|  |  |
| --- | --- |
|  | 24135-04GAHO Part 119 air operator – Part 135 **general aviation** – **helicopters** –operations rule checklist  Use this rule checklist to make sure you comply with **operations** requirements under [Civil Aviation Rules](https://www.aviation.govt.nz/rules/), Part 119 air operator certification and Part 135 general aviation certification for helicopters. |

# You must email us this rule checklist with your application for certificate issue or renewal

|  |
| --- |
| Email us this completed rule checklist (in editable format not PDF) with your certificate application for issue or renewal to [certification@caa.govt.nz](mailto:certification@caa.govt.nz) |

# About your rule checklist and our assessment

|  |  |
| --- | --- |
| * You’re responsible for compliance with Civil Aviation Rules * This rule checklist has the **minimum** **operations** **requirements** for air operations general aviation helicopters * You must also complete rule checklists for maintenance and dangerous goods * Click on the field areas and type (they expand as you type) * To add rows to the tables in this form copy and paste the last row | CAA’s rule checklists are a guide to minimum compliance requirements  They speed up, and reduce the cost of, the certification assessment by making it easier for us to…   * find the procedures and information in your exposition * assess your application   It’s important to keep your rule checklists up-to-date to assist ongoing compliance and support your certificate renewal applications |

# Your organisation’s details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation’s name [i](#_top) | Click or tap here to enter text. | CAA ID no. |  | Date | Click or tap to enter a date. |

# Proposed exposition sections (if one document) or documents (if separate documents) submitted with this rule checklist

| Section or document name | Abbreviation (abbrev.) | Version no. | Dated |
| --- | --- | --- | --- |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |

# Confirm your exposition meets document control requirements

| **Rule 119.125(a)(10) procedures to control, amend, and distribute your exposition** | **You complete**  Section/document complies?  Yes/No. If no, explain why | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| List of effective pages (for document control and management) |  |  |
| Revision/amendment description table (to give context to the change) |  |  |
| Contents page |  |  |
| Header or footer on **every page** must have your organisation’s name, exposition or document name, effective revision no. and date, and page no. |  |  |

# Your exposition must address the rules below

| **Rule 119.125 general aviation air operator exposition** | **You complete**  Section or document name abbrev. and reference or heading  (If the rule is not met or doesn’t apply, explain why) | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| 119.125(a)(1) Organisation’s statement signed by chief executive |  |  |
| 119.125(a)(1A) System for safety management and all documentation |  |  |
| 119.125(a)(2) Senior persons’ name and position title |  |  |
| 119.125(a)(3) Senior persons’ duties and responsibilities |  |  |
| 119.125(a)(4) If appropriate, an organisation chart showing lines of responsibility of the senior persons |  |  |
| 119.125(a)(4A) Information identifying the lines of safety responsibility within the organisation |  |  |
| 119.125(a)(5) Details of the principal place of operation and the main maintenance base |  |  |
| 119.125(a)(6) Details of your procedures required by Part 119 |  |  |
| 119.125(a)(7) Refer 24135-03GAM maintenance rule checklist |  |  |
| 119.125(a)(8) Details of the programmes required by Part 119 and Part 135 |  |  |
| 119.125(a)(9) Details of the applicant’s procedures that ensures compliance with the laws of any foreign State in which your aircraft operate |  |  |

# Your exposition must address the rules below if they apply to your type of operation

If this rule checklist is emailed to us with your certificate application for **renewal**, highlight or Track Change proposed amendments and any changes since the issue of your last certificate.

| **Rule** | **You complete**  Section or document name abbrev. and reference or heading  (If the rule is not met or doesn’t apply, explain why) | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| **Part 12 Accidents, incidents, and statistics** | | |
| **Subpart B Notification, investigation, and reporting, of occurrences** | | |
| * 1. 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. |  |  |
| 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. |  |  |
| 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. |  |  |
| **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. |  |  |
| 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. |  |  |
| 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. |  |  |
| **Subpart D Statistics** | | |
| 12.151 Aircraft operating statistics | | |
| 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. |  |  |

| **Rule** | **You complete**  Section or document name abbrev. and refence or heading  (If the rule is not met or doesn’t apply, explain why) | **CAA use only**  Exposition sampled and any issues organisation must address  (Inspector adds initials and date) |
| --- | --- | --- |
| **Part 19 Transition rules** | | |
| 19.7 Intoxicating liquor and drugs |  |  |
| **Part 61 Pilot licences and ratings** | | |
| **Subpart A General** | | |
| 61.27 Status of flight examiners |  |  |
| 61.37 Recent flight experience | | |
| 61.37(a)(1)(i) to (iii) & (2) |  |  |
| 61.37(b)(1) to (3) |  |  |
| 61.37(c)(1) & (2) |  |  |
| 61.37(ca)(1) to (3) |  |  |
| 61.37(d) to (h) |  |  |
| 61.37(i)(1) & (2) |  |  |
| **Subpart E Commercial Pilot Licences** | | |
| 61.207 Currency requirements |  |  |
| **Part 91 General operating and flight rules** | | |
| **Subpart B Operating rules** | | |
| 91.109 Aircraft flight manual |  |  |
| 91.111 Documents to be carried | | |
| 91.111(1) |  |  |
| 91.111(2) |  |  |
| 91.111(3) |  |  |
| **Subpart C General flight rules** | | |
| 91.207 Occupation of seats and wearing of restraints |  |  |
| 91.211 Passenger briefing |  |  |
| 91.213 Carry-on baggage |  |  |
| 91.215 Carriage of cargo |  |  |
| 91.217 Preflight action |  |  |
| 91.219 Familiarity with operating limitations and emergency equipment |  |  |
| 91.221 Flying equipment and operating information |  |  |
| 91.235 Dropping of objects |  |  |
| 91.241 Compliance with ATC clearances and instructions |  |  |
| 91.247 Use of transponder and altitude reporting equipment | | |
| 91.247(a)(1) & (2) |  |  |
| 91.247(b)(1) to (3) |  |  |
| 91.247(c)(1) to (3) |  |  |
| 91.247(d) |  |  |
| 91.247(f) |  |  |
| 91.255 - Mandatory use of ADS-B system in controlled airspace | | |
| 91.255 |  |  |
| 91.255D (if applicable) |  |  |
| **Subpart D Visual flight rules** | | |
| 91.303 Special VFR weather minima | | |
| 91.303 [API Vol 4, ENR 1.2 to 4 (2.4.2)] |  |  |
| 91.307 VFR flight plan | | |
| 91.307(a)(1) & (2) |  |  |
| 91.307(b) |  |  |
| 91.307(c)(1) to (9) |  |  |
| 91.307(d)(1) & (2) |  |  |
| 91.309 Position reports |  |  |
| 91.311 Minimum heights for VFR flights | | |
| 91.311(a) |  |  |
| 91.311(b) |  |  |
| 91.311(d) |  |  |
| 91.315 Operating in snow and ice conditions |  |  |
| **Subpart F Instrument and Equipment Requirements** | | |
| 91.525 Flights over water |  |  |
| **Part 92 Carriage of dangerous goods [Refer to rule checklist form 24092-03DG]** | | |
| **Part 119 Air operator – certification** | | |
| **Subpart C – General Aviation Air Operator – Certification Requirements** | | |
| 119.101 Personnel requirements | | |
| 119.101(a)(1)(i) |  |  |
| 119.101(a)(1)(ii) |  |  |
| 119.101(a)(2) |  |  |
| 119.101(a)(3) |  |  |
| 119.101(b)(1)(i) |  |  |
| 119.101(b)(1)(ii) |  |  |
| 119.101(b)(1)(iii) |  |  |
| 119.101(b)(1)(iv) |  |  |
| 119.101(b)(1)(v) |  |  |
| 119.101(b)(2) |  |  |
| 119.103 Personnel competency requirements | | |
| 119.103(a) |  |  |
| 119.103(b) |  |  |
| 119.103(c) |  |  |
| 119.103(d) |  |  |
| 119.105 Resource requirements |  |  |
| 119.113 Documentation | | |
| 119.113(a) & (b) |  |  |
| 119.113(c)(1) to (5) |  |  |
| 119.115 Records – personnel |  |  |
| 119.117 Records - resources |  |  |
| 119.119 Flight authorisation and control |  |  |
| 119.121 Flight following service |  |  |
| 119.124 Safety Management |  |  |
| 119.125 General aviation air operator exposition | | |
| 119.125(a)(1) (i) & (ii) |  |  |
| 119.125(1A)(i) & (ii) |  |  |
| 119.125(a)(2) to (6) |  |  |
| 119.125(a)(7) (i) to (iii) |  |  |
| 119.125(a)(8) to (10) |  |  |
| **Subpart D Operating requirements** | | |
| 119.151 Continued compliance |  |  |
| 119.155 Flight crew qualifications |  |  |
| 119.157 Charter, cross-hire, and leasing of NZ registered aircraft |  |  |
| 119.159 Use of non-NZ registered aircraft |  |  |
| 119.161 Business trading name |  |  |
| 119.165 Changes to certificate holder’s organisation | | |
| 119.165(a) |  |  |
| 119.165(b) |  |  |
| 119.165(d) |  |  |
| 119.165(e) |  |  |
| 119.165(f) |  |  |
| **Part 135 Air operations – helicopters** | | |
| **Subpart A General** | | |
| 135.13 Passenger training |  |  |
| **Subpart B Flight operations** | | |
| 135.57 Flight preparation and flight planning |  |  |
| 135.59 Emergency and survival equipment information |  |  |
| 135.61 Fuel |  |  |
| 135.63 Cockpit check |  |  |
| 135.65 Passenger safety |  |  |
| 135.69 Manipulation of controls |  |  |
| 135.71 Flight recorder requirements |  |  |
| 135.73 Refuelling and defuelling operations |  |  |
| 135.83 Restriction or suspension of operations |  |  |
| 135.85 Minimum height for VFR flights |  |  |
| 135.87 Flights over water |  |  |
| 135.91 Emergency situation action plans |  |  |
| 135.93 Operations over congested areas |  |  |
| 135.95 Helicopter sling loads |  |  |
| **Subpart C Operating limitations and weather requirements** | | |
| 135.153 Meteorological information |  |  |
| **Subpart E Weight and balance** | | |
| 135.303 Goods, passenger, and baggage weights |  |  |
| 135.305 Aircraft load limitations |  |  |
| **Subpart F Instruments and equipment** | | |
| 135.353 General |  |  |
| 135.355 Seating and restraints |  |  |
| 135.357 Additional instruments |  |  |
| 135.359 Night flight |  |  |
| 135.363 Emergency equipment |  |  |
| 135.367 Cockpit voice recorder |  |  |
| 135.369 Flight data recorder |  |  |
| **Subpart H Crew member requirements** | | |
| 135.503 Assignment of flight crew duties |  |  |
| 135.505 Pilot-in-command consolidation of operating experience on type |  |  |
| **Subpart K Fatigue of flight crew** | | |
| 135.803 Operator responsibilities |  |  |
| 135.805 Flight Crew responsibilities |  |  |
| **Subpart L Manuals, logs, and records** | | |
| 135.853 Operating information |  |  |
| 135.855 Documents to be carried |  |  |
| 135.857 Daily flight record |  |  |
| 135.859 Retention period |  |  |
| **Part 91 General Operating and Flight Rules** | | |
| **Subpart C – General Flight Rules** | | |
| 91.261 Requirements for navigation specification | | |
| 91.261(1) to (3) |  |  |
| **Subpart E Instrument flight rules** | | |
| 91.401 Minimum flight crew |  |  |
| 91.403 Fuel requirements for flights under IFR |  |  |
| 91.405 IFR alternate aerodrome requirement |  |  |
| 91.407 IFR flight plan |  |  |
| 91.409 Adherence to flight plan |  |  |
| 91.411 Inadvertent change to flight plan | | |
| 91.411(1)(i) to (iii) |  |  |
| 91.411(2) |  |  |
| 91.411A Pilot-in-command and operator to Inform ATS unit of carriage of dangerous goods | | |
| 91.411A(a) & (b) |  |  |
| 91.413 Take-off and landing under IFR |  |  |
| 91.415 Cat II and III precision approach procedures |  |  |
| 91.417 Cat II and III precision approach procedure manual |  |  |
| 91.419 Approval of cat II and III precision approach procedure manual |  |  |
| 91.421 Operating in icing conditions |  |  |
| 91.423 Minimum altitudes for IFR flights | | |
| 91.423(1) & (2)(i) & (ii) |  |  |
| 91.425 IFR cruising altitude or flight level |  |  |
| 91.427 IFR radio communications |  |  |
| 91.429 IFR operations radio communications failure |  |  |
| 91.431 Notification of facility malfunctions |  |  |
| **Subpart F Instrument and equipment requirements** | | |
| 91.519 IFR communication and navigation equipment | | |
| 91.519(a)(1) & (2) |  |  |
| 91.519(b)(1) & (2)(i) to (iii) |  |  |
| 91.519(ba) |  |  |
| 91.519(d)(1) & (2) |  |  |
| 91.519(e)(1) & (2)(i) to (v) |  |  |
| 91.519(f) |  |  |
| 91.519(g) |  |  |
| 91.521 Cat II and III precision approach equipment |  |  |
| **Part 135 Air operations – helicopters** | | |
| **Subpart B Flight operations** | | |
| 135.81 Operations of single engine aircraft IFR |  |  |
| **Subpart C Operating limitations and weather requirements** | | |
| 135.157 Meteorological conditions IFR flight |  |  |
| 135.159 Aerodrome operating minima IFR flight |  |  |
| 135.159A Aerodrome operating minima to be used for each aerodrome |  |  |
| 135.161 IFR departure limitations |  |  |
| 135.163 Reduced take-off minima |  |  |
| 135.165 IFR procedures |  |  |
| **Subpart F Instruments and equipment** | | |
| 135.361 Instrument flight rules |  |  |
| **Subpart H Crew member requirement** | | |
| 135.509 Experience for IFR pilots |  |  |
| 135.511 Minimum flight crew |  |  |
| **Subpart J Crew member competency requirements** | | |
| 135.607 Flight crew competency assessments | | |
| 135.607(3) |  |  |
| **Operational training and competency** | | |
| **Subpart E Training** [If you do not elect to use the exception of Part 92.11, then this Subpart specifies the specific training required] | | |
| **Part 135 Air operations – helicopters** | | |
| **Subpart I Training** | | |
| 135.553 General |  |  |
| 135.553(a) |  |  |
| 135.553(b) |  |  |
| 135.553(c) |  |  |
| 135.553(d)(1) Training programme conducted by certificate holder |  |  |
| 135.553(d)(2) Training programme contracted to Part 141 training organisation |  |  |
| 135.553(d)(3) Training programme conducted outside NZ |  |  |
| 135.555 Training records |  |  |
| 135.557 Initial training for crew members |  |  |
| 135.559 Transition training for crew members |  |  |
| 135.561 Recurrent training for crew members |  |  |
| 135.563 Manoeuvres not authorised while carrying passengers |  |  |
| 135.565 Flight crew training programme |  |  |
| 135.567 Flight crew member instructor qualifications |  |  |
| **Subpart J Crew member competency requirements** | | |
| 135.603 General | | |
| 135.603(a) |  |  |
| 135.603(b)(1) Competency assessment programme conducted by certificate holder |  |  |
| 135.603(b)(2) Competency assessment programme contracted to Part 141 organisation |  |  |
| 135.603(b)(3) Competency assessment programme conducted outside NZ |  |  |
| 135.605 Flight examiner qualifications | | |
| 135.605(a) |  |  |
| 135.605(b) |  |  |
| 135.607 Flight crew competency assessments | | |
| 135.607(1) Pilot acting as pilot-in-command |  |  |
| 135.607(2) Pilot conducting VFR operations |  |  |
| 135.607(3) Pilot acting as a flight crew member of an aircraft operating under IFR |  |  |
| 135.607(4) Test of pilot's knowledge |  |  |
| 135.613 Competency and testing records |  |  |
| List any other rules complied with: | | |
|  |  |  |
|  |  |  |

**CAA use only**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Work request no. |  | Date assessment completed | | Click or tap to enter a date. | | Inspector’s initials |  | |
| Inspector(s) who assessed rule checklist | | | | | | | | |
| Name | | | Initials | | Name | | | Initials |
|  | | |  | |  | | |  |
|  | | |  | |  | | |  |

|  |  |  |
| --- | --- | --- |
| Other rules or advisory circulars referred to during the assessment by the CAA inspector: | | |
| Reference | Reference | Reference | | Reference | Reference |
|  |  |  | |  |  |

Development status control

|  |  |  |  |
| --- | --- | --- | --- |
| This rule checklist was established using the following Part amendment status: | | | |
| **Part** | Name | Amendment no. | Amendment date | Part | Name | Amendment no. | Amendment date |
| 12 | Accidents, incidents, and statistics | Amendment 11 | 1 December 2020 | 92 | Carriage of dangerous goods | Amendment 2 | 22 June 2006 |
| 19 | Transition rules | Amendment 22 | 1 December 2021 | 100 | Safety management | Amendment 1 | 1 February 2016 |
| 61 | Pilot licences and ratings | Amendment 18 | 1 December 2021 | 119 | Air operator – certification | Amendment 17 | 1 December 2020 |
| 91 | General operating and flight rules | Amendment 34 | 1 December 2021 | 135 | Air operator – helicopters and small aeroplanes | Amendment 25 | 30 November 2023 |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Revision | 10 | Date | 15/02/2022 | | Status | Final |  | |
| Transitional Provision removed | | | | 61.37 and 61.39 amended | | | 91.411A inserted | 135.159A inserted |
| 15.15 is revoked and replaced | | | | 91.111 and 91.307 revoked and replaced | | | 119.113 and 119.125 revoked and replaced |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Revision | 11 | Date | 06/10/2022 | Status | Final |  | |
| Name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, table headings changed, hyperlink to rules added | | | | | | | |
| Part 92 rules moved to 24092-02DG Part 92 carriage of dangerous goods rule checklist | | | | | | | 61.39 & 91.247(g), 135 Appendix D Landing Distance Assessments for Runways, 91.263, 91.257, 91.263 removed as do not apply |
| This rule checklist combines 24135-03GAHVFR, 24135-04GAHIFR, 24135-05GAITC, and 24135-06GAETC | | | | | | | 91.111, 91.425 combined; 119.103,119.165 split out |
| Amendment numbers and dates updated | | | | | | | 91.255, 119.151, 119.124, 135.81, 135.509, 135.563 added |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Revision | 12 | Date | 24/01/2024 | Status | Final |  |
| Updated Part 12 Accidents, Incidents, and Statistics Subpart B, Subpart C and Subpart D | | | | | | |
| Updated amendment history | | | | | | |