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|   | 24135-06GAAIFR Part 119 air operator – Part 135 **general aviation** – **small aeroplanes IFR** – operations rule checklistUse 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 air operator small aeroplanes IFR. |

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

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

# About your rule checklist and our assessment

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| * You’re responsible for compliance with Civil Aviation Rules
* This rule checklist has the **minimum** **operations requirements** for a general aviation air operator small aeroplanes IFR
* 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 requirementsThey 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 and amendment applications |

# Your organisation’s details

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

# Proposed exposition sections or documents submitted with this rule checklist

| Section or document name | Abbreviation (abbrev.) | Version no. | Dated |
| --- | --- | --- | --- |
|       |       |       | Click or tap to enter a date. |
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# Confirm your exposition meets document control requirements

| **Rule 119.125(a)(10) procedures to control, amend, and distribute your exposition** | **You complete**Sections/documents 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 24135-02GAM 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 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)ās | **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** |
| 12.51 & 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.  |       |       |
| **Part 19 Transition rules** |
| 19.213 GPS derived distance information |       |       |
| 19.215 Minimum flight altitudes |       |       |
| 19.217 Flight on unevaluated routes |       |       |
| 19.219 Flight plans |       |       |
| **Part 91 General operating and flight rules** |
| **Subpart B Operating rules** |
| 91.101 Aircraft airworthiness |
| 91.101(a)(1)(i) & (ii)  |       |       |
| 91.101(b)(1) & (2) |       |       |
| 91.107(a)(1) to (3) Aircraft registration |       |       |
| 91.109 Aircraft flight manual |       |       |
| 91.111 Documents to be carried |
| 91.111(1)  |       |       |
| 91.111(2)  |       |       |
| 91.111(3)(i) to (iii)  |       |       |
| 91.111(4)(i) to (iv)  |       |       |
| 91.111(5)(i) to (iii) |       |       |
| 91.125 Simulated instrument flight |       |       |
| **Subpart C General flight rules** |
| 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) |       |       |
| 91.247(g) |       |       |
| 91.253 Transition Provision use of certain transponders before and after 31 December 2021 |
| 91.253 (a) |       |       |
| 91.253 (b)(1) & (2) |       |       |
| 91.253 (c)(1) to (5) |       |       |
| 91.257 ADS-B system performance standards and requirements |       |       |
| **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(1)(i) to (iii) & (2) Inadvertent change to flight plan |       |       |
| 91.411A(a) & (b) Pilot-in-command and operator to Inform ATS unit of carriage of dangerous goods |       |       |
| 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(1) & (2)(i) & (ii) Minimum altitudes for IFR flights |       |       |
| 91.425 IFR cruising altitude or flight level |
| 91.425(a)(1)(i) & (ii) |       |       |
| 91.425(a)(2)(i) & (ii) |       |       |
| 91.425(a)(3)(i) & (ii) |       |       |
| 91.425(b)(1) to (3) |       |       |
| 91.425(c)(1) to (3) |       |       |
| 91.427 IFR radio communications |       |       |
| 91.429 IFR operations radio communications failure |       |       |
| 91.431 Notification of facility malfunctions |       |       |
| **Subpart F Instrument and Equipment Requirements** |
| 91.521 Cat II and III precision approach equipment |       |       |
| **Part 135 Air operations – small aeroplanes** |
| **Subpart B Flight Operations** |
| 135.61 Fuel |       |       |
| 135.63 Cockpit check |       |       |
| 135.65 Passenger safety |       |       |
| 135.73 Refuelling and defuelling operations |       |       |
| 135.77 Use of aerodromes |       |       |
| 135.83 Restriction or suspension of operations |       |       |
| 135.87(d) Flights over water |       |       |
| 135.91 Emergency situation action plans |       |       |
| **Subpart C Operating limitations and weather requirements** |
| 135.153(b) & (c) Meteorological information |       |       |
| 135.157 Meteorological conditions IFR flight |       |       |
| 135.159(a) & (b) 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 D Performance** |
| 135.201 Purpose |       |       |
| 135.205 Part 121 Subpart D compliance |       |       |
| 135.209 Take-off distance |       |       |
| 135.211 Runway surface and slope correction factors |       |       |
| 135.213 Net take-off flight path aeroplanes under IFR |       |       |
| 135.215 Engine inoperative gradient and stall corrections |       |       |
| 135.217 En-route critical engine inoperative |       |       |
| 135.219 En-route 90 minute limitation |       |       |
| 135.221 Landing-climb destination and alternate aerodromes |       |       |
| 135.223 Landing distance dry runway |       |       |
| 135.225 Landing distance wet and contaminated runways |       |       |
| 135.227 Steep approach and short landing techniques |       |       |
| 135.228 FAR Part 23 commuter category and SFAR41 aeroplanes |       |       |
| 135.229 Take-off distance |       |       |
| 135.231 Net take-off flight path |       |       |
| 135.233 Landing distance runways |
| 135.233(a) & (b) |       |       |
| **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 |       |       |
| 135.361 Instrument flight rules |       |       |
| 135.363 Emergency equipment |       |       |
| **Subpart H Crew member requirements** |
| 135.503 Assignment of flight crew duties |       |       |
| 135.505 Pilot-in-command consolidation of operating experience on type |       |       |
| 135.509 Experience requirements for IFR pilots |       |       |
| 135.511 Minimum flight crew |       |       |
| **Subpart I Training** |
| 135.553 General |       |       |
| 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 |       |       |
| **Subpart J Crew member competency requirements** |
| 135.603 General |       |       |
| 135.605 Flight examiner qualifications |       |       |
| 135.607 Flight crew competency assessments |       |       |
| **Subpart K Fatigue of flight crew** |
| 135.803 Operator responsibilities |       |       |
| 135.805 Flight Crew responsibilities |       |       |
| List any other rules complied with: |
|       |       |       |
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**CAA use only**

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

Development status control

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| 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 | 91 | General operating and flight rules | Amendment 34 | 1 December 2021 |
| 19 | Transition rules | Amendment 22 | 1 December 2021 | 135 | Air Operations – helicopters and small aeroplanes | Amendment 24 | 10 May 2019 |

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| Revision | 5 | Date | 15/02/2022 | Status | Final |  |
| 12.151 is revoked and replaced | 91.411A inserted |

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| Revision | 6 | Date | 06/10/2022 | Status | Final |  |
| Amendment numbers and dates updated | 91.246 removed as revoked |
| Form name changed from ‘compliance matrix’ to ‘rule checklist’, instructions redrafted, table headings changed, hyperlink to rules added |  |

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| Revision | 7 | Date | 24/01/2024 | 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 |