

## EASA Part 21 - Record Keeping - 2 Days

### Introduction

Introduction 21.A.55 Record-keeping (Regulation (EU) No 69/2014)

All relevant design information, drawings and test reports, including inspection records for the product tested, shall be held by the type-certificate or restricted type-certificate holder at the disposal of the Agency and shall be retained in order to provide the information necessary to ensure the continued airworthiness, continued validity of the operational suitability data and compliance with applicable environmental protection requirements of the product.

Typical Records for Type Certificate (TC) & Supplemental Type Certificate (STC) include the following

- Copy of the type-certificate
- Copy of the type-certificate data sheet
- Environmental protection approval data
- Documents defining the type-certification basis including information to justify special conditions, equivalent safety findings and exemptions (Certification Review Items or equivalent)
- List of approved modifications,
- List of the competent authority's approved publications (Flight Manual, Repair Manual, Airworthiness Limitations, Certification Maintenance Requirements)
- Airworthiness directives
- Master Minimum Equipment List
- Maintenance Review Board Report
- Supplemental type certificate
- Environmental protection approval data
- Documents defining the certification basis including information to justify special conditions, equivalent safety findings and exemptions (Certification Review Items or equivalent)

### Who is the Course for?

The course is intended for Engineers working in Product and Design Organisation as well as Quality Specialists.

tel + 359 2 821 08 06  
 email office@sassofia.com

[www.sassofia.com](http://www.sassofia.com)

<b>Date</b>	On Demand
<b>Category</b>	Personal Development
<b>Venue</b>	On Demand
<b>Level</b>	Advanced
<b>Price</b>	On Demand

## What is the Benefit of this Training –What will I learn?

- a) Understand the different Types of Records as well as the legislation governing the regulatory obligations
- b) How to Organize Records & Ensure Security and Access Control
- c) Understand Best Practice related to Storing Electronic Record
- d) Consider Recordkeeping process and records management tools
- e) Effective Management of an Archive

## Why Should I Choose SAS for the training?

Sofema Aviation Services a Regulatory training and consulting company with 45 years of commercial aviation experience and 12 years of operational experience. Since we started we have provided certificates to approx 25,000 delegates we have grown for 2 primary reasons!

The first is that we are professional and we listen to our customers. Please visit our download area as an example of how we engage with our customer.

The second is not only the fact that our prices are far more cost-effective than our competitors it is that our discount program leaves all the others way behind – please do not take our word for it [check it out!](#)

## What Makes SAS EASA Part 21 - Record Keeping - 2 Days Different?

Because our courses are written by people who have lived through the regulations, from the introduction in the early 00's. EASA Part M is an essential regulation related to the management of the aircraft.

At Sofema Aviation Services our focus is on accepting that compliance with EASA Regulations is, in fact, minimum compliance. Interpreting the regulations in a way which enables the development and optimization of our business is where we should see an opportunity to drive efficiency and cost-saving.

tel + 359 2 821 08 06  
email [office@sassofia.com](mailto:office@sassofia.com)

[www.sassofia.com](http://www.sassofia.com)

<b>Date</b>	On Demand
<b>Category</b>	Personal Development
<b>Venue</b>	On Demand
<b>Level</b>	Advanced
<b>Price</b>	On Demand

## Detailed Content / Topics - The following Subjects will be addressed

### Day 1

- What are Records
- Types of Records
- Legislation Part-21. A.55 .....
- Organizing Records
- Security and Access Control

### Day 2

Storing Electronic Record

- Why undertakes Recordkeeping
- Roles and Responsibilities
- Recordkeeping process and records management tools
- What are Archives

## Target groups

The training is suitable for expanding the skills of Engineers in Working for Product Organisation, CVE, Quality Personnel.

## Pre-requisites

A background in aviation environment.

During the course each participant must have their own computer or personal device.

## Learning Objectives

To consider the various challenges which an organization faces on an ongoing basis about Record Keeping and related phases.

tel + 359 2 821 08 06  
email office@sassofia.com

[www.sassofia.com](http://www.sassofia.com)

<b>Date</b>	On Demand
<b>Category</b>	Personal Development
<b>Venue</b>	On Demand
<b>Level</b>	Advanced
<b>Price</b>	On Demand

## What do People Say about Sofema Aviation Services Training?

*"If we didn't understand something, the instructor would always explain it to us again."*

*"The instructor is an extremely knowledgeable person."*

*"I am fully satisfied with the course structure."*

*"The instructor explained very well and with enthusiasm the subject matter."*

*"The form of the training was excellent and in sync with the needs of the trainees."*

### Duration

2 days – Start at 09.00 and finish at 17.00, with appropriate refreshment breaks.

To register for this training, please email [office@sassofia.com](mailto:office@sassofia.com) or Call +359 28210806

tel + 359 2 821 08 06  
email [office@sassofia.com](mailto:office@sassofia.com)

[www.sassofia.com](http://www.sassofia.com)

<b>Date</b>	On Demand
<b>Category</b>	Personal Development
<b>Venue</b>	On Demand
<b>Level</b>	Advanced
<b>Price</b>	On Demand