)(1) Security awareness group		
139.205(b)(2) Yearly meeting		
139.205(c) Security training programme and procedures, incl. 139.205(d)(1) Segments for initial and recurrent training		
139.205(d)(2)		



Knowledge testing or competency assess.		
139.205(e)(1) Segments include acceptable syllabus		
139.205(e)(2) Structured and coordinated		
139.205(f) Recurrent training within 3 years		
Part 12 Occurrence Reporting		
12.55(a)(6) Notification of aerodrome incident		
12.55(d)(7) [App A(g)] Required information		
12.57(a)(1) Provide details		
12.57(b)(1)-(3) Means of providing details		
12.59(1) Conduct investigation		
12.59(2)(i)-(iii) Submit report to CAA		
12.59(3) Preventive action		
List any other rules complied with:		



CAA Use

Assessed By:

Work Request:

Date received: DD / MM / YYYY

Date accepted: DD / MM / YYYY

This matrix was established using the following Rule Part amendment statuses

12	Accidents, Incidents, and Statistics	Amendment 7	10 November 2011
139	Aerodromes – Certification, Operation and Use	Amendment 9	16 January 2013
175	Aeronautical Information Services Organisations	Amendment 6	01 April 2014

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

CAASI Inspector Comments: