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## DEVELOPMENT OF INITIAL AND FINAL STATEMENT OF COMPLIANCE WITH THE CIVIL AVIATION REGULATIONS

### 1.0 PURPOSE

- 1.1 A Statement of Compliance (SOC) is prepared or developed by an applicant and it is used to show how they intend to comply with each applicable Civil Aviation Regulation. It is a required supplement to all organisation manuals, documents, policies, programs, and procedures that are required by the Regulations on certification, licensing, Approval, authorization and registration.
- 1.2 This Advisory Circular (AC) is issued to provide guidance on how to prepare/develop a Statement of Compliance by prospective applicants for; or holders of Certificates, licenses, registration, approvals, authorization i.e. Air Navigation Service Providers, Meteorological Service providers, Air Operators, Aircraft operators, Aircraft Owners, Aircraft Lessees, Aircraft Approved Maintenance Organizations, Approved Training Organizations, Aerodrome operators and Environmental protection.
- 1.3 This Advisory Circular Supersedes CAA-AC-GEN004C of June, 2018.

### 2.0 REFERENCE

- 2.1 The Civil Aviation (Air Operator Certification and Administration) Regulations, 2025
- 2.2 The Civil Aviation (Operation of Aircraft for commercial Air Transport- Aeroplanes ) Regulations, 2025
- 2.3 The Civil Aviation (Approved Maintenance Organization) Regulations, 2025
- 2.4 The Civil Aviation (Communication Systems) Regulations, 2025
- 2.5 The Civil Aviation (Communication Procedures) Regulations, 2025
- 2.6 The Civil Aviation (Operations of Aircraft -Helicopters) Regulations, 2025
- 2.7 The Civil Aviation (Environmental Protection-Aircraft Noise) Regulations, 2025
- 2.8 The Civil Aviation (Aircraft Nationality and registration Marks) Regulations, 2025
- 2.9 The Civil Aviation (Carbon offsetting and reduction scheme) Regulations, 2025
- 2.10 The Civil Aviation (Radio Navigation Aid) Regulations, 2025

- 2.11 The Civil Aviation (Construction of Visual and instrument flight procedures) Regulations, 2025
- 2.12 The Civil Aviation (Radio Navigation Aids) Regulations, 2025
- 2.13 The Civil Aviation (Certification of Air Navigation Service provider) Regulations, 2025
- 2.14 The Civil Aviation (Units of measurement to be used in Air and Ground operations) Regulations, 2025
- 2.15 The Civil Aviation (Aeronautical Charts) Regulations, 2025
- 2.16 The Civil Aviation (Aeronautical Search and Rescue) Regulations, 2025
- 2.17 The Civil Aviation (Meteorological Service for Air Navigation) Regulations, 2025
- 2.18 The Civil Aviation (Licensing of air services) Regulations, 2025
- 2.19 The Civil Aviation (Air Traffic Services) Regulations, 2025
- 2.20 The Civil Aviation (Security) Regulations, 2025
- 2.21 The Civil Aviation (Airworthiness) Regulations, 2025
- 2.22 The Civil Aviation (Aeronautical information Service) Regulations, 2025
- 2.23 The Civil Aviation (Rules of the Air) Regulations, 2025
- 2.24 The Civil Aviation (Instruments, Equipment and Flight Documents) Regulations, 2025
- 2.25 The Civil Aviation (Personnel Licensing) Regulations, 2025
- 2.26 The Civil Aviation (Safety Management) Regulations, 2025
- 2.27 The Civil Aviation (Unmanned Aircraft Systems) Regulations, 2025
- 2.28 The Civil Aviation (Aeronautical radio frequency spectrum utilization) Regulations, 2025
- 2.29 The Civil Aviation (Operation of Aircraft –General Aviation -Aeroplanes) Regulations, 2025
- 2.30 The Civil Aviation (Safe transport of Dangerous goods by Air) Regulations, 2025
- 2.31 The Civil Aviation (Aerodromes Design and Operation) Regulations, 2025

### **3.0 INFORMATION AND GUIDANCE**

#### **3.1 Definitions:**

##### **Initial Statement of Compliance (Initial SOC)**

The Initial Statement of Compliance (SOC) is the version of the Statement of Compliance submitted by an applicant together with the formal application for certification, licensing, approval, authorisation, or registration. It identifies all applicable regulatory requirements and the applicant's proposed methods of compliance, including any outstanding items that will be addressed before the completion of the certification process.

##### **Final Statement of Compliance (Final SOC)**

The Final Statement of Compliance (SOC) is the updated and complete version of the Statement of Compliance submitted by the applicant after all review comments have been addressed and all proposed methods of compliance have been fully developed and accepted by the Authority. It reflects the final means by which the applicant complies with all applicable regulatory requirements and forms part of the approved certification record.

### **Method of Compliance (MoC)**

A Method of Compliance (MoC) is the documented means by which an applicant demonstrates how a specific regulatory requirement will be met. It may consist of a description of the processes, procedures, systems, policies, organisational arrangements, equipment, personnel, training, manuals, or other measures implemented to achieve compliance with the applicable Civil Aviation Regulations. The Method of Compliance should be supported by appropriate references to the relevant manuals, documents, policies, programmes, or procedures submitted to the Authority.

### **3.2 Statement of Compliance (SOC)**

- 3.2.1 A Statement of Compliance (SOC) is a document prepared by an applicant to demonstrate how the organisation intends to comply with each applicable Civil Aviation Regulations. The SOC is a mandatory supplement to the organisation's manuals, documents, policies, programmes, and procedures submitted in support of an application for certification, licensing, approval, authorisation, or registration.
- 3.2.2 The SOC shall be presented as a comprehensive listing of all applicable regulations, sub-regulations, paragraphs, sub-paragraphs, appendices, and schedules contained in the relevant Civil Aviation Regulations identified in Section 2.0 of this guidance material.
- 3.2.3 For each applicable regulatory requirement, the applicant shall identify the proposed method of compliance by referencing the relevant manual, document, policy, programme, or procedure. Where necessary, the applicant shall provide a brief narrative explaining how compliance with the requirement will be achieved. Appendix I – Statement of Compliance Methods
- 3.2.4 The SOC shall include all applicable regulatory requirements. Where a regulation or provision is not applicable to the proposed operation, the applicant shall indicate "Not Applicable (N/A)" and, where appropriate, provide a brief justification for its non-applicability.
- 3.2.5 It provides the applicant with a structured means of identifying, documenting, and verifying compliance with all applicable regulatory requirements.
- 3.2.6 The SOC enables the Authority to determine whether the applicant has adequately addressed the regulatory requirements applicable to the proposed operation.
- 3.2.7 It serves as a key reference document during the certification, licensing, approval, authorisation, or registration process by facilitating the Authority's review of the applicant's manuals, documents, policies, programmes, and procedures.
- 3.2.8 A Statement of Compliance also assists the certification team in identifying the location within the applicant's manuals, documents, policies, programmes, and procedures where each applicable regulatory requirement has been addressed.

- 3.2.9 Throughout the certification process, the SOC serves as a master index to the applicant's manual system, enabling the Authority to efficiently evaluate the applicant's proposed means of compliance and supporting documentation.

### 3.3 **Initial Statement of Compliance**

- 3.3.1 The initial Statement of Compliance (SOC) shall be prepared and submitted together with the formal application for certification, licensing, approval, authorisation, or registration, and shall be accompanied by all referenced manuals, documents, policies, programmes, and procedures for the Authority's review and acceptance, as applicable.
- 3.3.2 Where the applicant has not developed the detailed method of compliance at the time of submitting the formal application, the SOC shall indicate the date by which the information will be provided. The proposed date shall be reasonable and acceptable to the Authority.
- 3.3.3 Where compliance with a particular regulation is addressed in another document, manual, programme, procedure, or policy, the applicant shall provide a reference statement identifying the specific document and the exact section, chapter, or paragraph that describes the proposed method of compliance.

### 3.4 **Final Statement of Compliance**

- 3.4.1 The Statement of Compliance shall be in the form of a complete listing of all Civil Aviation Regulations pertinent to the operation. This list shall reference all regulations, sub regulations, paragraphs, sub-paragraphs, appendices and schedules. Next to each paragraph or subparagraph, the applicant must have a specific reference to a manual or other document and may provide a brief narrative description that describes how the applicant will comply with each regulation
- 3.4.2 The final Statement of Compliance must have all the items that showed a future date for a method of compliance with a regulation completed with the submittal of the final Statement of Compliance before the Authority can approve it in writing after successful Inspection and Demonstration Phase. An example has been provided in Appendix I .
- 3.4.3 The Statement of Compliance is an important source document during the certification, approval, licensing, authorizing and registration process. After the certification process is completed, the Statement of Compliance should be kept current as changes are incorporated in the applicant's system.

### **3.5 Guidance for Preparing a Statement of Compliance**

- 3.5.1 The applicant shall ensure that the Statement of Compliance (SOC) is based on the latest edition of the applicable Civil Aviation Regulations and any other applicable regulatory requirements in force at the time of application.
- 3.5.2 The applicant shall identify and include in the Statement of Compliance all regulations, sub-regulations, paragraphs, sub-paragraphs, appendices, schedules, or other regulatory provision relevant to the proposed operation. No applicable regulatory requirement shall be omitted.
- 3.5.3 The SOC shall include all regulatory provisions. Where a requirement does not apply to the proposed operation, the applicant shall indicate "Not Applicable (N/A)", provide a justification and, where applicable, provide a reference in the Organizational documents and/or method of compliance consistent with the scope of the proposed operation.
- 3.5.4 The applicant should use clear, concise, and unambiguous language when describing the proposed method of compliance. General statements such as "is aware of", "will comply," "complies," or "noted" should not be used unless appropriate for the particular regulatory requirement. An example of when an applicant could use the statement is when responding to an Citation, Applicability of regulations.
- 3.5.5 The applicant shall clearly describe the proposed method of compliance for each applicable regulatory requirement. The statement of compliance shall explain how compliance will be achieved and shall not merely repeat or restate the wording of the regulation.
- 3.5.6 The applicant shall ensure that the proposed method of compliance adequately satisfies the intent of the applicable regulation and is supported by the referenced manuals, documents, policies, programmes, or procedures.
- 3.5.7 Where a regulatory requirement is addressed by more than one manual or document, the applicant should reference all applicable documents and clearly indicate how each contributes to compliance.
- 3.5.8 Each regulatory requirement shall be cross-referenced to the applicable manual, document, policy, programme, or procedure. References shall identify the specific chapter, section, paragraph, or other relevant location where the method of compliance is described. Examples of references are found in Appendix III.
- 3.5.9 The applicant shall ensure that all references within the SOC, including references to other sections of the SOC and supporting documents, are accurate and lead to the intended information.
- 3.5.10 The applicant shall ensure that the SOC is internally consistent. A regulatory requirement shall not be addressed differently in different parts of the SOC.

- 3.5.11 Document titles, revision numbers, abbreviations, and acronyms used in the SOC shall be clearly identified, accurately referenced, and applied consistently throughout the document.
- 3.5.12 The SOC shall contain sufficient information to enable the Authority to determine compliance without requiring excessive interpretation, assumptions, or additional clarification.
- 3.5.13 The applicant should ensure that the Statement of Compliance accurately reflects the organisation's actual practices and procedures. Information contained in the SOC should be capable of being demonstrated during inspections, demonstrations, tests, validations, or certification audits conducted by the Authority.
- 3.5.14 All manuals, documents, policies, programmes, and procedures referenced in the SOC shall be submitted to the Authority for evaluation and confirmation together with the SOC.
- 3.5.15 Where the method of compliance for a regulatory requirement has not been fully developed at the time of application, the applicant shall identify the outstanding item, provide an acceptable implementation timeline, and obtain the Authority's acceptance on the proposed completion date. An example has been provided in Appendix I.
- 3.5.16 The completed Statement of Compliance shall be signed, dated and certified by the organisation's Accountable Manager or Accountable Executive, or other authorised representative, thereby confirming the accuracy, completeness and authorisation of the information provided.

***Note:***

*This authorised representative shall be appointed in writing by the Accountable Manager or Accountable Executive. The letter shall be made available during submission of the SOC.*

- 3.5.17 The applicant shall retain records of all revisions to the Statement of Compliance until they are superseded, including the revision number, date of revision, highlights of the changes, and the authorised revision.

**3.6 Review and Acceptance or Approval of the Statement of Compliance**

- 3.6.1 The Authority shall review the Statement of Compliance (SOC) to determine whether it has been prepared in the prescribed format set out in Appendix II – Form: AC-GEN004: Statement of Compliance Form, contains the required information, and adequately demonstrates the applicant's proposed means of complying with the applicable regulatory requirements.
- 3.6.2 Where the Authority identifies deficiencies in the SOC during the document evaluation, the applicant shall revise the SOC accordingly and resubmit the amended version together with any affected manuals or supporting documents.

- 3.6.3 The initial statement of compliance (and later the final statement) provides the only written evidence that the applicant is aware of all and the applicable Regulations and understands how to appropriately apply them.

#### **4.0 ACCEPTANCE OF INITIAL AND APPROVAL OF FINAL STATEMENT OF COMPLIANCE**

- 4.1.1 Where the initial Statement of Compliance is found to satisfy the applicable requirements, the Authority shall issue a Letter of Acceptance.
- 4.1.2 Where the final Statement of Compliance is found to satisfy all applicable requirements, the Authority shall issue a Letter of Approval.

#### **5.0 POST-CERTIFICATION MAINTENANCE OF THE STATEMENT OF COMPLIANCE**

- 5.1.1 Following the completion of the certification, licensing, authorization, registration and approval process, the SOC shall be maintained as a current document and updated whenever changes are made to the applicant's organisation, manuals, documents, policies, programmes, procedures, or applicable regulatory requirements.

**Approval of the Advisory Circular:**

**Signature:**



**Name:**

NICHOLAS BODO

**Date:**

28/7/2026

 Director General  
Civil Aviation Authority

## **LIST OF APPENDICES**

Appendix I – Statement of Compliance Methods

Appendix II – Form: AC-GEN004 – Statement of Compliance Form

Appendix III – Sample References for Regulatory Compliance

## **APPENDIX I – STATEMENT OF COMPLIANCE METHODS**

### **Method 1 – Initial Statement of Compliance**

Where the method of compliance has not been developed at the time of formal application or submission to the Authority, a statement with a future date shall be provided.

#### **For example:**

For the regulation below, a method of compliance has not been developed.

*The Civil Aviation (Air Traffic Services) Regulations, 2025 Regulation 20. (1) Change-over points shall be established on ATS route segments defined by reference to very high frequency omnidirectional radio ranges where this shall assist accurate navigation along the route segments.*

The applicant will therefore provide a statement with a future date when the provision shall be complied with, as follows:

*Establishment of change over points is currently under development and will be submitted for approval on [DATE].*

### **Method 2 – Final Statement of Compliance**

Where the method of compliance is fully developed as a preferred presentation at the time of formal application, the final Statement of Compliance must have all the items that showed a future date for a method of compliance with a regulation completed with the submittal of the final Statement of Compliance before the Authority can approve it in writing after successful Inspection and Demonstration Phase.

#### **Example for the following regulation:**

*The Civil Aviation (Air Traffic Services) Regulations, 2025 Regulation 20. (1) Change-over points shall be established on ATS route segments defined by reference to very high frequency omnidirectional radio ranges where this shall assist accurate navigation along the route segments.*

The applicant will therefore provide a statement when the provision has been completed as follows:

*Change-over points Manual (COPM), page 129, paragraph 243;*

*OR*

*Change-over points Manual (COPM), Page 129, Section 4, Chapter 4.3.2*

## APPENDIX II - Statement Of Compliance Form



# Form

Form: AC-GEN004

Effective date: 17 August 2026

### STATEMENT OF COMPLIANCE FORM

| GENERAL INFORMATION                                                        |                                                                    |
|----------------------------------------------------------------------------|--------------------------------------------------------------------|
| Name of Organisation <sup>1</sup> :                                        |                                                                    |
| Type of Organisation <sup>2</sup> :                                        |                                                                    |
| Physical Address <sup>3</sup> :                                            |                                                                    |
| Postal Address <sup>4</sup> :                                              |                                                                    |
| Regulation Legal Notice Number <sup>5</sup> :                              |                                                                    |
| Citation of the regulation <sup>6</sup> :                                  |                                                                    |
| Date of submission of the SOC <sup>7</sup> :                               |                                                                    |
| Statement of compliance <sup>8</sup> : (Tick one)                          | <input type="checkbox"/> Initial<br><input type="checkbox"/> Final |
| Name and Telephone Contact of Organisation's representative <sup>9</sup> : |                                                                    |

  

| Applicability Code: |                                                                                        |
|---------------------|----------------------------------------------------------------------------------------|
| A                   | Applicable - (The specific regulation is applicable to the proposed operation)         |
| N/A                 | Not Applicable - (The specific regulation is not applicable to the proposed operation) |

| Reg. No. <sup>10</sup> | Regulation title/content <sup>11</sup>                                                                                              | Applicability <sup>12</sup> (Tick One)                      | Relevant Manual or Document & Reference or Justification where not applicable <sup>13</sup> : | Inspector's Assessment <sup>14</sup> |     |     | Inspector's Remarks <sup>15</sup> |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------|-----|-----|-----------------------------------|
|                        |                                                                                                                                     |                                                             |                                                                                               | S                                    | N/S | N/A |                                   |
| 1                      | Citation                                                                                                                            | <input type="checkbox"/> A<br><input type="checkbox"/> N/A  |                                                                                               |                                      |     |     |                                   |
| 2                      | Interpretation                                                                                                                      | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                               |                                      |     |     |                                   |
| 3                      | Application                                                                                                                         | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Noted                                                                                         |                                      |     |     |                                   |
| 4                      |                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                               |                                      |     |     |                                   |
| 5                      |                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                               |                                      |     |     |                                   |
| 6                      |                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                               |                                      |     |     |                                   |
| ----                   |                                                                                                                                     | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                               |                                      |     |     |                                   |
| 18                     | Identification of air traffic services units and airspace                                                                           | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | FIC manual section 9, page 40-46                                                              |                                      |     |     |                                   |
| 18(1)                  | An area control Centre or flight information Centre shall be identified by the name of a nearby town or city or geographic feature. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | FIC Manual Sect.9<br>Ch. 9.8.7 Pg.46                                                          |                                      |     |     |                                   |
| 18(2)                  | An aerodrome control tower or approach control unit shall be identified by the name of the                                          | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Tower manual Sect.7<br>Ch. 7.2 Pg.96                                                          |                                      |     |     |                                   |

| Reg. No. <sup>10</sup> | Regulation title/content <sup>11</sup>                                                                                                                                                                        | Applicability <sup>12</sup> (Tick One)                      | Relevant Manual or Document & Reference or Justification where not applicable <sup>13</sup> : | Inspector's Assessment <sup>14</sup> |     |     | Inspector's Remarks <sup>15</sup> |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------|-----|-----|-----------------------------------|
|                        |                                                                                                                                                                                                               |                                                             |                                                                                               | S                                    | N/S | N/A |                                   |
|                        | aerodrome at which it is located                                                                                                                                                                              |                                                             |                                                                                               |                                      |     |     |                                   |
| 18(3)                  | A control zone, control area or flight information region shall be identified by the name of the unit having jurisdiction over such airspace.                                                                 | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Tower manual Sect.7<br>Ch. 7.2 Pg.99                                                          |                                      |     |     |                                   |
| 19                     | --                                                                                                                                                                                                            | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |                                                                                               |                                      |     |     |                                   |
| 20 (1)                 | Change-over points shall be established on ATS route segments defined by reference to very high frequency omni-directional radio ranges where this shall assist accurate navigation along the route segments. | <input type="checkbox"/> Yes<br><input type="checkbox"/> No | Change-over points Manual (COPM), Section 4, Chapter 4.3.2<br>Page 129                        |                                      |     |     |                                   |
| 21                     |                                                                                                                                                                                                               |                                                             |                                                                                               |                                      |     |     |                                   |
| ---                    |                                                                                                                                                                                                               |                                                             |                                                                                               |                                      |     |     |                                   |
| 102                    |                                                                                                                                                                                                               |                                                             |                                                                                               |                                      |     |     |                                   |

**Applicant's Declaration <sup>16</sup>**

I declare and confirm that the information contained in this Statement of Compliance (SOC) is accurate, complete and is authorised to the best of my knowledge and belief.

**Note:**

*This authorised representative shall be appointed in writing by the Accountable Manager or Accountable Executive. The letter shall be made available during submission of the SOC.*

Name:

Signature and stamp:

Date:

**Tick as applicable:**

- ☐ Accountable Manager
- ☐ Accountable Executive, or
- ☐ Authorised Representative

**Civil Aviation Safety Inspector's Details <sup>17</sup>**

Name of Inspector(s):

Signature(s):

Date:

**Contents and Guidance on how to fill Form: AC-GEN004**

Above is an illustration of a form that shall be completed by all applicants and it includes;

| <b>General Information (To be completed by the Operator)</b>              |                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Number and Item</b>                                                    | <b>Guidance</b>                                                                                                                                                                                                                                              |
| 1. <b>Name of Organisation</b>                                            | Enter the full legal name of the organisation as it appears on the certificate of incorporation, certificate, or approval document.                                                                                                                          |
| 2. <b>Type of Organisation</b>                                            | State the nature of the organisation (e.g., Air Operator, Approved Maintenance Organisation (AMO), Approved Training Organisation (ATO), Aerodrome Operator, Air Navigation Service Provider (ANSP), Ground Handling Service Provider, RPAS Operator, etc.). |
| 3. <b>Physical Address</b>                                                | Provide the complete physical location of the organisation's principal place of business, including building, street, town/city, and county where applicable.                                                                                                |
| 4. <b>Postal Address</b>                                                  | Provide the official postal address, including P.O. Box, town/city, and postal code.                                                                                                                                                                         |
| 5. <b>Legal Notice Number</b>                                             | Indicate the Legal Notice (LN) number under which the applicable Civil Aviation Regulations were promulgated (e.g., Legal Notice No. XX of 2025).                                                                                                            |
| 6. <b>Citation of the Regulation</b>                                      | Specify the title of the applicable Civil Aviation Regulations (e.g., Civil Aviation (Air Operator Certification and Administration) Regulations, 2025).                                                                                                     |
| 7. <b>Date of Submission of the SOC</b>                                   | Enter the date the completed SOC is submitted to the Authority (DD/MM/YYYY).                                                                                                                                                                                 |
| 8. <b>Statement of Compliance</b>                                         | Tick the appropriate box to indicate whether the SOC is an <b>Initial SOC</b> or a <b>Final SOC</b> following the incorporation of comments or corrective actions.                                                                                           |
| 9. <b>Name and Telephone contact of the Organisation's Representative</b> | Provide the name and contact of the organisation's contact person.                                                                                                                                                                                           |

| Main Part of the Form                                                                    |                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Item                                                                                     | Guidance                                                                                                                                                                                                                                                                                                                                          |
| 10. <b>Regulation number</b>                                                             | Enter the exact regulatory reference number, including the regulation, sub-regulation, paragraph, and subparagraph as applicable (e.g., Regulation 35(2)(a)).                                                                                                                                                                                     |
| 11. <b>Regulation Title/Content</b>                                                      | Reproduce the applicable regulatory requirement to clearly identify the provision being addressed.                                                                                                                                                                                                                                                |
| 12. <b>Applicability</b>                                                                 | Indicate whether the regulatory requirement is <b>Applicable (A)</b> or <b>Not Applicable (N/A)</b> to the proposed operation. Where "Not Applicable" is selected, provide a brief justification and where applicable provide for the references in the succeeding column.                                                                        |
| 13. <b>Relevant Manual/Document and Reference or Justification where not applicable:</b> | <p>Identify the document(s) demonstrating compliance, including the document title, document number, revision number, chapter, section, subsection, and page number.</p> <p>Where compliance is achieved through another means, provide a concise description of the method of compliance. All referenced documents should accompany the SOC.</p> |
| 14. <b>Civil Aviation Safety Inspector's Assessment</b>                                  | Based on the review of the submitted evidence, this section will be completed by the Civil Aviation Safety inspector. The inspector records the assessment outcome as follows:<br><b>Satisfactory (S)</b> - Assessment Requirements met,<br><b>Not Satisfactory (N/S)</b> - Assessment Requirements not met, or <b>Not Applicable (N/A)</b> .     |
| 15. <b>Civil Aviation Safety Inspector's Remarks</b>                                     | This section is completed by the Civil Aviation Safety Inspector to record observations, requests for additional information, identified deficiencies, or recommendations for corrective action, where applicable.                                                                                                                                |
| 16. <b>Applicant's Declaration</b>                                                       | To be completed by the Accountable Manager or Accountable Executive or Authorized Representative                                                                                                                                                                                                                                                  |
| 17. <b>Civil Aviation Safety Inspector's Details</b>                                     | Details to be completed by the Civil Aviation Safety Inspector.                                                                                                                                                                                                                                                                                   |

## General Instructions

1. Complete one row for each applicable regulatory provision.
2. Ensure all regulatory references are accurate and correspond to the applicable Civil Aviation Regulations.
3. Reference the exact location in the manual or document where compliance is demonstrated.
4. Submit all supporting manuals, procedures, records, and other evidence cited in the SOC.
5. Where a regulation is not applicable, provide a clear and justifiable reason.
6. The completed Statement of Compliance shall be signed, dated and certified by the organisation's Accountable Manager or Accountable Executive, or other authorised representative, thereby confirming the accuracy, completeness and authorisation of the information provided.

**Note:**

*This authorised representative shall be appointed in writing by the Accountable Manager or Accountable Executive. The letter shall be made available during submission of the SOC.*

7. The Authority may request additional information or supporting evidence where necessary to verify compliance.

### **APPENDIX III – SAMPLE ACCEPTABLE REFERENCES FOR REGULATORY COMPLIANCE**

The Civil Aviation (Air Operator Certification & Administration) Regulations, 2025 Regulation 14; Qualification of personnel:

1. GOM, Chapter 2, Section 2.01(D), page 36
2. Training Manual, Chapter 4, Sections 4.20(A) and 4.21(B1)
3. GOM, Chapter 2, Section 2.11(E)
4. Training Manual, Chapter 4, Sections 4.20(B) and 4.21(F)
5. GOM, Chapter 2, Section 2.09(F); Chapter 3, Section 3.10 (C2a)
6. Training Manual, Chapter 4, Section 4.21(H), page 5
7. Training Manual, Chapter 4, Section 4.21(J), page 4
8. Aircraft Operating Manual (AOM), Chapter 1, Section 3.1