

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 allowing the quick location of required policies or procedures in the applicant's exposition manual suite.

All Civil Aviation 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 as such. 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 must 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.

Transition Provisions

Some of the rule references shown are affected by the Transitional Provisions shown in Parts 139.551, 139.553, or 139.555. These are annotated with the letters '**TP**'. Reference should be made to the applicable rule part to determine if these are to be included.

General Manual Layout and Distribution

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?

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.

Applicant:

Participant ID:

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 Review & Comments (for CAA use only)
139.401 –Personnel Requirements		
(a) An applicant for the grant of a qualifying aerodrome operator certificate must engage, employ or contract		
(1) a senior person identified as the chief executive who— (i) has the authority within the applicant's organisation to ensure that all activities undertaken by the organisation can be financed and carried out in accordance with the requirements and standards prescribed by this Part; and		
(ii) is responsible for ensuring that the applicant's organisation complies with the requirements and standards prescribed by this Part; and		
(2) a senior person designated as the Airport Manager, or senior persons— (i) who is or are responsible for ensuring that the aerodrome and its operation complies with Subparts A, G and H; and		
(ia) who is responsible for the system for safety management required under rule 139.409; and		
(ii) who is or are ultimately responsible to the chief executive, if the senior person is a person other than the chief executive; and		
(3) sufficient personnel to operate and maintain the aerodrome and its services and facilities in accordance with the requirements of Subparts A, G and H (aa) The senior person referred to in paragraph (a)(2)(ia) must be able to demonstrate competency and experience relevant to the management of safety systems and the activities of the certificate holder.		
(b) An applicant for the grant of a qualifying aerodrome operator certificate must establish a procedure for initially assessing and for maintaining the competence of personnel required to operate and maintain the aerodrome and its services and facilities.		
(c) To avoid doubt, the chief executive position and the senior person positions referred to in paragraph (a)(2) may be held by 1 person		
139.405 Public protection –		
An applicant for the grant of a qualifying aerodrome operator certificate must provide at the aerodrome—		
(1) safeguards for preventing animals interfering with movements on the aerodrome; and		
(2) safeguards for deterring the entry of unauthorised persons and vehicles to the aerodrome operational area; and		

(3) reasonable protection of persons and property from aircraft operations.		
139.407 Notification of aerodrome data and information –		
An applicant for the grant of a qualifying aerodrome operator certificate must establish a procedure for notifying the aeronautical information service provider—		
(1) of aerodrome data and information; and		
(2) of any limitation established under rule 139.403 on the use of the aerodrome; and		
(3) as soon as practicable, of any change that affects the use of the aerodrome.		
139.409 Safety management		
An applicant for the grant of a qualifying aerodrome operator certificate must establish, implement, and maintain a system for safety management in accordance with rule 100.3.		
139.411 Movement data reporting		
An applicant for the grant of a qualifying aerodrome operator certificate must establish procedures for collecting traffic movement data at the aerodrome on a monthly basis and for reporting that movement data once every 3 months to the Director.		
139.413 Works on aerodrome		
An applicant for the grant of a qualifying aerodrome operator certificate must establish procedures, including precautions to be taken, for ensuring that any works carried out on the aerodrome do not endanger aircraft operations.		
139.415 Documentation		
An applicant for the grant of a qualifying aerodrome operator certificate must—		
(1) hold copies of relevant documents necessary for the provision and operation of the aerodrome and the associated services and facilities; and		
(2) establish a procedure for controlling the documents required under paragraph (1) to ensure that— <ul style="list-style-type: none"> (i) current issues of relevant documents are available to personnel at each location where personnel need access to the documentation; and (ii) every obsolete document is promptly removed from every point of issue; and (iii) the current version of each item of documentation can be identified to prevent the use of superseded material. 		
139.417 Qualifying aerodrome operator exposition		
(a) An applicant for the grant of a qualifying aerodrome operator certificate must provide the Director with an exposition which must contain—		

(1) a statement signed by the chief executive, on behalf of the applicant's organisation, confirming that the exposition and any included manuals— (i) define the organisation and demonstrate its means and methods for ensuring ongoing compliance with this Part; and (ii) is to be complied with at all times; and		
(1A) in relation to the system for safety management required by rule 139.409,— (i) all of the documentation required by rule 100.3(b); and (ii) for an applicant that is not applying for a renewal of a qualifying aerodrome operator certificate, an implementation plan that describes how the system for safety management will be implemented; and		
(2) the titles and names of the senior person or persons required by rules 139.401(a)(1) and (2); and		
(3) the duties and responsibilities of the senior person or persons required by rules 139.401(a)(1) and (2), including— (i) matters for which they have responsibility to deal directly with the Director or the Authority on behalf of the organisation; and (ii) responsibilities for safety management; and		
(4) if applicable, an organisation chart showing lines of responsibility of the senior person or persons required by rules 139.401(a)(1) and (2); and		
(5) any limitations on the use of the aerodrome established under rule 139.403; and		
(6) a description of the safeguards for public protection required by rule 139.405; and		
(6A) information identifying the lines of safety responsibility within the organisation; and		
(7) the procedures required by rule 139.407 for the notification of aerodrome data and information; and		
(8) [revoked]		
(9) the procedures required by rule 139.411 for the collection and reporting of traffic movement data; and		
(10) the procedures and precautions required by rule 139.413 for any works on the aerodrome; and		
(11) the procedures required by rule 139.415(2) for management and control of		

documents necessary for the provision and operation of the aerodrome; and		
(12) procedures for controlling, amending, and distributing the exposition.		
139.417 Qualifying aerodrome operator exposition (b) The exposition must, in addition to the matters specified in paragraph (a), include any requirements or procedures that are necessary to manage risks relating to any of the following matters that have been identified in the aeronautical study required by rule 139.21:		
(1) aerodrome design requirements including physical characteristics, obstacle limitation surfaces, visual aids, equipment and installations, and runway end safety areas :		
(2) aerodrome emergency plan:		
(3) rescue and firefighting:		
(4) wildlife hazard management:		
(5) aerodrome maintenance:		
(6) visual aids for navigation – maintenance and checking:		
(7) aerodrome air traffic services:		
(8) apron management services:		
(9) aerodrome inspection programme:		
(10) ground vehicles:		
(11) protection of navigation aids and ATS facilities:		
(12) aerodrome condition notification.		
139.453 Unsafe conditions		
A holder of a qualifying aerodrome operator certificate must establish procedures for ensuring that aircraft operations are restricted, or if necessary prohibited, on any part of the aerodrome where an unsafe condition may exist.		
139.457 Aeronautical Study (a) A holder of a qualifying aerodrome operator certificate must monitor operations and conduct an aeronautical study for any significant change that may affect the safety of aerodrome operations.		
(b) For the purpose of paragraph (a), a significant change includes: (1) a significant increase in aerodrome aircraft traffic volumes; or		
(2) a significant change in type of aircraft operations; or		
(3) a significant change in the aerodrome physical characteristics; or		
(4) an increase in accidents or incidents at or in the vicinity of the		

<p>aerodrome; or</p> <p>(5) when annual aircraft movements at the aerodrome are forecast to exceed, for 3 consecutive years,— (i) 40,000 or more combined VFR and IFR movements; or</p> <p>(ii) 7,500 or more IFR movements; or</p> <p>(iii) 60,000 or more combined VFR and IFR movements of which 9,000 or more are IFR movements; or</p> <p>(iv) 15,000 or more IFR movements; or</p> <p>(v) 100,000 or more combined VFR and IFR movements</p>		
<p>(c) The holder of a qualifying aerodrome operator certificate must, immediately after completing an aeronautical study—</p> <p>(1) review the operation of the aerodrome and, if necessary, make any changes that are required in the interests of aviation safety, to the operator's exposition, in accordance with the procedure for amending the exposition; and</p> <p>(2) provide the results of the aeronautical study to the Director.</p>		
<p>(d) If practicable, the holder of a qualifying aerodrome operator certificate must conduct the aeronautical study prior to the significant change.</p>		
<p>(e) If it is not practicable for the holder of a qualifying aerodrome operator certificate to conduct an aeronautical study prior to the significant change, then the certificate holder must conduct the aeronautical study as soon as practicable after the change.</p>		
<p>100.3 Safety Management</p>		
<p>139.75 System for safety management</p>		
<p>100.3(a)(1) Safety policy</p>		
<p>100.3(a)(2) Risk management process</p>		
<p>100.3(a)(3)(i)</p>		

<i>Hazard etc. reporting</i>		
100.3(a)(3)(ii) <i>Safety improvement goals and measures</i>		
100.3(a)(3)(iii) <i>Quality assurance</i>		
100.3(a)(4) <i>Training</i>		
100.3(b) SM documentation		
100.3(c) <i>Adequacy of SMS</i>		
Part 12 Occurrence Reporting		
12.55(a)(6) <i>Notification of aerodrome incident</i>		
12.55(d)(7) [App A(g)] <i>Required information</i>		
12.57(a)(1) <i>Provide details</i>		
12.57(b)(1)-(3) <i>Means of providing details</i>		
12.59(1) <i>Conduct investigation</i>		
12.59(2)(i)-(iii) <i>Submit report to CAA</i>		
12.59(3) <i>Preventive action</i>		
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 10	30 October 2017
100	Safety Management	Amendment 1	1 February 2016
139	Aerodromes – Certification, Operation and Use	Amendment 13	10 March 2017
175	Aeronautical Information Services Organisations	Amendment 8	10 March 2017

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