

88537

Airley 19/10/15



Part 102 Unmanned Aircraft Operator Certification

Expo V4 17 Sept 2018

Expo V5 30 June 2019 ✓ Current 2/7/2019 MLK

Part 102 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 102 Unmanned Aircraft Operator 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.

Please note that Part 102.21(a)(1) requires an applicant for Part 102 certification to also comply with the relevant parts of Part 101. Therefore a Part 101 matrix will also be required to accompany the Part 102 application.

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 matrix list in the space provided at the end of the matrix and identify the exposition reference.

This matrix needs to be completed by every applicant for a Part 102 Unmanned Aircraft Operator 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 (✓) 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.

The exposition shall have page numbering and date of issue on each page. The List of Effective Pages (LEP) is the main control document for exposition content. As you need to identify specific sections of the exposition to show compliance against each required clause of the rule, paragraphs should be numbered and related to each section.

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?

CAA 24102/03
Rev 1 Jul 2015

102-11(b)(2) 855 Myg NZ Quab. ✓ 2/7/2019

102-11(b)(6) Crew NZ Quab. ✓ 2/7/2019



MLK



Part 102 Unmanned Aircraft Operator Certification

Applicant: Flirtey Limited
Manuals Submitted: CAA 101 Compliance Matrix
 CAA 102 Compliance Matrix
 CAA 102 Exposition
 CAA 102 Application

Participant ID: 88537
Rev.: 4
Dated: 17 September 2018

	Applicant's Comments	CAA Comments (for CAA use only)
Rule Compliance Matrix	Included	✓ Compliant
Company Statement page, signed by the Chief Executive	Signed and on Page 5 of Exposition	✓ Compliant
List of Effective Pages	Exposition Page 7	✓ Compliant
Record of Amendments	Exposition Page 6	✓ Compliant
Distribution List and copies to be numbered	Exposition Page 5	✓ Compliant
Contents Page	Exposition Page 2-4	✓ Compliant
Definitions and Abbreviations (not mandatory)	Exposition Page 8 and 9	✓ Compliant
On every page, headers and/or footers to include:	Included	✓ Compliant
(a) Company name	✓	
(b) Name of the manual	✓	
(c) Effective revision and date of the page	✓	
(d) Page number	✓	
Index (not mandatory but desirable)		n/a

Rule reference	Manual References / Applicant's Comments	CAA Review and Comments (for CAA use only)
102.11 Exposition		
102.11(a) An applicant for an unmanned aircraft operator certificate must provide the Director with an exposition that is acceptable to the Director.	Included with this submission	✓ Compliant
102.11(b) The exposition must address the following matters, having regard to the nature, degree and risk of the intended operation :-		
102.11(b)(1) the identification of a person who will have primary responsibility for the operation; and <i>CEO</i>	Matthew Sweeney, CEO of Flirtey Limited Exposition Section 1.6, Page 12	✓ Compliant
102.11(b)(2) the identification of any person who is to have or is likely to have control over the exercise of the privileges under the certificate; and <i>OPS MGR</i>	s 9(2)(a) Exposition Section 1.6, Page 12	✓ Compliant <i>NZ Qualification vs? FPP?</i>
102.11(b)(3) details of the physical locations to be used in the operation; and	New Zealand wide Exposition Section 1.3, Page 10	✓ Compliant <i>NZ FIR Specific Ops TBA see APPK</i>
102.11(b)(4) a hazard register that :-		
102.11(b)(4)(i) identifies the known and likely hazards to people, property and other aircraft of the proposed operation; and	Exposition Appendix J Risk Analysis, Page 106-110	Compliant

to Pt 102.
~~2/7/2019~~
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App L SMS.
APPK
R3k Analysis Matrix Pg 7-102
Example - Ops. Site.
p.111 - 120
JSA APPK

App M Dev of Ac
p.120
APPK
MISSION Briefing

Rule reference	Manual References / Applicant's Comments	CAA Review and Comments (for CAA use only)
102.11(b)(4)(ii) for each of the hazards identified, includes an assessment of the associated risks; and	Exposition Appendix J Risk Analysis, Page 106-110 ✓	Compliant ✓
102.11(b)(4)(iii) includes a description of the measures that can be implemented to mitigate or manage the risk; and	Exposition Appendix J Risk Analysis, Page 106-110 ✓	Compliant ✓
102.11(b)(5) procedures for reporting information to the Civil Aviation Authority; and	Exposition Section 3.1, Page 16 ✓	Compliant Section - immediately 005 - 24 hrs ✓
102.11(b)(6) operating requirements for personnel licensing, qualifications, training and competency including pilot and support crew qualifications, training or medical requirements; and	Exposition Section 4.1, Page 17 107.2 complete ✓	complete 141 course ground flight. Compliant ✓
102.11(b)(7) details of the number and specifications of the aircraft to be used, including any identification system used on the aircraft (for example colour schemes, unique identification numbers, markings); and	Exposition Appendix E, Page 37-84 ✓	Plurley F4-5 Eagle Compliant 25 kg M70W ✓
102.11(b)(8) details of the control system to be used to pilot the aircraft; and	Exposition Appendix E, Exposition Page 37-95; Sections 0.8 Page 8 and Section 6.1, Page 20 ✓ W9B ✓	Compliant Airworthiness ✓
102.11(b)(9) procedures for the maintenance of aircraft and measures to ensure continued airworthiness; and	Exposition Section 7, Page 21-22; Appendix E Page 37-95 ✓	Compliant Reviewers ✓
102.11(b)(10) inflight procedures, including minimum distances from	Exposition Section 8, Page 23-31 ✓	Compliant from Non-compliant Notification at 8.3 ✓

Ann Book. → OPS at 200-300 feet AGL < 400' ✓
Parachute May be used ✓

~~Compliant~~
~~Compliant~~

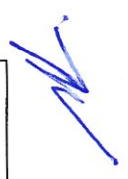
To be provided
21/7/2019 call.

~~Compliant~~

Compliant

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Rule reference	Manual References / Applicant's Comments	CAA Review and Comments (for CAA use only)
persons or property; and		
102.11(b)(11) procedures for handling cargo or dropping items, if such operations are intended; and	Exposition Section 8.5 Approach to Delivery Procedure and Cargo Delivery Procedure, Page 28-29 <i>8.5-14 7-29</i>	<i>Compliant</i>
102.11(b)(12) initial airworthiness standards that must be met; and	N/A (Exposition Section 5.3, Page 19)	<i>N/A.</i>
102.11(b)(13) procedures for controlling, amending and distributing the exposition; and	Exposition Section 0.7, Page 8	<i>Compliant</i>
102.11(b)(14) any other approvals that are required to conduct the proposed operation.	Exposition Section 8.1, Page 23 and Section 9.2, Page 32	<i>Variation 101-205 (101-207), Compliant 101-209, 101-215</i>
102.23 Changes to exposition		
102.23(a) Each holder of an unmanned aircraft operator certificate must—		
102.23(a)(1) ensure that the exposition is amended—		
102.23(a)(1)(i) so that it remains a current description of the certificate holder's operation; and	Exposition Section 0.7, Page 8	<i>Compliant</i>
102.23(a)(1)(ii) to ensure continued compliance with any Civil Aviation Rules that have been adopted under rule 102.11(c); and	Exposition Section 0.7, Page 8	<i>Compliant</i>
102.23(a)(2) provide the Director with a copy of each amendment to the exposition as soon as practicable after the	Exposition Section 0.7, Page 8	<i>Compliant</i>





Rule reference	Manual References / Applicant's Comments	CAA Review and Comments (for CAA use only)
<p>amendment is incorporated into the exposition; and</p> <p>102.23(a)(3) make such amendments to the exposition as the Director considers necessary in the interests of aviation safety</p>	<p>Exposition Section 0.7, Page 8</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;"><i>Compliant</i></p>
<p>102.23(b) if a holder of an unmanned aircraft operator certificate proposes to change any of the following, prior acceptance by the Director is required:</p>	<p>Exposition Section 0.7, Page 8</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;"><i>Compliant</i></p>
<p>102.23(b)(1) the identification of any person who is to have or is likely to have control over the exercise of the privileges under the certificate:</p>	<p>Exposition Section 1.6, Page 12</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;"><i>Compliant</i></p>
<p>102.23(b)(2) the identification of locations from which the certificate holder conducts unmanned aircraft operations</p>	<p>Exposition Section 1.3, Page 10</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;"><i>Compliant</i></p>
<p>List any other rules complied with:</p>		
<p>102.13(b)(3) Markings</p>	<p>Exposition Section 5.2, page 19</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;"><i>Compliant.</i></p>

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CAA Use

Assessed By: *M D Houston*

Work Request: *19/10/2019*

Date received: DD / MM / YYYY

18/01/2019

Date accepted: DD / MM / YYYY

17/01/2019

01/07/2019

Final review.

Initial Review - M.D.

This matrix was established using the following Rule Part amendment statuses

102

Unmanned Aircraft Operator Certification

Initial Issue

1 Aug 2015

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

CAR 101
CAR 102
CAR 12.

101 AC 101-1
102 AC 102-1

Complaint

M D Houston
14045
PUZ
02/07/2019

