



## 24119-08M Part 119 air operator – Part 121 large aeroplanes and Part 125 medium aeroplanes - maintenance rule checklist

Use this rule checklist to make sure you comply with **maintenance** requirements under [Civil Aviation Rules](#), Part 119 air operator certification for an air operation conducted under Part 121 air operations large aeroplanes or Part 125 air operations medium aeroplanes.

### 1. 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 application for certificate issue or renewal to [certification@caa.govt.nz](mailto:certification@caa.govt.nz)

### 2. About your rule checklist and our assessment

- You're responsible for compliance with Civil Aviation Rules
- This rule checklist has the **minimum maintenance requirements** for an air operation large aeroplanes and air operation medium aeroplanes
- You must also complete rule checklists for operations, dangerous goods, and if applicable, security programme
- [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 for ongoing compliance and to support your certificate renewal applications

### 3. Your organisation's details

Organisation's name   CAA ID no.  Date

### 4. 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.

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

## 5. Confirm your exposition meets document control requirements

<b>Rule 119.81(a)(13) Procedures to control, amend, and distribute your exposition</b>	<b>You complete</b> Section/document complies? Yes/No. If no, explain why	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
List of effective pages (for document control and management)		
Record of amendments		
Contents page		
Header or footer on <b>every page</b> must have your organisation's name, exposition name or document name, effective revision number and date, and page no.		

## 6. Your exposition must address the rules below

<b>Rule 119.81 airline air operator exposition – maintenance</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
119.81(a)(2) Maintenance control and scheduling senior person name and position title		
119.81(a)(3) Maintenance control and scheduling senior person duties and responsibilities		
119.81(a)(7) Principal place of operation, main operation base and main maintenance base		

Rule 119.81 airline air operator exposition – maintenance	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)
119.81(a)(10) Maintenance procedures, programme, and organisation that performs your aircraft maintenance		
119.81(a)(12) Maintenance procedures for compliance with foreign State laws where your aircraft operate		

## 7. You must address the rules below if they apply to your operation

If this rule checklist is emailed to us with your application for certificate **renewal**, highlight or Track Change this rule checklist the 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)
<b>Part 12 Accidents, incidents, and statistics</b>		
<b>Subpart B Notification, investigation, and reporting, of occurrences</b>		
12.51 & 12.53 Notification of accident		
<p>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.</p> <p>12.51 Notify as soon as practicable.</p> <p>12.53 Submitting CA005 form; or by a means acceptable to the CAA within 10 days of the accident.</p>		
12.55 & 12.57 Notification of incident		
<p>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.</p> <p>12.55 Notify as soon as practicable.</p>		

<b>Rule</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
12.57 Submitting CA005 or CA005D form; or by a means acceptable to the CAA within 14 days of the incident.		
<b>12.59 Investigation and reporting</b>		
The exposition must have a clear description of your internal investigation process and submit a report to the CAA within 90 days.		
<b>Subpart C Preservation of Aircraft, its Contents, and Records</b>		
<b>12.101 Access to aircraft involved in an accident</b>		
The exposition must have a clear process on how you ensure no person interfere with the scene of the aircraft involved in an accident.		
<b>12.103 Preservation of records</b>		
The exposition must include process on how you preserve all records for at least 14 days after the serious accident or incident.		
<b>12.105 Retention of defective products and components</b>		
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.		

<b>Rule</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
<b>Part 91 General operating and flight rules</b>		
<b>91.537 Inoperative instruments and equipment</b>		
91.537(a)(2)		
<b>91.602 Maintenance requirements before flight</b>		
91.602(a)		

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)
91.603 Aircraft software configuration management procedures [Refer AC43-15 & AC91-18]		
91.603(a)(1)		
91.603(a)(2)		
91.603(a)(3)		
91.603(a)(4)		
91.603(a)(5)		
91.603(a)(6) [Part 43 below]		
91.603(a)(7)		
91.603(a)(8)		
91.603(b)		
91.603(c)(1) & (2)		
91.603(d)		
91.603(e)		
91.603(f)		
91.605 Maintenance programmes and schedules		
91.605(a)(2)	Refer to 119.63 below	
91.605(b)(1)	Refer to 119.63 below	
91.605(e)(1)		
91.605(e)(2)(i) to (iii)		
91.605(e)(3)		
91.605(e)(4)(i) to (iii)		
91.605(e)(5)(i) & (ii)		
91.605(e)(6)(i) & (ii)		
91.605(e)(7)		
91.605(e)(8)		
91.605(e)(9)(i) or (ii)		
91.605(e)(10)		

<b>Rule</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
91.605(f)		
91.605(g)(1)		
91.605(g)(2)		
91.605(g)(3)		
91.605(g)(4)		
<b>91.607 Approval of maintenance programmes</b>		
91.607(a)		
91.607(b)(1)		
91.607(b)(2)		
91.607(b)(3)		
91.607(b)(4)		
91.607(b)(5)(i) to (3)		
91.607(b)(6) Also see (91.611(a), 91.611(b)(1) & 2)		
91.607(b)(7)		
91.607(b)(8)		
91.607(b)(9)		
91.607(b)(10)		
<b>91.609 Changes to maintenance programmes and schedules</b>		
91.609(a)		
<b>Subpart G Operator maintenance requirements</b>		
<b>91.613 Operational flight check</b>		
91.613(a)(1)		
91.613(a)(2)		
91.613(a)(3)		
91.613(b)		
<b>91.616 Maintenance logbooks</b>		

<b>Rule</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
91.616(1)		
91.616(2)		
<b>91.617 Maintenance records</b>		
91.617(a)		
91.617(b)		
91.617(c)		
91.617(a)		
<b>91.619 Technical log</b>		
91.619(a)(1)		
91.619(a)(2)		
91.619(a)(3)		
91.619(a)(4)(i) & (ii)		
91.619(a)(5)		
91.619(a)(6)		
91.619(a)(7)		
91.619(a)(8)		
91.619(a)(9)(i) & (ii)		
91.619(a)(10)		
91.619(a)(11)		
91.619(a)(12)		
91.619(b)		
91.619(c)(1) to (4)		
<b>91.621 Transfer of maintenance records</b>		
<b>91.623 Retention of records</b>		
91.623(a)		
91.623(b)		

Rule	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
91.623(d)		
<b>Part 119 Air operator – certification</b>		
<b>Subpart B Airline air operator certification requirements</b>		
119.51 Personnel requirements		
119.51(a)(2)(i)		
119.51(b)(1)(iii)		
119.51(b)(2)		
119.51(d)		
119.61 Maintenance procedures [Exposition requirements 119.81(a)(10)(i)]		
119.61(a)(1) & (2)		
119.61(b)(1)		
119.61(b)(2)		
119.61(b)(3)		
119.63 Maintenance programme [Exposition requirements 119.81(a)(10)(ii)]		
119.63(b)(1)		
119.63(b)(2)(i) & (ii)		
119.63(b)(3)		
119.63(b)(4)		
119.63(b)(5)		
119.63(b)(6)		
119.63(b)(7)		
119.63(b)(8)		
119.63(b)(9)		
119.63(b)(10)	Refer to 91.623 above	
119.65 Documentation [as applicable to the maintenance requirements]		
119.65(c)(1)		
119.65(c)(2)		



<b>Rule</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
119.65(c)(3)		
119.65(c)(4)		
119.65(c)(5)		
<b>Part 121 Air operations – large aeroplanes &amp; Part 125 Air operations – medium aeroplanes</b>		
<b>121.403 or 125.403 Responsibility for airworthiness</b>		
xxx.403(a)(1) & (2)		
xxx.403(b)(1)		
xxx.403(b)(2)(i)		
xxx.403(b)(2)(ii)		
<b>121.405 or 125.405 Condition monitored maintenance programmes</b>		
xxx.405		
<b>Part 121 Subpart G Maintenance</b>		
<b>121.407 Maintenance elements for EDTO</b>		
121.407(a)(1)		
121.407(a)(2)(i) & (ii)		
121.407(a)(3)		
121.407(b)(1) & (2)		
121.407(a)(4)		
121.407(a)(5)		
121.407(a)(6)		
121.407(a)(7)		
121.407(a)(8)		
121.407(a)(9)		
121.407(a)(10)(i) & (ii)		
121.407(c)(1) & (2)		
121.407(d)		
121.407(e)(1)		

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)
121.407(e)(2)		
121.407(e)(3)(i) to (iii)		
<b>121.415 or 125.415 Maintenance review</b>		
xxx.415(a)(1)		
xxx.415(a)(2)		
xxx.415(b)(1)		
xxx.415(b)(2)		
xxx.415(b)(3)		
xxx.415(b)(4)		
xxx.415(c)(1)		
xxx.415(c)(2)		
xxx.415(d)(1)		
xxx.415(d)(2)		
xxx.415(d)(3)		
121.417 EDTO Quarterly report		
<b>Part 125 Subpart B Flight operations</b>		
125.79 SEIFR Passenger Operations		
125.79(a)(2)(iv)		
<b>Part 125 Subpart G Maintenance</b>		
125.407 Maintenance programme – Additional requirements for aeroplanes with AEDRS		
125.407(a)(1)		
125.407(a)(2)(i) to (iii)		
125.407(a)(3)(i) to (iii)		
125.407(a)(4)(i) or (ii)		
125.407(a)(5)(i) to (iii)		
125.407(b)(1) to (3)		

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)
125.407(c)		
<b>Part 43 General maintenance rules</b>		
<b>Subpart B Maintenance</b>		
43.51 Persons to perform maintenance		
43.51(a)(1)		
43.51(a)(2)		
43.51(a)(3)		
43.51(a)(4)		
43.51(a)(5)		
43.51(a)(6)		
43.51(b)(1) to (3) [Appendix A.1]		
43.51(c)(1) & (2)		
43.53 Performance of maintenance		
43.53(1)		
43.53(2)		
43.53(3)		
43.53(4)		
43.53(5)		
43.53(6)		
43.53(7)		
43.53(8)		
43.53(9)		
43.53(10)		
43.53(11)		
43.54 Maintenance required under Part 145		
43.54(a)		

<b>Rule</b>	<b>You complete</b> Section or document name abbrev. and reference or heading (If the rule is not met or doesn't apply, explain why)	<b>CAA use only</b> Exposition sampled and any issues organisation must address (Inspector adds initials and date)
43.69 Maintenance records		
<b>Subpart C Release to service</b>		
43.101 Persons to certify release-to-service		
43.101(a)		
43.101(c)		
43.103 Requirements for certifying release-to-service		
43.105 Certifying release-to-service after maintenance		
43.107 Inoperative equipment		
43.109 Defects		
43.113 Duplicate safety inspection of control system		
43.115 Engine performance checks		
<b>Subpart D Review of airworthiness</b>		
43.151 Persons to perform review		
43.153 Review requirements		
43.155 Certifying review		
<b>Subpart E Certifying conformity following major modification or major repair</b>		
43.201 Purpose		
43.203 Persons to certify conformity		
43.205 Certifying requirements		
43.207 Certification		
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	119	Air operator - certification	Amendment 17	1 December 2020
19	Transition rules	Amendment 22	1 December 2021	121	Air operator – large aeroplanes	Amendment 32	1 December 2020
43	General maintenance rules	Amendment 15	20 July 2018	125	Air operator – medium aeroplanes	Amendment 23	10 May 2019
91	General operating and flight rules	Amendment 34	10 May 2021				

Revision	7	Date	06/10/2022	Status	Final
Form name changed from 'compliance matrix' to 'rule checklist', instructions redrafted, hyperlink to rules added, table headings changed, 119.81 moved to front					
Amendment numbers and dates updated					

Revision	8	Date	01/12/2023	Status	Final
Updated Part 12 Accidents, Incidents, and Statistics Subpart B - Notification, investigation, and reporting of occurrences and Subpart C - Preservation of Aircraft, its Contents, and Records					
Updated amendment history					