

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 (Ü) 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 binder: 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:

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)
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>	
19.325(a)(11) <i>Control of exposition</i>		
19.329 <i>Changes to</i>		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<i>organisation</i>		
19.317 Competency		
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>		
19.321(a)(3) <i>Conformity with airworthiness standards</i>		
19.321(a)(4) <i>Release Note or original documents</i>		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
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>		
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)		

Rule reference	Manual References / Applicant's Comments	CAA Review & Comments (for CAA use only)
<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>		
Part 12 Occurrence Reporting		
<i>19.321(a)(9) Procedures for the notification, investigation, and reporting of defect incidents</i>		
12.55(a)(4) <i>Notification of defect incident</i>		
12.55(d)(2) [App A(b)] <i>required information</i>		
12.57(a) <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>Preventative 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 7	10 Nov 2011
19	Transition Rules	Amendment 16	1 Apr 2014

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