



POA compliance checklist

Ref #

[chrono/record num.]

PART 21 SUBPART G PRODUCTION ORGANISATION APPROVAL COMPLIANCE CHECK LIST

Survey Ref:

Applicant Name:	Approval Ref:
Address	
Sites Assessed:	
Contact Names:	Tel No:
POATL Name:	
POAT Names:	
Exposition Title:	Exposition Ref:

Compiled By:

Signed:

Date:

Additional Information:

Note:

Once completed to be passed to the POATL and will be included as part of the applicants Compliance record.
This checklist can be initially prefilled by applicant.





POA compliance checklist	Ref # [chrono/record num.]
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Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
Design Links					
Does the applicant have suitably documented arrangements (see AMC No 2 to 21.A.133b&c) with a DOA to ensure satisfactory co-ordination including:-	133b/c	No 2 to 133b/c			
<ul style="list-style-type: none"> the timely transfer of all airworthiness and design data 	133b/c	No 1 to 133b/c			
<ul style="list-style-type: none"> the responsibilities & procedures of the applicant for developing and validating manufacturing data against design & airworthiness data supplied. 	133b/c	No 1 to 133b/c			
<ul style="list-style-type: none"> the arrangements to assist the DOA with airworthiness matters (i.e. traceability of parts & processes, retrofitting, technical information, deviations etc.) 	133b/c 139b1	No 1 to 133b/c			
<ul style="list-style-type: none"> Part 21 requirements such as 21.A.145b, 21.A165(c),(f)&(g) 	133b/c	No 1 to 133b/c			
<ul style="list-style-type: none"> the arrangements to assist the DOA in showing compliance prior to type certification 	133b/c	No 1 to 133b/c			
<ul style="list-style-type: none"> the procedures to deal adequately with non-conforming parts 	133b/c 139b1	No 1 to 133b/c			
<ul style="list-style-type: none"> the procedures to ensure config. control of parts to enable determination & identification for conformity or airworthiness release 	133b/c	No 1 to 133b/c			
<ul style="list-style-type: none"> the transfer of design data eligibility and approval status in accordance with Part 21.A.4 	133b/c4	No 1 to 133b/c4			
<ul style="list-style-type: none"> any agreement relating to Direct Delivery Authorisation, see also Part 21.A.4 	133b/c4	No 1 to 133b/c4			





POA compliance checklist

Ref #

[chrono/record num.]

Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
• Identification of conformity or airworthiness release by virtue of certification authority approval of design data	133b/c	No 1 to 133b/c			
• Which persons or offices are responsible for controlling the above arrangements and associated data	133b/c	No 1 to 133b/c			
Is all necessary airworthiness, noise, fuel venting and exhaust data received from EASA and design organisation	145b1				
Is airworthiness, noise, fuel venting and exhaust data correctly incorporated into production data.	145b2	145b2			
• Does the applicant have an adequate and effective procedure covering verification of production data with applicable airworthiness and design data.	145b2	145b2			
• Is there an adequate and effective procedure to define traceability of such data to each product, part or appliance for the purpose of certifying safe operation and conformity	145b2	145b2			
Is the above data kept up-to-date and made available to staff who need access to perform their duties	145b3				
Are test specimens and prototype models made under controlled conditions	165c	No 1 to 165c			
Is there an adequately proceduralised internal 'occurrence reporting system'	165e				





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Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
Are there adequate procedures to ensure that released parts with deviations from applicable design data are reported to the TC or design approval holder in a timely manner and :-	165f1				
<ul style="list-style-type: none"> are any of the above deviations which could lead to an unsafe condition reported to the Agency in an acceptable and timely manner (within 72 hours) 	165f2 3b				
<ul style="list-style-type: none"> when acting as a supplier to another POA, are the above reported to that POA in an acceptable and timely manner 	165f3				
Are there adequate & effective procedures for providing assistance to the holder of the TC or design approval in continuing airworthiness problems	165g				
Are the part marking requirements of Subpart Q incorporated into the applicable design data, including EPA marking if applicable	804				
Production Organisation Exposition					
Has a POE been furnished to the EASA and verified for compliance. Does it reflect the organizations' activities applicable to the scope of approval applied for	143a				
Is the POE amended as necessary to remain an up-to-date description of the organisation	143b				
Are copies of amendments supplied to the EASA	143b				





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Ref #

[chrono/record num.]

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Changes to the organisation must be notified to the EASA as soon as practicable, including change to: the organisation structure; accountable manager; EASA Form 4 nominated manager; quality system or significant change to production capacity, methods or systems.	147a	147a			
Changes in location of the manufacturing facilities must be notified to the EASA prior to the change and as soon as practicable.	148	148			
Is the POE used as a basic working document	165a	165a			
<ul style="list-style-type: none"> Has the applicant made the POE available to those staff who require it to perform their work. 	165a	165a			
<ul style="list-style-type: none"> Is there a distribution list for the POE 	165a	165a			
<ul style="list-style-type: none"> Are sub-tier procedures referred to in the POE circulated to the level required for use. 	165a	165a			
<ul style="list-style-type: none"> Are staff familiar with the POE & associated documents applicable to their tasks. 	165a	165a			
Is the production organisation maintained in accordance with the approved data and procedures	165b				
Quality System					
Has the applicant established a quality system which includes the products, parts or appliances detailed in the scope of the organisation	139a				
<ul style="list-style-type: none"> Is the quality system documented in a form which makes it easily available to personnel who need it to perform their duties 	139a	No1 to 139a			





POA compliance checklist

Ref #

[chrono/record num.]

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• Is the manager responsible for ensuring that the quality system is implemented identified	139a	No1 to 139a			
Are there adequate procedures for document issue, approval & change	139b1				
Are there adequate procedures for work performed at any location other than the approved facilities	139b1				
Are there adequate control procedures for any critical parts	139b1				
Is there an adequately proceduralised independent quality assurance function to monitor compliance with, and adequacy of, the procedures of the quality system	139b1 139b2	No1 to 139b2			
• Is quality assurance independent of the functions which it monitors	139b2	No1 to 139b2			
• Are staff able to work without technical reliance on the monitored function	139b2	No1 to 139b2			
• Does the quality assurance function perform planned continuing and systematic evaluations or audits of factors which affect conformity, airworthiness and safety of the product	139b2	No2 to 139b2			
• Does this evaluation include all elements of the quality system in order to show compliance with subpart G	139b2	No2 to 139b2			
Are quality assurance results fed back to the manager responsible for the function to ensure adequate corrective action	139b2				





POA compliance checklist

Ref # [chrono/record num.]

Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
Are quality assurance results fed back to the accountable manager to ensure adequate corrective action	139b2				
Are there sufficient competent personnel	145a	145a			
Are there adequate procedures for the completion and retention of records	139b1				
Are records kept of all work in a form acceptable to the authority	165d	165d/h			
Are there adequate & effective procedures for instituting an archiving system, including suppliers/partners/sub-contractors data, used for the purposes of conformity release and continued airworthiness	165h	165d/h			
Personnel					
What is the name of the accountable manager	145c1	145c1			
Are they aware of their responsibility to maintain the applicants organisation in accordance with the data and procedures identified in the POE	145c1				
Has the authority been delegated in writing to another person	145c1	145c1			
Do they have the necessary responsibility and authority to ensure production is performed to the required standard.	145c1	145c1			
<ul style="list-style-type: none"> Do they ensure that all necessary resources are available and properly used in order to produce in accordance with subpart G 	145c1	145c1			





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Do they have the necessary knowledge and authority to respond to the EASA on production matters	145c1	145c1			
Have a group of managers been identified as responsible to the accountable manager to ensure the organisation is, and remains, in compliance with the approval requirements	145c2	145c2			
<ul style="list-style-type: none"> do they report to, or have formally established direct access to, the accountable manager 	145c2	145c2			
<ul style="list-style-type: none"> have their responsibilities and authority been clearly identified and detailed in procedures to other staff within the organisation 	145c2	145c2			
<ul style="list-style-type: none"> have details been made available on EASA Form 4's 	145c2	145c2			
<ul style="list-style-type: none"> Is their knowledge, background and experience appropriate to their responsibilities 	145c2	145c2			
<ul style="list-style-type: none"> Does the manager responsible for monitoring the organisations compliance with subpart G (quality manager) have direct access to the accountable manager 	145c2	145c2			
Do the procedures clearly identify the appropriate authority of staff at all levels	145c3				
Is there full and effective co-ordination between staff relating to airworthiness, noise, fuel venting and exhaust emission matters	145c3				
Are there adequate resources and procedures with regard to personnel competence and qualification (part of the quality system)	139b1 145a	145a			





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Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
Certifying Staff					
Have certifying staff been clearly identified (EASA Form 1 signatories)	145d1				
• Is their background & experience appropriate to discharge their responsibilities	145d1				
• Is their number sufficient with regard to the complexity of the part and the production rate	145d1	145d1			
• Is their knowledge and experience of the production processes adequate	145d1	145d1			
• Is their knowledge of the approval requirements adequate to make releases	145d1	145d1			
Has adequate training been included for certifying staff	145d1	145d1			
Is the training updated with changes in the organisation and its technology and staff re trained as necessary	145d1	145d1			
Does training include a feedback system to maintain currency of both staff and training	145d1	145d1			
Are records available of all certifying staff detailing the following:-	145d2				
a) Name	145d2	145d2			
b) Date of birth	145d2	145d2			
c) Basic training and standard attained	145d2	145d2			
d) Specific training and standard attained	145d2	145d2			
e) Continued training (as appropriate)	145d2	145d2			





POA compliance checklist	Ref # [chrono/record num.]
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Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
f) Experience	145d2	145d2			
g) Scope of authorisation.	145d2	145d2			
h) Date of first issue	145d2	145d2			
i) Expiry date, if appropriate	145d2	145d2			
j) Identification number of authorisation.	145d2	145d2			
• Are the records for certifying staff detailed as a procedure in the quality system	145d2	145d2			
• Are certifying staff records restricted to prevent unauthorised alteration	145d2	145d2			
• Can certifying staff access their own records upon request	145d2	145d2			
• Are records maintained for at least two years following cessation of the authorisation.	145d2	145d2			
Are certifying staff provided with evidence of the scope of their authorisation	145d3				
• Does the document style make clear the scope of the authorisation	145d3	145d3			
• Is the authorisation document made available in a reasonable time	145d3	145d3			
Are there adequate procedures for the issue of airworthiness certifications (EASA Form 1)	139b1 163c				
• Are EASA Form 1s completed in accordance with Part 21 Appendix I	App I				
• Are they only signed by certifying staff	163c	163c			





POA compliance checklist

Ref #

[chrono/record num.]

Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
• Are copies of the EASA Form 1s held on file	163c	163c			
Is it ensured that each product, part or appliance is complete, conforms to the approved design data and is in a condition for safe operation before issuing a EASA Form 1 for airworthiness	165c2	No 2, 4 to 165c2			
Is it ensured that each product, part or appliance is complete and conforms to the applicable design data before issuing a EASA Form 1 for conformity and is the reason for not releasing for airworthiness indicated	165c3	No 1, 4 to 165c3			
In the case of engines is it determined that emissions requirements current at the date of manufacture are complied with when raising an EASA Form 1	165c2	No 2, 4 to 165c2			
Supplier Control					
Are there adequate procedures for vendor & subcontractor assessment, audit & control.	139b1				
• Are external suppliers identified by the quality system	139a	No2 to 139a			
• Are external suppliers controlled by using the following techniques as appropriate to ensure conformity	139a	No2 to 139a			
◊ Qualification and auditing of the suppliers system.	139a	No2 to 139a			
◊ Evaluation of capability to establish conformity to applicable design data	139a	No2 to 139a			
◊ First article inspection to verify conformity to applicable data	139a	No2 to 139a			





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◇ Incoming inspection and test where appropriate	139a	No2 to 139a			
◇ A vendor rating system which gives confidence in performance and reliability	139a	No2 to 139a			
◇ Additional work, including inspection and checks needed to enable parts to be delivered as spares, which are not included in the normal production cycle.	139a	No2 to 139a			
◇ Supplier personnel satisfy the competency standards of the applicants quality system as appropriate	139a	No2 to 139a			
◇ Quality measurements are clearly identified by the supplier	139a	No2 to 139a			
◇ Supplier records and reports showing conformity are available for review and audit	139a	No2 to 139a			
◇ Does the applicant rely on suitable documentation (EASA Form 1) from suppliers with a POA and are they identified	139a	No2 to 139a			
◇ Is the control of buyer furnished equipment included in the Quality system	139a	No2 to 139a			
Are there adequate procedures for the verification of incoming materiel against applicable design data	139b1				
Are there adequate procedures for handling, storage & packaging (by suppliers & internally)	139b1				





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Ref # [chrono/record num.]

Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
Production					
Are there adequate procedures for identification and traceability	139b1				
Are there adequate procedures for manufacturing processes	139b1				
Are there adequate procedures for inspection and test (including production flight test if applicable)	139b1				
Are there adequate procedures for calibration of tools, jigs and test equipment (traceable to national standards) and are they implemented	139b1 145a	145a			
Are adequate resources available to carrying out production under the scope of approval, with regard to:-	145a				
• Accommodation and working environment	145a	145a			
• Equipment and tools	145a	145a			
• Special processes and associated materials	145a	145a			
• NDT, welding equipment and facilities	145a	145a			
• Inspection and test equipment and facilities	145a	145a			
• Competent personnel	145a	145a			





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[chrono/record num.]

Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
Is there access and evidence of effective co-ordination between and within departments	145a	145a			
Aircraft Production					
If the applicant produces a complete aircraft, does the organisation have adequate & effective procedures for the production of a Statement of Conformity (EASA Form 52) to obtain an aircraft Certificate of Airworthiness & Noise Certificate	163b				
Are Statements of Conformity completed in accordance with Part 21 Appendix VII	App VII				
Is it ensured that each completed Aircraft conforms to the type design and is in a condition for safe operation before issuing a Statement of Conformity	165c	No 2 to 165c			
Is it ensured that the items listed in GM No 3 to 21.A.165(c) are in place prior to issue of a Statement of Conformity	165c	No 3 to 165c			
If the applicant has applied for the privilege to maintain a complete aircraft, after completion but prior to delivery, under their subpart G approval are appropriate procedures available.	163d 139b1	163d			
Do the procedures clearly state the limitation of maintenance prior to operational rules requiring maintenance by an approved maintenance organisation	163d	163d			
Where a Certificate of Release to Service is issued is it determined that the aircraft has had all necessary maintenance and is in a condition for safe operation	165i				





POA compliance checklist	Ref # [chrono/record num.]
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Activity Areas Audited	Part 21A	AMC21A	POE / Proc.	Comments	Result
If the applicant/holder has applied for the privilege to issue Permit to Fly and approval of associated flight conditions under their subpart G approval are appropriate procedures available?	163e	163e			
If the applicant/holder has not applied for privilege of approval of associated flight condition. Who is responsible for stating it? Are appropriate procedures/arrangements in place?	163e	163e			
Where PtoF issued, are Flight Conditions determined and approved?	163j 708, 710				
Where PtoF issued, is established compliance with 21.A711(b) and (d) before issuing PtoF to an aircraft? (Inspection of issued documents)	163k 711(b,d)				
Are changes and renewals of PtoF performed according to paragraphs 21.A.713 and 21.A.725?	713, 725	713			
What period is used for issued PToF? Is it in compliance with 21.A.723?	723				
Are all conditions and restrictions associated with the PtoF satisfied and maintained?	727				
Are all produced PtoF, flight conditions and associated supporting documents available to the Agency and retained?	729				

