

Letter of Compliance

1. Preparation of the Letter of Compliance benefits the applicant by systematically ensuring all applicable regulatory aspects are appropriately addressed during the certification process. It serves as a master index to your system documentation.
2. To develop the Letter of Compliance:
 - a. List all applicable regulations contained in Title 14 CFR, parts 5, 117, 119 and 121 that apply to your proposed operation.
 - b. Reference any relevant subpart and each relevant section, paragraph, and subparagraph of the subpart.
 - c. Next to each subparagraph, provide a specific reference to a manual or other document. You could also provide a brief narrative description of how you will comply with each regulation, although this description is not required. The location of each reference should be as specific as possible and should contain the name of the manual, chapter, section and paragraph number(s). Using manual page numbers in the Letter of Compliance may produce inaccurate reference locations due to repagination problems. There may be multiple reference locations for one regulation found within one manual, or there may be multiple reference locations found in several different volumes. It is not acceptable to enter references such as “ABC Airlines will comply with this requirement”, “ABC Airlines understands this regulation and will comply” or “Noted.”
 - d. The Letter of Compliance is an important source document and must be updated when revising your manuals during the certification process.
3. The following are recommended examples of formats that may be used to present the list of the specific regulations and subparts, including all subparagraphs:

Example 1: Table Formats

Part	Sub	Sect	Par	Man Ref. 1	Man Ref. 2	Man Ref. 3	Comments
119	C	119.43	(a)	GMM 17-1-1			The Director of Operations will maintain a complete set of operations specifications at our principal base of operations
119	C	119.43	(b)(1)	GOM Ch. 2	GOM 2-1-A	GMM 17-1-1	
119	C	119.43	(b)(2)	GOM Ch. 2	GOM 2-1-A		
119	C	119.43	(c)	GOM 2-1-A	OCM 2-4-C		

Regulation	Title	Manual Reference
121.465(a)	Aircraft Dispatcher Duty Time Limitations: Domestic and Flag Operations	GOM, page 37-5, paragraph 35
121.465(a)(1)	Aircraft Dispatcher Duty Time Limitations: Domestic and Flag Operations	GOM, page 37-6, paragraph 37

Example 2: Sample References for Regulatory Compliance

121.434 Operating Experience

1. GOM, Chapter 2, Section 2.01(D)
Training Manual, Chapter 4, Sections 4.20(A) and 4.21(B1)
- a. GOM, Chapter 2, Section 2.11(E)
Training Manual, Chapter 4, Sections 4.20(B) and 4.21(F)
- b. GOM, Chapter 2, Section 2.09(F); Chapter 3, Section 3.10 (C2a)
Training Manual, Chapter 4, Section 4.21(H)
- c. Training Manual, Chapter 4, Section 4.21(J)