

## CAAF ANR145C AMO - Standards Compliance Matrix

The standard references in this compliance matrix have been extracted from the Civil Aviation Authority of Fiji Air Navigation Regulations 1981 and associated Standards Document - ANR145C Approval of Maintenance Organisations, SD -Airworthiness of Aircraft, SD-SMS, etc.(as applicable) as the minimum compliance requirements for an applicant for the issue or renewal of a CAAF ANR145C Aircraft Maintenance Organisation Certificate.

A completed compliance matrix must be submitted by the applicant both for 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 ANR145C requirement, SD-Approval of ANR145C AMOs, SD-Airworthiness of Aircraft, SD-SMS standards applicable to ANR145C AMOs 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 standards applicable to ANR145C approved AMOs have to be complied with**, but not every standard has to be addressed in the exposition. (ie. You may refer to other manual suites). At least the following standards 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 CAAF ANR145C Aircraft Maintenance Organisation Certificate and show the exposition pages and paragraph numbers that satisfy the standard(s) in the Exposition/*Manual References / Applicant's Comments* column. Where the applicant does not meet the standards requirement or deems it not applicable, an explanation should be given in this column. **Please note ticks (✓) 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 CAAF in cross-referencing requirements.

### General Manual Layout and Distribution

Manual binders: 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 CAAF and how you will manage amendments?

**Name of ANR145C  
AMO:**

**CAAF  
ANR145C  
AMO No:**

**MOE Reference:**

**MOE Rev.No:**

	<b>Applicant's Comments</b>	<b>CAAF Comments (for CAAF use only)</b>
ANR145C 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)		

ANR/SD reference	MOE Manual References / Applicant's Comments	CAAF Review & Comments (for CAAF use only)
<b>ANR 145C(2) &amp; SD ANR145.25 Facility Requirements / SD-Airworthiness of Aircraft Part 2 -ICAO requirements</b>		
SD ANR145.25(a) / SD AW of AC Part 2, 6.3.1(c) & 6.5 <i>Hangar facilities protected from weather (as appropriate)</i>		
SD ANR145.25(a) / SD AW of AC Part 2, 6.3.1(c) & 6.5 <i>Segregation of specialised workshops/work areas and protection from environmental contamination (as appropriate)</i>		
SD ANR145.25(b) / SD AW of AC Part 2, 6.3.1(c) & 6.5 <i>Office accommodation</i>		
SD-ANR145.25(c) / SD AW of AC Part 2, 6.3.1(c) & 6.5 <i>Work environment appropriate to tasks carried out</i>		
SD-ANR145.25(d) / SD AW of AC Part 2, 6.3.1(c) & 6.5 <i>Secure storage</i>		

facilities		
<b>ANR 145C(2) &amp; SD-ANR145.30 Personnel Requirements / SD-Airworthiness of Aircraft Part 2 -ICAO requirements</b>		
SD-ANR145.30(a) / SD AW of AC Part 2, 6.3.1(d) & 6.6.2 <i>Senior Persons responsible to Accountable Manager</i>		
SD-ANR145.30(b) / SD AW of AC Part 2, 6.6.3 <i>Sufficient personnel to plan, perform, supervise and inspect the work</i>		
SD-ANR145.30(c) / SD-AW of A/C Part 2, 6.3.1(e)/(h) & 6.6.4 <i>Procedures to establish Competence of personnel involved in maintenance</i>		
ANR145C(2)(a) / SD- AW of A/C Part 2, 6.3.1(e)/(h) & 6.6.4 <i>Procedures for Assessing and maintaining competence of maint personnel</i>		
ANR145C(2)(a) / SD- AW of A/C Part 2, 6.3.1(e)/(h) <i>Written authorisation</i>		
SD-ANR145.30(d) /		

SD-AW of A/C Part 2, 6.6.4 and 6.6.5 Qualifications of maint. personnel established iaw SD-Licensing of AMEs		
<b>ANR 145C(2) &amp; SD-ANR145.35 Record of Certifying staff / SD -Airworthiness of Aircraft Part 2, ICAO requirements</b>		
SD-ANR145.35(a) / SD-AW of A/C Part 2, 6.3.1(e)/(h) <i>Record of certifying staff incl. scope of authorisation</i>		
SD-ANR145.35(b) / SD-AW of A/C Part 2, 6.3.1(h) <i>staff to have written evidence of scope of authorisation</i>		
<b>ANR 145C(2) &amp; SD-ANR145.40 Equipment, Tools and Material / SD -Airworthiness of Aircraft Part 2, ICAO requirements</b>		
SD-ANR145.40(a) / SD-AW of A/C Part 2, 6.5.2 <i>Access to equipment, tools</i>		
SD-ANR145.40(b) <i>Control and calibration of tools and test equipment</i>		
<b>ANR 145C(2) &amp; SD-ANR145.45 Approved Data / SD-Airworthiness of Aircraft Part 2, ICAO requirements</b>		
SD-ANR145.45(a) / SD AW of AC Part 2, 6.3.1(l) <i>Use of 'applicable' up-to current</i>		

<i>approved data for maintenance</i>		
SD-ANR145.45(b)(1) / SD AW of AC Part 2, 6.3.1(l) CAAF Issued requirement, procedure, AD, operational Directive, etc.		
SD-ANR145.45(b)(2) / SD AW of AC Part 2, 6.3.1(l) State of Design issued ADs		
SD-ANR145.45(b)(3) / SD AW of AC Part 2, 6.3.1(l) TC/STC holder data such as AMMs, SRM, IPCs, FIMs, etc.		
SD-ANR145.45(b)(4) State of Design issued data eg. FAA Acs, etc		
SD-ANR145.45(b)(5) SMPs		
SD-ANR145.45(c) Modification or repair instructions		
SD-ANR145.45(d) Approved data readily available to personnel		

SD-ANR145.45(e) Approved data kept up-to-date		
<b>SD-ANR145.50 Certification of Maintenance / SD-Airworthiness of Aircraft Part 2, ICAO requirements chapter 6.8</b>		
ANR145.50(a) / SD AW of AC Part 2, 6.8.1 <i>Issue of CRS by AMO</i>		
ANR145.50(b) / SD AW of AC Part 2, 6.8.2 Minimum content of CRS		
<b>SD-ANR145.55 Maintenance Records / SD-Airworthiness of Aircraft Part 2, ICAO requirements chapter 6.7</b>		
ANR 145.55(a) / SD AW of AC Part 2, 6.7 <i>AMO Maintenance Records including permanence and legible</i>		
ANR145.55(b) / SD AW of AC Part 2, 6.8.1 <i>AMO to provide copy of CRS to AOC holder</i>		
ANR145.55(c) / SD AW of AC Part 2, 6.8.1 <i>AMO to retain maint. records for 2 years after a/c or component permanently withdrawn</i>		

<b>RTS Records</b> SD-AW of A/C Part 2, 6.3.1(f) Procedures for completion and retention of maintenance release /RTS records		
<b>SD-ANR145.60 Reporting Unairworthy conditions / Sections 8 and 9 of Civil Aviation (Occurrence Reporting &amp; Investigation) Regulations 2009</b>		
ANR145.60(a) / Section 8 CAOI Regs 2009 Reporting to CAAF and the a/c TC holder		
ANR145.60(b) / Section 8 CAOI Regs 2009 Content of Reporting form acceptable to CAAF		
ANR145.60(c) Reporting to AOC holder		
ANR145.60 (d) Reports made as soon as practicable within 3 days of identifying unairworthy condition		
<b>ANR145.65 Maintenance procedures and Quality System / SD-Airworthiness of Aircraft Part 2, ICAO requirements chapter 6.4</b>		
ANR145.65(a) <i>AMO Maintenance procedures acceptable to CAAF</i>		



ANR145.65(b) <i>AMO to Establish Quality system - Independent Audits and management control follow-up system</i>		
<b>ANR145C(2)(b) &amp; SD-ANR145.70 Exposition: Part 1: Management of the ANR145C AMO &amp; SD-Airworthiness of Aircraft Part 2 chapter 6.3.1</b>		
SD-ANR145.70(a)(1) <i>CE statement</i>		
SD-ANR145.70(a)(2) / SD-AW of A/C Part 2, 6.3.1(d) <i>List of senior persons</i>		
SD-ANR145.70(a)(3) / SD-AW of A/C Part 2, 6.3.1(d) <i>Duties and responsibilities</i>		
SD-ANR145.70(a)(4) <i>Organisation chart</i>		
SD-ANR145.70(a)(5) / SD-AW of A/C Part 2, 6.3.1(d) <i>List of Certifying staff</i>		
SD-ANR145.70(a)(6) / SD-AW of A/C Part 2, 6.3.1(d) <i>General Description of Manpower resources</i>		
SD-ANR145.70(a)(7) / SD-AW of A/C Part 2, 6.3.1(c) <i>Facilities</i>		

SD-ANR145.70(a)(8) / SD-AW of A/C Part 2, 6.3.1(a) <i>AMO Scope of Work</i>		
SD-ANR145.70(a)(9) <i>Notification of change</i>		
SD- ANR145.70(a)(10) <i>MOE amendment procedures</i>		
SD- ANR145.70(a)(11) <i>AMO's Procedures &amp; Quality system procedures</i>		
SD- ANR145.70(a)(12) <i>List of AOC holders that use AMO's services</i>		
SD- ANR145.70(a)(13) List of other AMOs working under its Quality System(sub- contractors)		
SD- ANR145.70(a)(14) List of AMO Line stations		
SD- ANR145.70(a)(15) List of contracted ANR145C AMOs (as		

appropriate)		
<b>ANR145C(2)(b) &amp; SD-ANR145.75 Privileges of the AMO</b>		
ANR145.75(a) Main. At approved locations		
ANR145.75(b) Maintenance at locations of a sub-contractor		
ANR145.75(c) Maintenance at other locations based on need		
ANR145.75(d) Line Maintenance /Minor maintenance at approved locations		
ANR145.75(e) Issue CRS		
<b>ANR145C(2)(b) &amp; SD-ANR145.80 Limitations on the AMO</b>		
ANR145.80 Limitations of AMO		
<b>ANR145C(2)(b) &amp; SD-ANR145.85 Changes to the AMO</b>		
SD-ANR145.80(a) Prior Notification to CAAF for changes		1.Name of the Organisation. 2.Location of the organisation. 3. Additional locations of the organisation. 4. Any of the senior persons 5. the facilities, equipment, tools, materials, procedures, works scope and certifying staff that could affect the approval
SD-ANR145.80(b) CAAF prescribed		

conditions		
<b>ANR145C(2)(b) &amp; SD-ANR145.90 Continued Validity of Approval</b>		
SD-ANR145.90(a) AMO must continue to comply with ANR145C requirements		
SD-ANR145.90(b) AMO to must ensure contrinued CAAF Access to AMO to determine continued compliance		
SD-ANR145.90(c) Payment of CAAF charges		
<b>SD-Safety Management Systems (SMS) /ANR145C (2)(a) - safety management system</b>		
SD-SMS Chapter 6 – Safety Policy and OObjectives		
SD-SMS Chapter 7 – AMO Safety Risk Management		
SD-SMS Chapter 8 – AMO Safety Assurance		
SD-SMS Chapter 8 – AMO Safety		

Promotion		
<b>List any other Regulations or Standards complied with:</b>		

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#### CAAF Use

Assessed By: Independent Consultant / Airworthiness Auditor

Work Request:

Date received: Date accepted:

This matrix was established using the following Laws (Acts) amendment statuses

- |    |   |            |                   |
|----|---|------------|-------------------|
| 1) | Civil Aviation Act 1976                   | As amended | 03 September 1976 |
| 2) | Civil Aviation Authority of Fiji Act 1979 | As amended | 24 August 1979    |

Other Regulations or Standards Document amendment statuses referred to during the above assessment by Inspector

- |    |  |                         |                  |
|----|--|-------------------------|------------------|
| 1) | Civil Aviation (Occurrence Reporting and Investigation) Regulations 2009 | Original                | 27 March 2009    |
| 2) | Air Navigation Regulations 1981  | As amended              | 01 August 1981   |
| 3) | SD -Approval of AMOs (ICAO Annex 8)                                      | 3 <sup>rd</sup> Edition | 20 February 2018 |
| 4) | SD-Airworthiness of Aircraft Part 2-ICAO reqs (ICAO Annex 8)             | Amendment 4             | 07 March 2022    |
| 5) | SD-SMS (ICAO Annex 19)   | 3 <sup>RD</sup> Edition | 31 July 2018     |