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| **Statement of Compliance – Chapter 13 Manuals, Logs and Records** |
| The line items referenced in this compliance matrix have been derived from CAAT as the minimum maintenance compliance requirements for an application for  the Initial application, renewal and variation existing of an AOC.  A completed statement of compliance must be submitted by the applicant for Initial application, renewal and variation existing. 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 statement of compliance is to speed up the certification process, ensure every applicable 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 requirements have to be complied with**, but not every requirement has to be addressed in the exposition. At least the following Requirements must be included unless they are not applicable to the operation, in which case they should be annotated N/A. The intention of this statement of compliance is to assist rather than instruct the applicant in an Initial application, renewal and variation existing. If for your operation, compliance is required with a Regulation not listed in the statement of compliance, please add it to the list and identify the exposition reference.  This statement of compliance needs to be completed by every applicant for an AOC and show the exposition pages and paragraph numbers that satisfy CAATRequirements in the ***Manual References / Applicant’s Comments*** column. Where the applicant does not meet the CAAT Requirement or deems it not applicable, an explanation should be given in this column. **Please note that ticks ( √ ) are not acceptable.**  The completed statement of compliance should accompany the exposition documents and preferably be included as a component of the exposition. The applicant may submit a completed statement of compliance in a different format as long as it includes all the Requirements references identified below; however, there may be additional processing time required by the CAAT in cross-referencing requirements.  **General Manual Layout**  Electronic exposition: Is the statement of compliance included as part of the file(s)/disc? If so, is it up to date? Have you considered the methods for distributing to the CAAT and how you will manage amendments? |

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| **Details of Applicant / AOC Holder(s)** | | |
| **Instruction:** The operator shall indicate the references in the Operations Manual where the requirements are met. | | |
| **Name of Applicant / AOC holder(s):** | Click or tap here to enter text. | |
| **Date of Submission:** | Click or tap here to enter text. | |
| **List of Manuals Submitted:**  Click or tap here to enter text. | | |
| **Administration and Control of Manual** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
| A statement that the manual complies with all applicable regulations and with the terms and conditions of the applicable air operator certificate (AOC). | Click or tap here to enter text. | Click or tap here to enter text. |
| Explanations and definitions of terms and words needed for the use of the manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| Details of the person(s) responsible for the issuance and insertion of amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| A record of amendments and revisions with insertion dates and effective dates. | Click or tap here to enter text. | Click or tap here to enter text. |
| A statement that handwritten amendments and revisions are not permitted, except in situations requiring immediate amendment or revision in the interest of safety. | Click or tap here to enter text. | Click or tap here to enter text. |
| A list of effective pages or paragraphs. | Click or tap here to enter text. | Click or tap here to enter text. |
| A description of the distribution system for the manuals, amendments and revisions. | Click or tap here to enter text. | Click or tap here to enter text. |
| On every page, headers and/or footers to include:   1. Company name 2. Name of the manual 3. Effective revision and date of the page 4. page number | Click or tap here to enter text. | Click or tap here to enter text. |
| Index (not mandatory but desirable) | Click or tap here to enter text. | Click or tap here to enter text. |

| **CAAT Requirement** | **Manual References / Applicant’s Comments** | **CAAT Notes** |
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| **0 MANUALS, LOGS AND RECORDS** |  |  |
| Note 1: This chapter will apply for only operator of aeroplane, for operator of helicopter will comply with Helicopter Operations Requirements | | Click or tap here to enter text. |
| Note 2: Maintenance Organization, also named Repair Station | | Click or tap here to enter text. |
| **1 FLIGHT MANUAL** | | |
| The flight manual shall be updated by implementing changes made mandatory by the Authority. | Click or tap here to enter text. | Click or tap here to enter text. |
| **2 GENERAL MAINTENANCE MANUAL** | | |
| The general maintenance manual provided in accordance with Chapter 12, paragraph 2 which may be issued in separate parts, shall contain at least the following information: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of the procedures required by Chapter 12, paragraph 1.2 including, when applicable: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1) A description of the administrative arrangements between the operator and the approved maintenance organization; | Click or tap here to enter text. | Click or tap here to enter text. |
| 2) A description of the maintenance procedures and the procedures for completing and signing a maintenance release when maintenance is based on a system other than that of an approved maintenance organization. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Names and duties of the person or persons required by 1.3 of Chapter 12; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A reference to the maintenance programme required by 3.1 of Chapter 12; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of the methods used for the completion and retention of the operator’s continuing airworthiness records required by 4 of Chapter 12; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of the procedures for monitoring, assessing and reporting maintenance and operational experience required by 5.2 of Chapter 12; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of the procedures for complying with the service information reporting as required by required by 5 of Chapter 12; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of procedures for assessing continuing airworthiness information and implementing any resulting actions, as required by 5.4 of Chapter 12; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of the procedures for implementing action resulting from mandatory continuing airworthiness information; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of establishing and maintaining a system of analysis and continued monitoring of the performance and efficiency of the maintenance programme, in order to correct any deficiency in that programme; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of aircraft types and models to which the manual applies; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of procedures for ensuring that unserviceability’s affecting airworthiness are recorded and rectified; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. A description of the procedures for advising significant in-service occurrences. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Other information prescribed by the Authority.   Note: - Detail of other information prescribed by the Authority as 2 (m) of this chapter, is given in CAAT Announcement subject Requirement of General Maintenance Manual and CAAT Guidance Material for General Maintenance Manual. | Click or tap here to enter text. | Click or tap here to enter text. |
| **3 MAINTENANCE PROGRAMME** | | |
| 3.1 A maintenance programme for each aeroplane as required by 3 of Chapter 12 shall contain at least the following information: | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Maintenance tasks and the intervals at which these are to be performed, taking into account the anticipated utilization of the aeroplane; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. When applicable, a continuing structural integrity programme; | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Procedures for changing or deviating from (a) and (b) above; and | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. When applicable, condition monitoring and reliability programme descriptions for aircraft systems, components and engines. | Click or tap here to enter text. | Click or tap here to enter text. |
| 1. Other information prescribed by the authority.   ***Note: -*** *Detail of other information prescribed by the Authority as 3.1 (e) of this chapter, is given in CAAT Announcement subject Aircraft Maintenance Programme* of *AOC Holder, CAAT Guidance Material for Aircraft Maintenance Schedules and Programmes and CAAT Guidance Material for Condition Monitored Maintenance.* | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.2 Maintenance tasks and intervals that have been specified as mandatory in approval of the type design shall be identified as such. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3.3 The maintenance programme shall be based on current maintenance programme information made available by the State of Design or by the organization responsible for the type design, and any additional applicable experience. | Click or tap here to enter text. | Click or tap here to enter text. |
| **4 RECORDS OF EMERGENCY AND SURVIVAL EQUIPMENT CARRIED** | | |
| Operators shall at all times have available for immediate communication to rescue coordination centres, lists containing information on the emergency and survival equipment carried on board any of their aeroplanes engaged in international air navigation. The information shall include, as applicable, the number, colour and type of life rafts and pyrotechnics, details of emergency medical supplies, water supplies and the type and frequencies of the emergency portable radio equipment. | Click or tap here to enter text. | Click or tap here to enter text. |
| **5 FLIGHT RECORDER RECORDS** | | |
| The operator shall ensure, to the extent possible, in the event the aeroplane becomes involved in an accident or incident, the preservation of all related flight recorder records and, if necessary, the associated flight recorders, and their retention in safe custody pending their disposition as determined by the investigation authority and in accordance with the ICAO standards. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **Applicant / AOC Holder(s) Declaration** | | | |
| I declare the information given in this submission is true in every respect. | | | |
| Signature | Click or tap here to enter text.  Name | Click or tap here to enter text.  Position in company | Click or tap to enter a date.  Date (Day / Month / Year) |

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| **CAAT Assessment Use** | | | |
| **CAAT’s Comments, Notes and Recommendations:**  Click or tap here to enter text. | | | |
| Click or tap to enter a date.  Date received | Click or tap here to enter text.  Assessed by (Name/Signature) | Click or tap here to enter text.  CAAT Inspector Function | Click or tap to enter a date.  Assessment Date (Day / Month / Year) |