**PART 21 SUBPART G PRODUCTION ORGANISATION APPROVAL COMPLIANCE CHECK LIST**

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| **Applicant Name:** | Text… | **Approval Ref:** | Text… |
| **Address:** | Text... | | |
| **Site(s) assessed:** | Text… | | |
| **Contact Names:** | Text… | **Tel No:** | Text… |
| **POATL Name:** | Text… | | |
| **POAT Names:** | Text… | | |
| **Exposition Title:** | Text… | **Exposition Ref:** | Text… |

**Additional Information:**

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| **SUBPART A - GENERAL PROVISIONS** | | | | | |
| **21.A.3A Failures, malfunctions and defects** | | | | | |
| 21.A.3A(a) | System for Collection, Investigation and Analysis of Data  The holder of a type-certificate, restricted type-certificate, supplemental type-certificate, European Technical Standard Order (ETSO) authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Regulation shall have a system for collecting, investigating and analysing reports of and information related to failures, malfunctions, defects or other occurrences which cause or might cause adverse effects on the continuing airworthiness of the product, part or appliance covered by the type-certificate, restricted type-certificate, supplemental type-certificate, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Regulation. Information about this system shall be made available to all known operators of the product, part or appliance and, on request, to any person authorised under other associated implementing Regulations. | N/A | - | - | - |
| AMC1 to 21.A.3A(a) | Collection, investigation and analysis of data related to Flammability Reduction Means (FRM) reliability  Holders of a type certificate, restricted type certificate, supplemental type certificate and of any other relevant approval deemed to have been issued under Part 21 and which have included a FRM in their design should assess on an ongoing basis the effects of aeroplane component failures on FRM reliability. This should be part of the system for collection, investigation and analysis of data required by 21.A.3(a). The applicant/holder should do the following:  (a) Demonstrate effective means to ensure collection of FRM reliability data. The means should provide data affecting FRM reliability, such as component failures.  (b) Unless alternative reporting procedures are approved by the Agency, provide a report to the EASA every six months for the first five years after service introduction. After that period, continued reporting every six months may be replaced with other reliability tracking methods found acceptable to the Agency or eliminated if it is established that the reliability of the FRM meets, and will continue to meet, the exposure specifications of paragraph M25.1 of appendix M to CS25.  (c) Develop service instructions or revise the applicable aeroplane manual, according to a schedule approved by the Agency, to correct any failures of the FRM that occur in service that could increase any fuel tank’s Fleet Average Flammability Exposure to more than that specified by paragraph M25.1 of appendix M to CS25. | - | - | - | - |
| AMC2 to 21.A.3A(a) | (1) Holders of a type-certificate, restricted type-certificate, supplemental type-certificate or any other relevant approval deemed to have been issued under Part 21 and which includes extended range operation with two-engined aeroplane (ETOPS) capability should implement a specific tracking, reporting and resolution system for ETOPS significant occurrences, suitable to ensure the initial and continued fleet compliance with the applicable ETOPS reliability objectives. This system should be part of the system for collection, investigation and analysis of data required by 21.A.3A(a).  Appropriate coordination should exist between Engine TC holder, propeller TC holder and APU ETSO authorisation holder with the aircraft TC holder to ensure compliance with the ETOPS reliability objectives.  (2) For tracking, reporting and resolution of ETOPS significant occurrences refer to the latest edition of AMC 20-6  (see AMC-20 document). | - | - | - | - |
| AMC3 to 21.A.3A(a) | Failures, malfunctions and defects  INVESTIGATION AND ANALYSIS  The ‘collection’, ‘investigation’ and ‘analysis’ functions of the system should include specific means to analyse the collected failures, malfunctions, defects or other occurrences, and the related available information, to identify adverse trends, to investigate the associated root cause(s), and to establish any necessary corrective action(s). It should also allow the determination of reportable occurrences as required under point 21.A.3A(b) — see GM 21.A.3A(b). In addition, for parts whose failure could lead to an unsafe condition, the ‘analysis’ function of the system should ensure that reports and information sent, or available, to the design approval holder are fully investigated so that the full nature of any damage, malfunction, or defect and its effect on continuing airworthiness is understood. This may then result in changes to the design, to the instructions for continued airworthiness (ICAs), and/or in establishing a mitigation plan to prevent or minimise such occurrences in the future, as necessary, and is not limited to those requiring the involvement of EASA under point 21.A.3A(c). | - | - | - | - |
| GM 21.A.3A(a) | Failures, malfunctions and defects  GENERAL  The word “collection” means, the setting up, of systems and procedures which will enable relevant failures, malfunctions and defects, or other occurrences, to be properly reported when they occur. Considerations for the collection of information related to failures, malfunctions and defects, or other occurrences, should include the analysis of failure rates, the early rejection of parts from service, and comparison with the certification assumptions. In the context of point 21.A.3A(a), the phrase ‘[…] or any other relevant approval deemed […]’ refers to ‘grandfathered’ design approvals under Part 21, as defined in Article 3 of Regulation (EU) No 748/2012.  Approval holders of minor changes and minor repairs do not have to comply with the requirements in point 21.A.3A(a), since according to the classification criteria for design changes and repairs (see points 21.A.91 and 21.A.435), minor changes and minor repairs have no appreciable effect on the characteristics affecting the airworthiness of the product. | - | - | - | - |
| 21.A.3A(b) | Reporting to the Agency  1. The holder of a type-certificate, restricted type-certificate, supplemental type-certificate, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Regulation shall report to the Agency any failure, malfunction, defect or other occurrence of which it is aware related to a product, part, or appliance covered by the type-certificate, restricted type-certificate, supplemental type-certificate, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under this Regulation, and which has resulted in or may result in an unsafe condition. | N/A | - | - | - |
| 2. These reports shall be made in a form and manner established by the Agency, as soon as practicable and in any case dispatched not later than 72 hours after the identification of the possible unsafe condition, unless exceptional circumstances prevent this. | Choose | …. | 01.Jän.2000 | Referred to in 21.A.165 (f)(2)  …. |
| GM 21.A.3A(b) | Failures, malfunctions and defects  OCCURRENCE REPORTING  For guidance on the reporting of failures, malfunctions, defects or other occurrences which have resulted or may result in an unsafe condition, refer to the latest edition of AMC 20-8. The GM available to determine an unsafe condition in accordance with 21.A.3B(b)  could be considered to the extent that 21.A.3A(b)(1) also requires the reporting of occurrences that  may result in an unsafe condition. | - | - | - | - |
| AMC  21.A.3A(b)(2) | Reporting to the Agency  Within the overall limit of 72 hours the degree of urgency for submission of a report should be determined by the level of hazard judged to have resulted from the occurrence.  Where an occurrence is judged by the person identifying the possible unsafe condition to have resulted in an immediate and particularly significant hazard the Agency (or the competent authority of the Member State as required) expects to be advised immediately and by the fastest possible means (telephone, fax, email, telex, etc.) of whatever details are available at that time. This initial report must be followed up by a full written report within 72 hours. A typical example would be an uncontained engine failure resulting in damage to aircraft primary structure.  Where the occurrence is judged to have resulted in a less immediate and less significant hazard, report submission may be delayed up to the maximum of three days in order to provide more details. | - | - | - | Refer also  to Reg. (EU) No 376/2014 and  Reg. (EU) 2015/1018 |

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| 21.A.3A(c) | Investigation of Reported Occurrences  1.  When an occurrence reported under point (b), or under points 21.A.129(f)(2) or 21.A.165(f)(2) results from a deficiency in the design, or a manufacturing deficiency, the holder of the type-certificate, restricted type-certificate, supplemental type-certificate, major repair design approval, ETSO authorisation, or any other relevant approval deemed to have been issued under this Regulation, or the manufacturer as appropriate, shall investigate the reason for the deficiency and report to the Agency the results of its investigation and any action it is taking or proposes to take to correct that deficiency.  2. If the Agency finds that an action is required to correct the deficiency, the holder of the type-certificate, restricted  type-certificate, supplemental type-certificate, major repair design approval, ETSO authorisation, or any other relevant approval deemed to have been issued under this Regulation, or the manufacturer as appropriate, shall submit the relevant data to the Agency. | Choose | …. | 01.Jän.2000 | …. |
| **21.A.3B Airworthiness directives** | | | | | |
| 21.A.3B(a) | An airworthiness directive means a document issued or adopted by the Agency which mandates actions to be performed on an aircraft to restore an acceptable level of safety, when evidence shows that the safety level of this aircraft may otherwise be compromised. | N/A | - | - | - |
| 21.A.3B(b) | The Agency shall issue an airworthiness directive when:  1. an unsafe condition has been determined by the Agency to exist in an aircraft, as a result of a deficiency in the aircraft, or an engine, propeller, part or appliance installed on this aircraft; and  2. that condition is likely to exist or develop in other aircraft. | N/A | - | - | - |
| AMC1 to 21.A.3B(b) | Failure, malfunctions and defects:  UNSAFE CONDITION  An unsafe condition exists if there is factual evidence (from service experience, analysis or tests) that:   1. An event may occur that would result in fatalities, usually with the loss of the aircraft, or reduce the capability of the aircraft or the ability of the crew to cope with adverse operating conditions to the extent that there would be:  * A large reduction in safety margins or functional capabilities, or * Physical distress or excessive workload such that the flight crew cannot be relied upon to perform their tasks accurately or completely, or * Serious or fatal injury to one or more occupants   unless it is shown that the probability of such an event is within the limit defined by the applicable airworthiness requirements, or   1. There is an unacceptable risk of serious or fatal injury to persons other than occupants, or 2. Design features intended to minimise the effects of survivable accidents are not performing their intended function.   Note 1: Non-compliance with applicable airworthiness requirements is generally considered as an unsafe condition, unless it is shown that possible events resulting from this non-compliance do not constitute an unsafe condition as defined under paragraphs (a), (b) and (c).  Note 2: An unsafe condition may exist even though applicable airworthiness requirements are complied with.  Note 3: The above definition covers the majority of cases where the Agency considers there is an unsafe condition. There may be other cases where overriding safety considerations may lead the Agency to issue an airworthiness directive.  Note 4: There may be cases where events can be considered as an unsafe condition if they occur too frequently (significantly beyond the applicable safety objectives) and could eventually lead to consequences listed in paragraph (a) in specific operating environments. Although having less severe immediate consequences than those listed in paragraph (a), the referenced events may reduce the capability of the aircraft or the ability of the crew to cope with adverse operating conditions to the extent that there would be, for example, a significant reduction in safety margins or functional capabilities, a significant increase in crew workload, or in conditions impairing crew efficiency, or discomfort to occupants, possibly including injuries. | - | - | - | - |
| GM1 to 21.A.3B(b) | Failures, malfunctions and defects  *Refer to latest Issue of AMC & GM* | - | - | - | - |
| 21.A.3B(c) | When an airworthiness directive has to be issued by the agency to correct the unsafe condition referred to in point (b), or to require the performance of an inspection, the holder of the type-certificate, restricted type-certificate, supplemental  type-certificate, major repair design approval, ETSO authorisation or any other relevant approval deemed to have been issued under this Regulation, shall:  1. Propose the appropriate corrective action or required inspections, or both, and submit details of these proposals to the Agency for approval.  2. Following the approval by the Agency of the proposals referred to under point (1), make available to all known operators or owners of the product, part or appliance and, on request, to any person required to comply with the airworthiness directive, appropriate descriptive data and accomplishment instructions. | N/A | - | - | - |
| 21.A.3B(d) | An airworthiness directive shall contain at least the following information:  1. An identification of the unsafe condition;  2. An identification of the affected aircraft;  3. The action(s) required;  4. The compliance time for the required action(s);  5. The date of entry into force. | N/A | - | - | - |
| GM  21.A.3B(d)(4) | Defect correction – Sufficiency of proposed corrective action  This GM provides guidelines to assist in establishing rectification campaigns to remedy discovered defects.  Doc. (Risk / Statistic) too extensive 🡪 see AMC & GM for Part 21 \*  \* incl. AMC 21.A.3B(b) Unsafe condition  \* incl. GM 21.A.3B(b) Determination of an unsafe condition | - | - | - | …. |

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| **21.A.4 Coordination between design and production** | | | | | |
| Each holder of a type-certificate, restricted type-certificate, supplemental type-certificate, ETSO authorisation, approval of a change to type design or approval of a repair design, shall collaborate with the production organisation as necessary to ensure:  a) The satisfactory coordination of design and production required by 21.A.122, 21.A.130(b)3 and (4), 21.A.133 and 21.A.165(c)(2) and (3) as appropriate, and;  b) The proper support of the continued airworthiness of the product, part or appliance. | | Choose | …. | 01.Jän.2000 | …. |
| AMC 21.A.4 | Transferring of information on eligibility and approval status from the design holder to Production organisations  Where there is a need to provide (normally outside the design organisation) a visible statement of approved design data or airworthiness, operational suitability or environmental protection data associated with the approved design data, the following minimum information must be provided. The need for a visible statement may be in relation to Company holding a production organisation approval (POA) in relation to 21A.163(c).  The procedures related to the use of forms or other electronic means to provide this information must be agreed with the Agency.  Information to be provided:  Company Name: the name of the responsible design organisation (TC, STC, approval of repair or minor change design, ETSO authorisation holder) issuing the information.  Date: the date at which the information is released.  Eligibility: indicate the specific products or articles, in case of ETSO authorisation, for which data have been approved.  Identification: the part number of the part or appliance. Preference should be given to the use of the Illustrated Parts Catalogue (IPC) designation. Alternatively the reference to the instruction for continued airworthiness (e.g., SB, AMM, etc.) could be stated. Marking requirements of Part 21 Section A Subpart Q should be taken into account.  Description: the name or description of the part or document should be given. In the case of a part or appliance preference should be given to use of IPC designation. The description is to include reference to any applicable ETSO authorisation or EPA marking, or previous national approvals still valid.  Purpose of data: the reason for the provision of the information should be stated by the design approval holder.  Examples:  a) Provision of approved design data to a production organisation to permit manufacture (AMC No 1 to 21A.133(b) and (c))  b) Information regarding eligibility for installation (replacement parts, repair, modification, etc.)  c) Direct Delivery Authorisation (AMC No 1 to 21A.133(b) and (c))  If the data is in support of a change or repair, then reference to the aircraft level approval should be given (make reference to the approved STC, change or repair).  Limitations/Remarks: state any information, either directly or by reference to supporting documentation that identifies any particular data or limitations (including specific importing requirements) needed by a production organisation to complete Block 12 of the EASA Form 1  Approval: provide reference information related to the approval of the data (Agency document or DOA privilege).  Authorised signature: name and hand-written normal or electronic signature of a person who has written authority from the design organisation, as indicated in the procedures agreed with the Agency. | Choose | …. | 01.Jän.2000 | …. |

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| **SUBPART G - PRODUCTION ORGANISATION APPROVAL** | | | | | |
| **21.A.131 Scope** | | | | | |
| This Subpart establishes: | | | | | |
| 21.A.131(a) | The procedure for the issuance of a production organisation approval for a production organisation showing conformity of products, parts and appliances with the applicable design data. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.131(b) | The rules governing the rights and obligations of the applicant for, and holders of, such approvals. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.131 | The AMC-ELA in this Subpart provide acceptable means of compliance for the issuance of a production organisation approval for organisations that produce  — aeroplanes that are within the scope of CS-LSA, CS-VLA and CS-23 level 1;  — sailplanes or powered sailplanes that are within the scope of CS-22; or  — balloons, hot-air airships and gas airships that are ELA2 aircraft,  that are not classified as complex motor-powered aircraft, as well as products or parts used on these products. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.131 | Scope — General applicability of AMC-ELA and the use of AMC-ELA as a baseline outside its scope  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM-ELA2  21.A.131 | Scope — AMC-ELA as a complete, self-contained set of AMC  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM-ELA3  21.A.131 | Scope — Applicable design data  GM 21.A.131 applies. | - | - | - | …. |
| GM-ELA4  21.A.131 | Scope — Explanation of terms used in AMC-ELA  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM 21.A.131 | Scope: Applicable design data  Applicable design data is defined as all necessary drawings, specifications and other technical information provided by the applicant for, or holder of a design organisation approval, TC, STC, approval of repair or minor change design, or ETSO and released in a controlled manner to a production organisation approval holder. This should be sufficient for the development of production data to enable repeatable manufacture to take place in conformity with the design data. Prior to issue of the TC, STC, approval of repair or minor change design or ETSO authorisation, or equivalent, design data is defined as  “not approved” but parts and appliances may be released with an EASA Form 1 as a certificate of conformity. After issue of the TC, STC, approval of repair or minor change or ETSO authorisation, or equivalent, this design data is defined as „approved“ and items manufactured in conformity are eligible for release on an EASA Form 1 for airworthiness purposes. For the purpose of Subpart G of Part 21 the term `applicable design data´ includes the information related to the applicable engine exhaust emissions and aeroplane CO2 emissions production cut-off requirements. | - | - | - | …. |
| **21.A.133 Eligibility** | | | | | |
| Any natural or legal person (‘organisation’) shall be eligible as an applicant for an approval under this Subpart. The applicant shall: | | | | | |
| 21.A.133(a) | justify that, for a defined scope of work, an approval under this Subpart is appropriate for the purpose of showing conformity with a specific design; and | Choose | …. | 01.Jän.2000 | …. |
| GM  21.A.133(a) | Eligibility – Approval appropriate for showing conformity  ‘Appropriate’ should be understood as follows:  • The applicant produces or intends to produce aeronautical products, parts, and/or appliances intended for airborne use as part of a type-certificated product (this excludes simulators, ground equipment and tools).  • The applicant will be required to show a need for an approval, normally based on one or more of the following criteria:  1 Production of aircraft, engines or propellers (except if the Competent Authority considers a POA inappropriate)  2 Production of ETSO articles and parts marked EPA  3 Direct delivery to users such as owners or operators maintenance organisations with the need for exercising the privileges of issuing Authorised Release Certificates - EASA Form 1  4 Participation in an international co-operation program where working under an approval is considered necessary by the Competent Authority  5 Criticality and technology involved in the part, or appliance being manufactured. Approval in this case may be found by the Competent Authority as the best tool to exercise its duty in relation to airworthiness control  6 Where an approval is otherwise determined by the Competent Authority as being required to satisfy the essential requirements of Annex I to the Regulation (EC) No 216/2008.  • It is not the intent of the Competent Authority to issue approvals to manufacturing firms that perform only sub-contract work for main manufacturers of products and are consequently placed under their direct surveillance.  • Where standard parts, materials, processes or services are included in the applicable design data (see guidance on applicable design data in GM 21A.131) their standards should be controlled by the POA holder in a manner which is satisfactory for the final use of the item on the product, part or appliance. Accordingly, the manufacturer or provider of the following will not at present be considered for production organisation approval:  • consumable materials  • raw materials  • standard parts   * parts identified in the product support documentation as ‘industry supply’ or ‘no hazard’ * non-destructive testing or inspection * processes (heat treatment, surface finishing, shot peening, etc.) | - | - | - | …. |
| 21.A.133(b) | hold or have applied for an approval of that specific design; or | Choose | …. | 01.Jän.2000 | …. |
| 21.A.133(c) | have ensured, through an appropriate arrangement with the applicant for, or holder of, an approval of that specific design, satisfactory coordination between production and design. | Choose | …. | 01.Jän.2000 | …. |
| AMC1 to 21.A.133(b) and (c) | Eligibility – Link between design and production organisations  An arrangement is considered appropriate if it is documented and satisfies the Competent Authority that co-ordination is satisfactory. To achieve satisfactory coordination the documented arrangements must at least define the following aspects irrespective of whether the two organisations are separate legal entities or not:  • The responsibilities of a design organisation which assure correct and timely transfer of up-to-date airworthiness data (e.g., drawings, material specifications, dimensional data, processes, surface treatments, shipping conditions, quality requirements, etc.)  • The responsibilities and procedures of a POA holder/applicant for developing, where applicable, its own manufacturing data in compliance with the airworthiness data package  • The responsibilities of a POA holder/applicant to assist the design organisation in dealing with continuing airworthiness matters and for required actions (e.g., traceability of parts in case of direct delivery to users, retrofitting of modifications, traceability of processes’ outputs and approved deviations for individual parts as applicable, technical information and assistance, etc.)  • The scope of the arrangements must cover Part 21 Subpart G requirements and associated AMC and GM, in particular: 21.A.145(b), 21.A.165(c), (f) and (g)  • The responsibilities of a POA holder/applicant, in case of products prior to type certification to assist a design organisation in demonstrating compliance with CS (access and suitability of production and test facilities for manufacturing and testing of prototype models and test specimen)  • The procedures to deal adequately with production deviations and non-conforming parts  • The procedures and associated responsibilities to achieve adequate configuration control of manufactured parts,  to enable the production organisation to make the final determination and identification for conformity or airworthiness release and eligibility status  • The identification of the responsible persons/offices who control the above  • The acknowledgment by the holder of the TC/STC/repair or change approval/ETSO authorisation that the approved design data provided, controlled and modified in accordance with the arrangement are recognised as approved.  In many cases the production organisation may receive the approved design data through an intermediate production organisation. This is acceptable provided an effective link between the design approval holder and the production organisation can be maintained to satisfy the intent of 21.A.133.  When the design and production organisations are two separate legal entities a Direct Delivery Authorisation must be available for direct delivery to end users in order to guarantee continued airworthiness control of the released parts and appliances.  Where there is no general agreement for Direct Delivery Authorisation, specific permissions may be granted (refer to  AMC 21.A.4). | Choose | …. | 01.Jän.2000 | …. |
| AMC2 to 21.A.133(b) and (c) | Eligibility – Link between design and production organisations  In accordance with AMC No 1 to 21.A.133(b) and (c) the POA holder must demonstrate to the Competent Authority that  it has entered into an arrangement with the design organisation. The arrangement must be documented irrespective of whether the two organisations are separate legal entities or not.  The documented arrangement must facilitate the POA holder to demonstrate compliance with the requirement of 21.A.133(b) and (c) by means of written documents agreed.  In the case where the design organisation and POA holder are part of the same legal entity these interfaces may be demonstrated by company procedures accepted by the Competent Authority.  In all other cases to define such a design/production interface the following sample format is offered:  *🡺 For sample form of arrangement refer to the AMC*  Instructions for completion:  Title: The title of the relevant document must clearly indicate that it serves the purpose of a design/production interface arrangement in accordance with 21.A.133(b) and (c).  Commitment: The document must include the basic commitments between the design organisation and the POA holder as addressed in AMC 21.A.4 and AMC No 1 to 21.A.133(b) and (c).  Relevant Procedures: Identify an entry point into the documentary system of the organisations with respect to the implementation of the arrangement (for example a contract, quality plan, handbooks, common applicable procedures, working plans etc.).  Scope of arrangement: The scope of arrangement must state by means of a list or reference to relevant documents those products, parts or appliances that are covered by the arrangement.  Transfer of applicable design data: Identify the relevant procedures for the transfer of the applicable design data required by 21.A.131 and AMC 21.A.131 from the design organisation to the POA holder. The means by which the design organisation advises the POA holder whether such data is approved or not approved must also be identified (ref. 21.A.4/AMC 21.A.4).  Direct Delivery Authorisation: Where the design organisation and the POA holder are separate legal entities the arrangement must clearly identify whether authorisation for direct delivery to end users is permitted or not.  Where any intermediate production/design organisations are involved in the chain between the original design organisation and the POA holder evidence must be available that this intermediate organisation has received authority from the design organisation to grant Direct Delivery Authorisation.  Signature: AMC No 1 to 21.A.133(b) and (c) requests the identification of the responsible persons/offices who control the commitments laid down in the arrangement. Therefore the basic document must be signed mutually by the authorised representatives of the design organisation and the POA holder in this regard. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.133(c) | Eligibility — Link between design and production  The link between design and production is appropriately arranged when the organisation responsible for production and the one responsible for design both work within one consolidated team. The following documented arrangement may be used between the production organisation and the applicant for, or the holder of, a type design, in order to record their respective responsibilities.  For the Arrangement see Details in ED Decision 2019/003/R | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA2  21.A.133(c) | Eligibility — Link between design and production  If the approval is held or is applied for by a different entity, and the work is not performed by one consolidated team, an arrangement in accordance with AMC-ELA No 1 to 21.A.133(c) is not sufficient. The roles and responsibilities for the coordination between the design and production staff (in both directions) need to be established. This may be achieved, for example, by simple flow chart definitions supported by strong, self-explanatory forms, or by task descriptions of responsible functions in the organisation, or by equivalent means. IT-based enterprise resource planning (ERP) systems can be used to ensure and to demonstrate that there is a correct flow of information on the basis of defined and visible workflows with assigned roles and release gates, without any further need for written definitions. Further means with a comparable effect are possible. Internal and external audits can verify that the coordination functions properly. | Choose | …. | 01.Jän.2000 | …. |

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| **21.A.134 Application** | | | | | |
| Each application for a production organisation approval shall be made to the Competent Authority in a form and manner established by that authority, and shall include an outline of the information required by point 21.A.143 and the terms of approval requested to be issued under point 21.A.151. | | Choose | …. | 01.Jän.2000 | …. |
| GM 21.A.134 | Application – Application form and manner  EASA Form 50 (see AMC 21B.220(c)) should be obtained from the Competent Authority, and completed by the accountable manager of the organisation.  The completed form, an outline of the production organisation exposition, and details of the proposed terms of approval are to be forwarded to the Competent Authority. | - | - | - | …. |
| GM-ELA1  21.A.134 | Scope — Application  GM 21.A.134 applies. | - | - | - | …. |
| **21.A.135 Issue of production organisation approval** | | | | | |
| An organisation shall be entitled to have a production organisation approval issued by the Competent Authority when it has demonstrated compliance with the applicable requirements under this Subpart. | | Choose | …. | 01.Jän.2000 | …. |
| **21.A.139 Quality System** | | | | | |
| GM1 to 21.A.139 | The use of information and communication technologies (ICT) for performing remote audits  *Refer to latest Issue of AMC & GM* |  |  |  |  |
| 21.A.139(a) | The production organisation shall demonstrate that it has established and is able to maintain a quality system. The quality system shall be documented. This quality system shall be such as to enable the organisation to ensure that each product, part or appliance produced by the organisation or by its partners, or supplied from or subcontracted to outside parties, conforms to the applicable design data and is in condition for safe operation, and thus exercise the privileges set forth in point 21.A.163. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.139(a) | Quality system  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM-ELA2  21.A.139(a) | Quality system  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM1 to 21.A.139(a) | Quality System  The quality system is an organisational structure with responsibilities, procedures, processes, and resources which implement a management function to determine and enforce quality principles.  The quality system should be documented in such a way that the documentation can be made easily available to personnel who need to use the material for performing their normal duties, in particular:  • procedures, instructions, data to cover the issues of 21.A.139(b)(1) are available in a written form,  • distribution of relevant procedures to offices/persons is made in a controlled manner,  • procedures which identify persons responsible for the prescribed actions are established,  • the updating process is clearly described.  The manager responsible for ensuring that the quality system is implemented and maintained should be identified.  The Competent Authority will verify on the basis of the exposition and by appropriate investigations that the production organisation has established and can maintain their documented quality system. | - | - | - | …. |
| GM2 to 21.A.139(a) | Quality System – Conformity of supplied parts or appliances  The POA holder is responsible for determining and applying acceptance standards for physical condition, configuration status and conformity of supplied products, parts or appliances, whether to be used in production or delivered to customers as spare parts. This responsibility also includes BFE (Buyer Furnished Equipment) item.  To discharge this responsibility the quality system needs an organisational structure and procedures to adequately control external suppliers.  Control can be based upon use of the following techniques (as appropriate to the system or product orientation necessary to ensure conformity).   * + - qualification and auditing of supplier’s quality system,     - evaluation of supplier capability in performing all manufacturing activities, inspections and tests necessary to establish conformity of parts or appliances to type design,     - first article inspection, including destruction if necessary, to verify that the article conforms to the applicable data for new production line or new supplier,     - incoming inspections and tests of supplied parts or appliances that can be satisfactorily inspected on receipt,     - identification of incoming documentation and data relevant to the showing of conformity to be included in the certification documents,     - a vendor rating system which gives confidence in the performance and reliability of this supplier,     - any additional work, tests or inspection which may be needed for parts or appliances which are to be delivered as spare parts and which are not subjected to the checks normally provided by subsequent production or inspection stages. * The POA holder may rely on inspection/tests performed by supplier if it can establish that:   + - personnel responsible in charge of these tasks satisfy the competency standards of the POA quality system,     - quality measurements are clearly identified,     - the records or reports showing evidence of conformity are available for review and audit.   The control of suppliers holding a POA for the parts or appliances to be supplied can be reduced, to a level at which a satisfactory interface between the two quality systems can be demonstrated. Thus, for the purpose of showing conformity, a POA holder can rely upon documentation for parts or appliances released under a suppliers 21.A.163 privileges.  A supplier who does not hold a POA is considered as a sub-contractor under the direct control of the POA quality system.  The POA holder retains direct responsibility for inspections/tests carried out either at its own facilities or at supplier’s facilities. | - | - | - | …. |
| 21.A.139(b) | The quality system shall contain:  1. As applicable within the scope of approval, control procedures for: | Choose | …. | 01.Jän.2000 | …. |
| (i) Document issue, approval, or change. | Choose | …. | 01.Jän.2000 | …. |
| (ii) Vendor and subcontractor assessment audit and control. | Choose | …. | 01.Jän.2000 | …. |
| (iii) Verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data. | Choose | …. | 01.Jän.2000 | …. |
| (iv) Identification and traceability. | Choose | …. | 01.Jän.2000 | …. |
| (v) Manufacturing processes. | Choose | …. | 01.Jän.2000 | …. |
| (vi) Inspection and testing, including production flight tests. | Choose | …. | 01.Jän.2000 | …. |
| (vii) Calibration of tools, jigs, and test equipment. | Choose | …. | 01.Jän.2000 | …. |
| (viii) Non conforming item control. | Choose | …. | 01.Jän.2000 | …. |
| (ix) Airworthiness coordination with the applicant for, or holder of, the design approval. | Choose | …. | 01.Jän.2000 | …. |
| (x) Records completion and retention. | Choose | …. | 01.Jän.2000 | …. |
| (xi) Personnel competence and qualification. | Choose | …. | 01.Jän.2000 | …. |
| (xii) Issue of airworthiness release documents. | Choose | …. | 01.Jän.2000 | …. |
| (xiii) Handling, storage and packing. | Choose | …. | 01.Jän.2000 | …. |
| (xiv) Internal quality audits and resulting corrective actions. | Choose | …. | 01.Jän.2000 | …. |
| (xv) Work within the terms of approval performed at any location other than the approved facilities. | Choose | …. | 01.Jän.2000 | …. |
| (xvi) Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation. | Choose | …. | 01.Jän.2000 | …. |
| (xvii) Issue of permit to fly and approval of associated flight conditions. | Choose | …. | 01.Jän.2000 | …. |
|  | The control procedures need to include specific provisions for any critical parts. | Choose | …. | 01.Jän.2000 | …. |

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| AMC1 to 21.A.139 (b)(1)(ii) | Vendor and sub-contractor assessment, audit and control – Production Organisation Approval (POA) holder using documented arrangements with other parties for assessment and surveillance of a supplier.  (1) General  Note:  For the purpose of this AMC, vendors and sub-contractors are hereafter referred to as "suppliers", regardless of whether or not they hold a POA and audit and control is hereafter referred to as "surveillance".  The production organisation is required by Part 21 to demonstrate that it has established and maintains a quality system that enables the organisation to ensure that each item produced conforms to the applicable design data and is in a condition for safe operation. To discharge this responsibility, the quality system should have, among other requirements, procedures to adequately carry out the assessment and surveillance of suppliers.  The use of Other Parties (OP), such as a consulting firm or quality assurance company, for supplier assessment and surveillance does not exempt the POA holder from its obligations under 21.A.165. The supplier assessment and surveillance, corrective action and follow-up activity conducted at any of its supplier’s facilities may be performed by OP.  The purpose of using an OP cannot be to replace the assessment, audit and control of the POA Holder. It is to allow an element (i.e. the assessment of the quality system) to be delegated to another organisation under controlled conditions.  The use of OP to perform supplier assessments and surveillance should be part of the production organisation quality system and fulfil the conditions of this AMC.  This AMC is applicable to a method whereby a POA holder has a documented arrangement with OP for the purpose of assessing and/or surveying a POA's supplier.  (2) Approval by the Competent Authority.  Implementing or changing procedures for using OP for supplier assessment and surveillance is a significant change to the quality system and requires approval in accordance with 21.A.147.  (3) Conditions and criteria for the use of OP to perform supplier assessment and surveillance.  (a) The POA holder should include the use of OP for supplier assessment and surveillance in the POA holders’ quality system to demonstrate compliance with the applicable requirements of Part 21.  (b) Procedures required for using OP for supplier assessment and surveillance should be consistent with other procedures of the POA holders’ quality system.  (c) Procedures of the POA holder that uses OP to perform supplier assessment and surveillance should include the following:  1- Identification of the OP that will conduct supplier assessment and surveillance.  2- A listing of suppliers under surveillance by the OP. This listing should be maintained by the POA holder and made available to the Competent Authority upon request.  3- The method used by the POA holder to evaluate and monitor the OP. The method should include the following as a minimum:  (i) Verification that standards and checklists used by the OP are acceptable for the applicable scope.  (ii) Verification that the OP is appropriately qualified and have sufficient knowledge, experience and training to perform their allocated tasks.  (iii) Verification that the OP surveillance frequency of the suppliers is commensurate with the complexity of the product and with the surveillance frequency established by the POA holder’s suppliers control programme.  (iv) Verification that the suppliers’ assessment and surveillance is conducted on-site by the OP.  (v) Verification that the OP has access to applicable proprietary data to the level of detail necessary to survey suppliers functions.  Where the POA holder uses an OP accredited by a signatory to the European cooperation for Accreditation (EA) Multilateral Agreement and working in accordance with an aviation standard (e.g. EN 9104 series of requirements) that describes requirements for the other party assessment and surveillance, the items (ii) and (iv) shall be deemed to be complied with.  4- A definition to what scope the OP will conduct suppliers surveillance on behalf of the POA holder. If the OP replaces surveillance in part, the POA holder should identify the functions that will continue to be surveyed by the POA holder.  5- The procedures used by the OP to notify the POA holder of non-conformities discovered at the suppliers facility, corrective action and follow-up.  (d) The POA should make arrangements that allow the Competent Authority to make investigation in accordance with 21.A.157 to include OP activities. | Choose | …. | 01.Jän.2000 | …. |
| AMC2 to 21.A.139  (b)(1)(ii) | Vendor and sub-contractor assessment, audit and control - Production Organisation Approval (POA) holder using other party supplier certification  (1) General  Note  For the purpose of this AMC, vendors and sub-contractors are hereafter referred to as "suppliers", regardless of whether or not they hold a POA and audit and control is hereafter referred to as "surveillance".  Other party supplier certification is a method whereby a supplier contracts with an appropriately recognised or accredited Other Party (OP) for the purpose of obtaining a certification from that OP. Certification indicates that the supplier has satisfactorily demonstrated to meet the applicable standard on a continuing basis. OP certification results in placing the supplier on the OP list of certified organisations, or in the supplier receiving a certificate identifying the requirements that have been met. Periodic follow-up evaluations are conducted by the OP to verify continued compliance with the requirements of the applicable standard.  The production organisation is required by Part 21 to demonstrate that it has established and maintains a quality system that enables the organisation to ensure that each item produced conforms to the applicable design data and is in a condition for safe operation. To discharge this responsibility, the quality system should have, among other requirements, procedures to adequately carry out the assessment and surveillance of suppliers.  The assessment and surveillance of suppliers by an OP should be deemed to satisfy the requirements of 21.A.139(b)(1)(ii) when the conditions of this AMC are satisfied. The assessment and surveillance of suppliers by OP as part of supplier certification does not exempt the POA holder from its obligations under 21.A.165. The supplier assessment and surveillance, corrective action and follow-up activity conducted at any of its supplier’s facilities may be performed by OP. | Choose | …. | 01.Jän.2000 | …. |
| AMC2 to 21.A.139  (b)(1)(ii) continued | The purpose of using an OP cannot be to replace the assessment, audit and control of the POA Holder. It is to allow an element (i.e. the assessment of the quality system) to be delegated to another organisation under controlled conditions.  The use of suppliers that are certified by OP in accordance with this AMC should be part of a production organisation quality system.  (2) Approval by the Competent Authority.  Implementing or changing procedures for using suppliers that are certified by an OP is a significant change to the quality system and requires approval in accordance with 21.A.147.  (3) Conditions and criteria for using supplier certification for the supplier assessment and surveillance.  (a) The POA holder should include the use of supplier certification for the supplier assessment and surveillance in the POA holder’s quality system to demonstrate compliance with the applicable requirements of Part 21.  (b) Procedures required for use of supplier certification for the supplier assessment and surveillance should be consistent with other procedures of the POA holders’ quality system.  (c) Procedures of the POA holder that uses supplier certification for the supplier assessment and surveillance should include the following:  1. Listing of the OP that has certified or will certify suppliers and will conduct supplier assessment and surveillance or the scheme under which the accreditation of the OP is controlled. This listing should be maintained by the POA holder and made available to the Competent Authority upon request.  2. A listing of the certified suppliers under surveillance by the OP and used by the POA holder. This listing should be maintained by the POA holder and made available to the Competent Authority upon request.  3. The method used by the POA holder to evaluate and monitor the certification process of any OP certification body or OP certification scheme used. This applies not only to new suppliers, but also to any decision by the POA holder to rely on OP certification of current suppliers. The method should include the following as a minimum:  (i) Verification that certification standards and checklists are acceptable and applied to the applicable scope.  (ii) Verification that the OP is appropriately qualified and has sufficient knowledge, experience and training to perform its allocated tasks.  (iii) Verification that the OP surveillance frequency of the suppliers is commensurate with the complexity of the product and with the surveillance frequency established by the POA holder’s suppliers control programme.  (iv) Verification that the suppliers’ surveillance is conducted on-site by the OP.  (v) Verification that the surveillance report will be made available to the Competent Authority upon request.  (vi) Verification that the OP continues to be recognised or accredited.  (vii) Verification that the OP has access to applicable proprietary data to the level of detail necessary to survey suppliers functions.  Where the POA holder uses an OP accredited by a signatory to the European cooperation for Accreditation (EA) Multilateral Agreement and working in accordance with an aviation standard (e.g. EN 9104 series of requirements) that describes requirements for the OP certification, the items (ii), (iv) and (v) shall be deemed to be complied with.  4. A definition to what scope the OP will conduct suppliers surveillance on behalf of the POA holder. If the OP replaces surveillance in part, the POA holder should identify the functions that will continue to be surveyed by the POA holder.  5. Procedures that ensure that the POA is aware of the loss of an existing certification.  6. Procedures that ensure that the POA holder is aware of non-conformities and has access to detailed information of these non-conformities.  7. Procedures to evaluate the consequences of non-conformities and take appropriate actions.  (d) The POA should make arrangements that allow the Competent Authority to make investigation in accordance with 21.A.157 to include OP activities |  |  |  |  |
| AMC-ELA1  21.A.139(b)(1) | Quality system — Control procedures  Note: This AMC-ELA is numbered in accordance with the numbering of the subparagraphs of point 21.A.139(b)(1).  These minimum means are considered to be acceptable unless repeated non-conformities show otherwise. The quality system should contain, as applicable, the following structured information that may be provided and embedded in various documents and systems.  (i) Information is provided that shows how control procedures for the issuing, approval, or change of documents are organised and practised. This information also specifies to which documents it is applicable. A practised method describes how the use of invalid or superseded information in production is prevented.  (ii) A practised method describes how and when the assessment and surveillance of any vendors and subcontractors are carried out. This information explains how this is controlled. The assessment and surveillance of vendors and subcontractors are only required in cases where the methods identified in (iii) below or in other production control mechanisms are not able to detect non-conformities with the applicable design data.  (iii) Verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data can be achieved by one or more of the following practised methods:  — inspections of incoming articles;  — assessment and surveillance of vendors and subcontractors;  — other production control mechanisms that are able to detect non-conformities with the applicable design data.  (iv) Information is provided to show that procedures are practised that ensure the identification and traceability of parts and material in stock, in completed parts or in parts in process. Where the applicable design data specifies that parts require specific individual traceability, these parts are identified and records are kept.  (v) Information is provided for the procedures of the manufacturing process for:  — specific manufacturing process information as required in the applicable design data; and/or  — complementary procedures established by the production organisation.  Practised methods that use standard manufacturing processes do not require specific documentation.  If strict adherence to a manufacturing process is required in order to ensure that safety-critical product characteristics are met, this is specified in the manufacturing procedure.  (vi) Information is provided on the scope and sampling rate of production inspections and testing that, as a minimum, covers the inspection and testing that is defined as part of the applicable design data. If needed, it is complemented by inspections and testing as defined by the production organisation.  Information is provided for the flight test plan and flight conditions defined for the purpose of production acceptance flight tests, when applicable.  (vii) Information is provided on the tools, jigs and test equipment on which verification or calibration is performed and recorded. A statement that all other production tooling is controlled via practised methods is acceptable.  (viii) General practised methods are described that prevent the release of non-conforming products and their parts that would have an impact on the safe operation of the aircraft. Non-conformities are recorded in order to control the quality system.  (ix) General practised methods are described for adequate airworthiness coordination with the applicant for, or the holder of, the design approval. The documented DO/PO arrangement is used to define responsibilities.  (x) Information is provided about which production records are kept, and how completed records are kept in an adequately protected environment.  (xi) Information is provided that shows what the required competences and qualifications are for certifying staff, and how records on the certifying staff are kept.  (xii) Information is provided on the procedures to issue airworthiness release documents by the:  — identification of the persons permitted to issue airworthiness release documents; and  — identification of the relevant forms, and instructions for filling in the forms.  (xiii) Information is provided on the handling, storage and packaging methods that are adequate if:  — inappropriate handling, storage or packaging could lead to damage or deterioration;  — standard inspections prior to the use of the component would not detect defects; and  — such damage or deterioration would endanger the airworthiness of a component or a part.  (xiv) Information is provided on how internal quality audits and the resulting corrective action procedure are covered by practised surveillance mechanisms that allow the organisation to verify the efficiency of all the elements of the quality system as per this listing.  (xv) Work conducted in places other than the ‘major place of activity’ and the premises specified in the POE should be approved by the accountable manager, who must ensure that the critical process parameters for the work conducted, such as the light, temperature, humidity, etc., and adequate tooling, are identified and considered. Work conducted at such a location cannot be of a kind that would be performed at a ‘major place of activity’. The information on this kind of work is considered to be a change to the production approval, and it requires approval.  (xvi) Work carried out after the completion of the product, but prior to its delivery, is conducted according to the same definitions and procedures and by the same staff as are relevant for the regular production process. It is the responsibility of the accountable manager to ensure the adherence to this requirement.  (xvii) A workflow is defined that shows how to issue flight conditions and permits to fly (PtFs) for the purpose of the production flight testing of new production aircraft. When the flight test plan, the completed flight conditions and Forms 18a and 20b for the purpose of conducting the flight tests are provided as part of the approved type design, the workflow can be limited to:  — making the required entries in those documents (i.e. the reference to the individual aircraft S/N and the configuration);  — verification that the product configuration conforms with the definitions provided within the flight conditions document (which may be an integral part of the type inspection as part of the production workflow); and  — the issuing of the documents.  As part of the workflow, it should be defined that the production organisation can only issue flight conditions and PtFs for this case, and as long as this flight test plan and flight conditions can be fully adhered to.  When the production organisation issues flight conditions and PtFs for a purpose other than the production flight testing of new production aircraft, a flight test operations manual (FTOM) needs to be put in place, which should define the relevant workflows.  For companies that work as one consolidated team, it is sufficient to have one set of flight test procedures that have been established on the basis of an FTOM within either the design or the production organisation. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.139(b)(1) | Quality system — Control procedures  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM-ELA2  21.A.139(b)(1) | Conformity of supplied parts or appliances  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM  21.A.139(b)(1) | Quality System – Elements of the quality system  1. The control procedures covering the elements of 21.A.139(b)(1) should document the standards to which the production organisation intends to work.  2. An organisation having a Quality system designed to meet a recognised Standard such as ISO 9001 (relevant to the scope of approval being requested) should expand it to include at least the following additional topics, as appropriate,  in order to demonstrate compliance with the requirements of Part 21 Subpart G:  • Mandatory Occurrence Reporting and continued airworthiness as required by 21.A.165(e)  • Control of work occasionally performed (outside the POA facility by POA personnel)  • Co-ordination with the applicant for, or holder of, an approved design as required by 21.A.133(b) and (c) and 21.A.165(g)  • Issue of certifications within the scope of approval for the privileges of 21.A.163  • Incorporation of airworthiness data in production and inspection data as required in 21.A.133(b) and (c) and 21.A.145(b)  • When applicable, ground test and/or production flight test of products in accordance with procedures defined by the applicant for, or holder of, the design approval  • Procedures for traceability including a definition of clear criteria of which items need such traceability. Traceability is defined as a means of establishing the origin of an article by reference to historical records for the purpose of providing evidence of conformity  • Personnel training and qualification procedures especially for certifying staff as required in 21.A.145(d).  3. An organisation having a quality system designed to meet a recognised aerospace quality standard will still need to ensure compliance with all the requirements of Subpart G of Part 21. In all cases, the Competent Authority will still need to be satisfied that compliance with Part 21 Subpart G is established. | - | - | - | …. |
| 21.A.139(b) | 2. An independent quality assurance function to monitor compliance with, and adequacy of, the documented procedures of the quality system. This monitoring shall include a feedback system to the person or group of persons referred to in point 21.A.145(c)(2) and ultimately to the manager referred to in point 21.A.145(c)(1) to ensure, as necessary, corrective action. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.139(b)(2) | Quality system — Independent quality assurance function  The responsibility for the independent checking that the quality system functions in accordance with point 21.A.139(b)(1)(xiv) is specified within the organisation. The responsible person(s) establish(es) a schedule, which verifies all the elements of the quality system at least once a year. The schedule can be complemented by unplanned audits if needed. The person(s) responsible obtain(s) direct monitoring results and ensure(s) that corrective actions are taken when necessary. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.139(b)(2) | Quality system — Independent quality assurance function  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM1 to 21.A.139(b)(2) | Quality System – Independent quality assurance function  The quality assurance function which is part of the organisation is required to be independent from the functions being monitored. This required independence relates to the lines of reporting, authority and access within the organisation and assumes an ability to work without technical reliance on the monitored functions. | - | - | - | …. |
| GM2 to 21.A.139(b)(2) | Quality System – Adequacy of procedures and monitoring function  Adequacy of procedures means that the quality system, through the use of the procedures as set forth, is capable of meeting the conformity objectives identified in 21.A.139(a). The quality assurance function to ensure the above should perform planned continuing and systematic evaluations or audits of factors that affect the conformity (and, where required,  safe operation) of the products, parts-, or appliances to the applicable design. This evaluation should include all elements of the quality system in order to demonstrate compliance with Part 21 Subpart G. | - | - | - | …. |

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| **21A.143 Exposition** | | | | | |
| 21.A.143(a) | The organisation shall submit to the Competent Authority a production organisation exposition providing the following information:  1. A statement signed by the accountable manager confirming that the production organisation exposition and any associated manuals which define the approved organisation's compliance with this Subpart will be complied with at all times. | Choose | …. | 01.Jän.2000 | …. |
| 2. The title(s) and names of managers accepted by the Competent Authority in accordance with point 21.A.145(c)(2). | Choose | …. | 01.Jän.2000 | …. |
| 3. The duties and responsibilities of the manager(s) as required by point 21.A.145(c)(2) including matters on which they may deal directly with the Competent Authority on behalf of the organisation. | Choose | …. | 01.Jän.2000 | …. |
| 4. An organisational chart showing associated chains of responsibility of the managers as required by point 21.A.145(c)(1) and (2). | Choose | …. | 01.Jän.2000 | …. |
| 5. A list of certifying staff as referred to in point 21.A.145(d). | Choose | …. | 01.Jän.2000 | …. |
| 6. A general description of man-power resources. | Choose | …. | 01.Jän.2000 | …. |
| 7. A general description of the facilities located at each address specified in the production organisation's certificate of approval. | Choose | …. | 01.Jän.2000 | …. |
| 8. A general description of the production organisation's scope of work relevant to the terms of approval. | Choose | …. | 01.Jän.2000 | …. |
| 9. The procedure for the notification of organisational changes to the Competent Authority. | Choose | …. | 01.Jän.2000 | …. |
| 10. The amendment procedure for the production organisation exposition. | Choose | …. | 01.Jän.2000 | …. |
| 11. A description of the quality system and the procedures as required by point 21.A.139(b)(1). | Choose | …. | 01.Jän.2000 | …. |
| 12. A list of those outside parties referred to in point 21.A.139(a). | Choose | …. | 01.Jän.2000 | …. |
| 13. if flight tests are to be conducted, a flight test operations manual defining the organisation's policies and procedures in relation to flight test. The flight test operations manual shall include:  (i) a description of the organisation's processes for flight test, including the flight test organisation involvement into the permit to fly issuance process;  (ii) crewing policy, including composition, competency, currency and flight time limitations, in accordance with  Appendix XII to this Annex I (Part 21), where applicable;  (iii) procedures for the carriage of persons other than crew members and for flight test training, when applicable;  (iv) a policy for risk and safety management and associated methodologies;  (v) procedures to identify the instruments and equipment to be carried;  (vi) a list of documents that need to be produced for flight test. | Choose | …. | 01.Jän.2000 | …. |
|  | Appendix XII - Categories of flight tests and associated flight test crew qualifications | Choose | …. | 01.Jän.2000 | …. |
| AMC to 21.A.143 | Flight Test Operations Manual (FTOM)  1. General  a. Scope: The FTOM covers flight test operations.  The FTOM complexity should be proportionate to the aircraft and the organisation complexity.  b. Format  The FTOM may:  - be included in the Design Organisation Approval (DOA)/Production Organisation Approval (POA)/Alternative Procedure to DOA (APDOA) documents, or  - be a separate manual.  The FTOM may make reference to other documents to cover the contents listed below, e.g. for record-keeping.  c. Use by contractors or sub-contractors:  When flight tests are performed by contractors or sub-contractors, they should comply with the FTOM of the primary organisations, unless they have established an FTOM in compliance with Part-21, the use of which has been agreed between the two organisations. | Choose | …. | 01.Jän.2000 | …. |
| AMC to 21.A.143 continued | 2. The FTOM should contain the following elements:  a. Exposition (not applicable in the case of APDOA):  If the FTOM is presented as a separate document, it should include a chart indicating the structure of the organisation and, more specifically, the functional links of the people in charge of flight test activities. It should also mention the coordination between all departments affecting flight test, e.g. Design Office, Production and Maintenance,  in particular coordination for the establishment and update of a Flight Test Programme.  b. Risk and safety management:  The FTOM should describe the organisation’s policy in relation to risk and safety assessment, mitigation and associated methodologies.  c. Crew members:  According to the flight test category, the FTOM should describe the organisation’s policy on the composition of the crew (including the need to use a Lead Flight Test Engineer (LFTE)) and the competence and currency of its flight test crew members, including procedures for appointing crew members for each specific flight.  All crew members should be listed in the FTOM.  A flight time limitation policy should be established.  d. Carriage of persons other than crew members:  According to the flight test category, the FTOM should describe the organisation’s policy in relation to the presence and safety on-board, of people other than crew members (i.e. with no flying duties).  People other than crew members should not be allowed on board for Category 1 flight tests.  e. Instruments and equipment:  The FTOM should list, depending on the nature of the flight, the specific safety-related instruments and equipment that should be available on the aircraft or carried by people on board.  The FTOM should contain provisions to allow flights to take place in case of defective or missing instruments or equipment.  f. Documents:  The FTOM should list the documents to be produced for flight test, and include (or refer to) the procedures for their issue, update and follow-up to ensure the documents’ configuration control:  (i) documents associated with a Flight Test Programme:  - Flight Order for a given flight, which should include:   * a list of the tests to be performed and associated conditions; * safety considerations relevant to the flight; * category of the flight (e.g. Category 1); * composition of the crew; * names of persons other than crew members; * aircraft configuration items relevant to the test to be highlighted to the crew; * loading of the aircraft; * reference to approved flight conditions; and * restrictions relevant to the flight to be highlighted to the crew.   - Flight crew report. | Choose | …. | 01.Jän.2000 | …. |
| AMC to 21.A.143 continued | (ii) documentation and information to be carried on the aircraft during flight test;  (iii) record-keeping: the FTOM should describe the policy relative to record-keeping.  g. Permit to fly:  The FTOM should describe the involvement of the flight test organisation or flight test team (as appropriate) in the process for the approval of flight conditions and the issue of permits to fly in accordance with Subpart P.  h. Currency and training:  The FTOM should describe how training for flight test is organised.  Currency of the flight test crew may be ensured either through recent experience or refresher training.  For aircraft for which Appendix XII is applicable, minimum flight experience by year should be:  - for pilots: 50 hours. In addition:   * for pilots with a flight test rating, the 50 hours should include 20 flight test hours in any flight test category. * for pilots performing a Category 3 flight test, the flight test experience should be expressed in terms of a number of flights leading to the issue of a Certificate of Airworthiness (CofA) (e.g. first flights). * for pilots performing a Category 4 flight test, the minimum flight test experience should be proportionate to the activity envisaged.   - for LFTEs: 10 flight test hours in any flight test category.  The FTOM should specify the requirements for a refresher training in order to ensure that crew members are sufficiently current to perform the required flight test activity. A system should be established to record the currency of the flight test crew’s training. A valid national document (i.e. licence), issued by an EASA Member State under its national regulations and ensuring compliance with the agreed currency requirements, is an acceptable means of compliance to demonstrate currency for a pilot that holds a flight test rating and for an LFTE. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.143 | Exposition  Note: The following provides the information, the acceptable level of detail and the format to be used for the production organisation exposition (POE), and this section is numbered in accordance with the numbering of point 21.A.143(a). If it is needed for completeness, the text of the implementing rule is quoted in italics.  The exposition should contain:   1. A statement signed by the accountable manager that confirms that the production organisation exposition and any associated manuals, which define the approved organisation’s compliance with this Subpart, will be complied with at all times. 2. 2 The titles and the names of the managers accepted by the competent authority in accordance with point 21.A.145(c)(2). The titles and the names of the managers should include the accountable manager (AM), and a statement that this manager is accountable for all the tasks, even if the manager delegates some individual tasks. The delegation of tasks without a delegation of responsibility is not required to be shown within the POE. Persons such as, for example, the quality manager (QM) and the production manager (PM) should only be identified within the POE if responsibilities are delegated to them as outlined by AMC-ELA1 to 21.A.145(c). 3. A statement that the AM is the formal point of contact with the competent authority unless other persons under the direct responsibility of the AM are identified. 4. An organisational chart if the AM delegates responsibilities. The organisational chart should identify the positions and the reporting lines of those persons who hold delegated responsibilities. In cases where all the responsibilities remain with the AM, even though individual tasks may be delegated, this delegation should be briefly described, and no organisational chart is necessary. 5. A list of the certifying staff. This may be identified by a reference to a separate source (e.g. a document, listing, intranet, etc.), and should be easily accessible to everyone concerned within the company. 6. A general description of the manpower resources. This can be provided by stating the approximate size of the organisation in full-time equivalents (FTEs). 7. A general description of the facilities. This should identify the addresses of the major places of activity. The ‘major places of activity’ are those locations where the major activities take place that finally lead to the completion of the product and the issuance of the statement of conformity/release certificate. 8. The general description of the organisation’s scope of work should be provided as defined by point 21.A.151 (see GM-ELA1 to 21.A.151), on the basis of the product type(s). 9. The procedure for the notification of organisational changes. This can be provided through a reference to that procedure in the company manual (see also GM-ELA No 1 to 21.A.147). 10. The procedure for the notification of organisational changes to the competent authority, which can be provided by a declaration that the POE is kept up to date under the responsibility of the AM, when changes to the organisation occur that affect the POE. Amendments to the POE are released by the AM, and are distributed by following the implemented method for the control of documented information to the locations identified in a generic or document-specific distribution list, including distribution to the competent authority. 11. The description of the quality system and the procedures in the POE, which may use references to the company manual, or to any other document applied in the quality system (e.g. in accordance with ISO 9001, EN 9100, ASTM F2972 or other suitable standards). These references do not need to explicitly include the revision status of these documents. 12. The list of outside parties, which should contain the outside parties that operate under the quality system and the procedures of the manufacturer (i.e. the extended workbench). 13. The flight test operations manual (FTOM). The POE can use a reference to an FTOM that is adequate for the production flight testing of new production aircraft, if this is applicable. If both the design and manufacturing entities work within one consolidated flight test team, it is acceptable to have one set of FTOM procedures defined for the whole team. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.143 | Exposition  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM 21.A.143 | Exposition – Production organisation exposition (POE)  The purpose of the POE is to set forth in a concise document format the organisational relationships, responsibilities, terms of reference, and associated authority, procedures, means and methods of the organisation.  The information to be provided is specified in 21.A.143(a). Where this information is documented and integrated in manuals, procedures and instruction, the POE should provide a summary of the information and an appropriate cross reference.  The Competent Authority requires the POE to be an accurate definition and description of the production organisation.  The document does not require approval in itself, but it will be considered as such by virtue of the approval of the organisation.  When changes to the organisation occur, the POE is required to be kept up to date per a procedure, laid down in the POE. Significant changes to the organisation (as defined in GM 21.A.147(a)) should be approved by the Competent Authority prior to update of the POE.  When an organisation is approved against any other implementing rule containing a requirement for an exposition,  a supplement covering the differences may suffice to meet the requirements of Part 21 Subpart G except that the supplement should have an index identifying where those parts missing from the supplement are covered. Those items then formally become part of the POE. In any combined documents the POE should be easily identifiable. | - | - | - | …. |
| AMC-ELA1  21.A.143(a)(13) | Exposition — Policies and procedures related to flight test  The objective of this AMC is to identify the items that need to be considered for a safe flight test, that need to be practised, and, if necessary, defined in the flight test operations manual (FTOM) or related procedures, templates or checklists. Those items are the following:  — A flight test plan, completed flight conditions, and the related Forms 18a and 20b for the purpose of conducting the production flight testing of a new production aircraft that are provided as part of the approved type design. These define:   * a crewing policy, including its composition, and any competence, currency and flight time limitations; * procedures for the carriage of persons other than crew members, and for flight test training; * a policy for risk and safety management, and associated methodologies that are adequate for the purpose of the flight; * a definition of the instruments and equipment to be carried on board during this test flight; and * a list of the records that need to be produced when conducting this flight test.   — This flight test plan constitutes the FTOM for this limited purpose. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA2  21.A.143(a)(13) | Exposition — Policies and procedures related to flight test  For companies to which AMC-ELA1 to 21.A.143(a)(13) is not appropriate, the POA may implement policies and procedures for conducting these activities that include a proportionate and efficient risk and safety management system. This approach is documented either within a separate FTOM or as an integral part of any other valid manual of the organisation, such as the company manual, or any other relevant quality manual. The FTOM, or its equivalent, should be proportionate to the complexity of the aircraft and the organisation.  The risk and safety management system, documented within the FTOM, or its equivalent, covers the following aspects:  — The definition of the key qualifications, responsibilities and accountabilities for the staff involved in conducting the flight test, and should cover at least:   * The Head of Flight Test (HoFT), who coordinates all the activities related to flight test, and who assumes the responsibility for flight testing (which can be shared with other management positions within the PO); * The Flight Test Engineer, who manages the individual flight tests (or campaigns); * The Test Pilot, who conducts any flight tests; and * The Flight Test Mechanic, who conducts all the maintenance tasks and makes all the configuration changes to the test aircraft.   One person who has adequate qualifications may act in more than one role. The HoFT should have a direct reporting line to the AM.  — A method that provides practical guidance to conduct a hazard assessment to classify flight tests according to the risks involved. At least two categories should be identified:   * Category 1: for high-risk flight tests; and * Category 2: for medium- and low-risk flight tests.   — Definitions of generic risk mitigation strategies, such as the use of minimum and maximum altitudes or airspeed safety margins, and safety rules to be obeyed for the typical major test phases and missions.  — The identification of the aircraft-related safety equipment that needs to be available, including references to the maintenance requirements of this equipment.  — The policy on how to alert and involve rescue services, such as the fire brigade or emergency physicians, in order to provide sufficiently short reaction times.  — Crew qualifications, including requirements for their qualifications to be current and crew (refresher) training, as required.  — For aircraft with MTOMs of 2 000 kg or more:   * the provisions of Appendix XII to Part-21 apply; * the minimum flight experience per year should be: * for pilots: 50 hours. In addition: * for pilots who have flight test ratings, the 50 hours should include 20 flight test hours in any flight test category; * for pilots to perform Category 3 flight tests, their flight test experience should be expressed in terms of the number of flights that led to the issuing of a certificate of airworthiness (CofA) (e.g. first flights); * for pilots to perform Category 4 flight tests, their minimum flight test experience should be proportionate to the activity envisaged.   — Crew composition and duty time limitations that are adequate for the kind of testing and the risk category of the flight tests conducted by the POA.  The procedural aspects, documented within the FTOM, or its equivalent, should cover the following aspects:  — The initiation and planning of a flight test activity, including, for example, but not limited to:   * hazard analysis; * detailed flight test planning; * the generation and approval of flight conditions; * the definition and verification of the test-aircraft configuration; * the preparation of the aircraft; * the integration, calibration and verification of any flight test equipment; * verification of the fitness of the aircraft for flight; * issuing or obtaining a PtF; * the preflight briefing, and conducting the flight test; and * debriefing and data reporting.   — The identification of all the documents and records that are required to be generated or maintained in relation to the flight test, including the definitions for the authority to sign.  — Identification of how training for flight tests is organised.  The definition of the methods required may be provided in different ways including but not limited to flow charts, process descriptions, forms that are detailed enough to enforce adherence to the required workflow, workflow implementation in IT-based ERP systems, or similar means.  The implementation of the standard FTOM, including its associated process definitions and forms, ensures that there will be adherence to this AMC, and hence that there will be compliance with the relevant requirements of Part-21.  Any flight tests that are subcontracted to a third party should comply with the FTOM of the POA, unless the third party has established an FTOM that is in compliance with Part-21, and its use has been agreed between the two organisations. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.143(b) | The production organisation exposition shall be amended as necessary to remain an up-to-date description of the organisation, and copies of any amendments shall be supplied to the Competent Authority. | Choose | …. | 01.Jän.2000 | …. |
| **21.A.145 Approval requirements** | | | | | |
| 21.A.145(a) | The production organisation shall demonstrate, on the basis of the information submitted in accordance with point 21.A.143 that:  with regard to general approval requirements, facilities, working conditions, equipment and tools, processes and associated materials, number and competence of staff, and general organisation are adequate to discharge obligations under point 21.A.165. | Choose | se | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.145(a) | Approval requirements — General  The adequacy of the infrastructure and staffing may be demonstrated by producing conforming products (on the basis that the type inspection results are part of the production final acceptance process), at the anticipated production rate, and with an adequate staff workload. | Choose | se | 01.Jän.2000 | …. |
| GM  21.A.145(a) | Approval Requirements  A facility is a working area where the working conditions and the environment are controlled as appropriate in respect of: cleanliness, temperature, humidity, ventilation, lighting, space/access, noise, air pollution.  Equipment and tools should be such as to enable all specified tasks to be accomplished in a repeatable manner without detrimental effect. Calibration control of equipment and tools which affect critical dimensions and values should demonstrate compliance with, and be traceable to, national or international standards.  Sufficient personnel means that the organisation has for each function according to the nature of the work and the production rate, a sufficient quantity of qualified personnel to accomplish all specified manufacturing tasks and to attest the conformity. Their number should be such that airworthiness consideration may be applied in all areas without undue pressure.  An evaluation of the competence of personnel is performed as part of the quality system. This should include, where appropriate, verification that specific qualification standards have been implemented, for example NDT, welding, etc. Training should be organised to establish and maintain the personal competence levels determined by the organisation to be necessary. | - | - | - | …. |
| 21.A.145(b) | with regard to all necessary airworthiness and environmental data:  1. the production organisation is in receipt of such data from the Agency, and from the holder of, or applicant for, the type-certificate, restricted type-certificate or design approval, including any exemption granted against the environmental protection requirements, to determine conformity with the applicable design data;;  2. the production organisation has established a procedure to ensure that airworthiness, noise, fuel venting and exhaust emissions data are correctly incorporated in its production data and,  3. such data are kept up to date and made available to all personnel who need access to such data to perform their duties. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.145(b) | Approval requirements — Airworthiness, noise, fuel venting and exhaust emissions data  For applicants whose design and production entities operate in one consolidated team, and for which the applicable design data is provided as part of the approved type design data, the availability of all the necessary airworthiness, noise, fuel venting and exhaust emissions data is considered to be met.  In all other cases, in accordance with the practised methods and procedures that were established as part of the quality system, the PO can demonstrate that the production data contains all the necessary data to determine that there is conformity with the applicable design data, and that this data is kept up to date and is available to the relevant personnel. | Choose | se | 01.Jän.2000 | …. |
| GM  21.A.145(b)(2) | Approval Requirements – Airworthiness and environmental protection, production/quality data procedures  1 When a POA holder/applicant is developing its own manufacturing data, such as computer based data, from the design data package delivered by a design organisation, procedures are required to demonstrate the right transcription of the original design data.  2 Procedures are required to define the manner in which airworthiness and environmental data is used to issue and update the production/quality data, which determines the conformity of products, parts and appliances. The procedure must also define the traceability of such data to each individual product, part or appliance for the purpose of certifying a condition for safe operation and issuing a Statement of Conformity or EASA Form 1. | - | - | - | …. |
| 21.A.145(c) | with regard to management and staff:  1. A manager has been nominated by the production organisation, and is accountable to the Competent Authority. His or her responsibility within the organisation shall consist of ensuring that all production is performed to the required standards and that the production organisation is continuously in compliance with the data and procedures identified in the exposition referred to in point 21.A.143. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.145(c) | Approval requirements — Management and staff  EASA Form 4 should be used to nominate the accountable manager (AM) to the competent authority. Further management staff members are not required to be nominated if the AM elects to take all the required responsibilities (e.g. including quality manager responsibilities). If the AM delegates any of the responsibilities as defined in 21.A.145(c) to sublevel managers, the sublevel managers who receive this delegation have to be nominated to the competent authority by the use of EASA Form 4, and have to be listed in the POE.  It should be demonstrated that the AM has sufficient power within the company to control the production activity on the basis of the available resources, up to the point of stopping production when adequate resources cannot be provided.  The AM may delegate individual tasks to sublevel managers, while still maintaining his/her responsibilities and the power to make decisions; at the sublevel, in this case, the manager should monitor the sublevel activities. Such delegation of tasks to sublevels is defined internally and does not need to be formally declared to the competent authority. | Choose | se | 01.Jän.2000 | …. |
| GM  21.A.145(c)(1) | Approval Requirements – Accountable manager  Accountable manager means the manager who is responsible, and has corporate authority for ensuring that all production work is carried out to the required standard. This function may be carried out by the Chief Executive or by another person in the organisation, nominated by him or her to fulfil the function provided his or her position and authority in the organisation permits to discharge the attached responsibilities.  The manager is responsible for ensuring that all necessary resources are available and properly used in order to produce under the production approval in accordance with Part 21 Section A Subpart G.  The manager needs to have sufficient knowledge and authority to enable him or her to respond to the Competent Authority regarding major issues of the production approval and implement necessary improvements.  The manager needs to be able to demonstrate that he or she is fully aware of and supports the quality policy and maintains adequate links with the quality manager. | - | - | - | …. |
| 21.A.145(c) | 2. A person or group of persons have been nominated by the production organisation to ensure that the organisation is in compliance with the requirements of this Annex I (Part 21), and are identified, together with the extent of their authority. Such person(s) shall act under the direct authority of the accountable manager referred to in point (1). The persons nominated shall be able to show the appropriate knowledge, background and experience to discharge their responsibilities. | Choose | …. | 01.Jän.2000 | …. |
| GM  21.A.145(c)(2) | Approval Requirements – Responsible managers  The person or persons nominated should represent the management structure of the organisation and be responsible for all functions as specified in Part 21 Section A Subpart G. It therefore follows that, depending on the size of the Part 21 Section A Subpart G organisation, the functions may be subdivided under individual managers (and in fact may be further subdivided) or combined in a variety of ways.  The Competent Authority requires the nominated managers to be identified and their credentials submitted on  an EASA Form 4 (see EASA Form 4 for Production Organisations on the EASA website under: [http://easa.europa.eu/certification /application-forms.php](http://easa.europa.eu/certification%20/application-forms.php)) to the competent authority in order that they may be seen to be appropriate in terms of relevant knowledge and satisfactory experience related to the nature of the production activities  as performed by the Part 21 Section A Subpart G organisation.  The responsibilities and the tasks of each individual manager are required to be clearly defined, in order to prevent uncertainties about the relations, within the organisation. In the case of organisation structures where staff-members are responsible to more than one person, as for instance in matrix and project organisations, responsibilities of the managers should be defined in such a way that all responsibilities are covered.  Where a Part 21 Section A Subpart G organisation chooses to appoint managers for all or any combination of the identified Part 21 functions because of the size of the undertaking, it is necessary that these managers report ultimately to the accountable manager. In cases where a manager does not directly report to the accountable manager, he or she should have a formally established direct access to the accountable manager.  One such manager, normally known as the quality manager is responsible for monitoring the organisation’s compliance with Part 21 Section A Subpart G and requesting remedial action as necessary by the other managers or the accountable manager as appropriate. He or she should have a direct access to the accountable manager. | - | - | - | …. |
| 21.A.145(c) | 3. staff at all levels have been given appropriate authority to be able to discharge their allocated responsibilities and that there is full and effective coordination within the production organisation in respect of airworthiness and environmental data matters. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.145(d) | with regard to certifying staff, authorised by the production organisation to sign the documents issued under point 21.A.163 under the scope or terms of approval:  1. The knowledge, background (including other functions in the organisation), and experience of the certifying staff are appropriate to discharge their allocated responsibilities. | Choose | …. | 01.Jän.2000 | …. |
| AMC  21.A.145(d)(1) | Approval Requirements – Certifying staff  1 Certifying Staff are nominated by the production organisation to ensure that products, parts, and/or appliances qualify for Statements of Conformity or Release Certificates.  Certifying Staff positions and numbers are to be appropriate to the complexity of the product and the production rate.  2 The qualification of certifying staff is based on their knowledge, background and experience and a specific training  (or testing) established by the organisation to ensure that it is appropriate to the product, part, or appliance to be released.  3 Training must be given to develop a satisfactory level of knowledge of organisation procedures, aviation legislation, and associated implementing rules, CS and GM, relevant to the particular role.  4 For that purpose, in addition to general training policy, the organisation must define its own standards for training, including pre-qualification standards, for personnel to be identified as certifying staff.  5 Training policy is part of the Quality System and its appropriateness forms part of investigation by the Competent Authority within the organisation approval process and subsequent surveillance of persons proposed by managers.  6 The training must be updated in response to experience gained and changes in technology.  7 A feedback system to ascertain that the required standards are being maintained must be put in place to ensure the continuing compliance of personnel to authorisation requirements.  8 For release of products, parts or appliances, the responsibilities to issue statements of conformity/release certificates (EASA Form 1) or permitted to fly including approval of flight conditions are allocated to the certifying staff identified in  21.A.145 (d)(2).  9 The Competent Authority holds the right to reject those personnel, appointed by the organisation, if found to have inappropriate experience or not to otherwise comply with its requirements. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.145(d) | 2. The production organisation maintains a record of all certifying staff which shall include details of the scope of their authorisation. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.145(d)(1) | Approval requirements — Certifying staff  Certifying staff (CS) are nominated by the production organisation to ensure that products qualify for statements of conformity or release certificates. The number of CS and their positions within the organisation should be adequate to perform their duties and commensurate with the complexity of the product and the production rate.  The nomination of the CS is based on their knowledge, background and experience, and specific training (or testing) is established by the organisation to ensure that the CS members are appropriately qualified for the product, part, or appliance to be released. This can be ensured by utilising appropriately qualified Part-66 licence holders as inspectors, or inspectors who are qualified to comparable standards that are agreed with the relevant competent authority.  The training of personnel who support CS at the subcomponent level may be ensured by on-the-job training.  For the release of products, parts or appliances, the responsibilities for issuing statements of conformity or release certificates (EASA Form 52, EASA Form 1), or PtFs and approvals of flight conditions (if applicable), are allocated under the responsibility of the AM to individuals that are nominated as CS. | Choose | se | 01.Jän.2000 | …. |
| AMC  21.A.145(d)(2) | Approval Requirements – Record of certifying staff  1 The following is the minimum information to be recorded in respect of each certifying person:   1. Name 2. Date of Birth 3. Basic Training and standard attained 4. Specific Training and standard attained 5. If appropriate – Continuation Training 6. Experience 7. Scope of the authorisation 8. Date of first issue of the authorisation 9. If appropriate – expiry date of the authorisation 10. Identification Number of the authorisation   2 The record may be kept in any format and must be controlled by an internal procedure of the organisation. This procedure forms part of the quality system.  3 Persons authorised to access the system must be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner and that confidential records cannot become accessible to unauthorised persons.  4  The certifying person must be given reasonable access on request to his or her own records.  5 Under the provision of 21.A.157 the Competent Authority has a right of access to the data held in such a system.  6 The organisation must keep the record for at least two years after the certifying person has ceased employment with the organisation or withdrawal of the authorisation, whichever is the sooner. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.145(d)(2) | Approval requirements — Records of certifying staff  The following data should be recorded for each certifying staff (CS) member:  (a) name;  (b) date of birth;  (c) basic training and the standard attained;  (d) specific training and the standard attained;  (e) if appropriate, continuation training;  (f) experience;  (g) scope of the authorisation;  (h) date of first issue of the authorisation;  (i) if applicable, the expiry date of the authorisation;  (j) identification (number) of the authorisation;  (k) documented acceptance of the nomination.  The above information is deemed to be sufficient to provide the CS with evidence of their scope of authorisation.  The record of this data may be kept in any format. Each CS member should be given reasonable access on request to his or her own records.  The organisation should keep these records for at least 2 years after the CS member has ceased to be employed by the organisation, or 2 years after the withdrawal of their authorisation, whichever occurs first. | Choose | se | 01.Jän.2000 | …. |
| 21.A.145(d) | 3. Certifying staff are provided with evidence of the scope of their authorisation. | Choose | …. | 01.Jän.2000 | …. |
| AMC  21.A.145(d)(3) | Approval requirements – Evidence of authorisation  1  The authorisation document must be in a style that makes its scope clear to the certifying staff and any authorised person who may require to examine the authorisation. Where codes are used to define scope, an interpretation document should be readily available.  2 Certifying staff are not required to carry the authorisation document at all times but should be able to make it available within a reasonable time of a request from an authorised person. Authorised persons include the Competent Authority. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.145(d)(3) | Approval requirements — Evidence of authorisation  Evidence of the scope of the authorisation may be provided in a reasonably accessible way within the company, so that a staff member that needs to be aware of the authorisation can verify their status whenever needed. This can be achieved by the provision of accessible listings of the nominated CS members, or by other means. The issuing of individual badges or passes is not required. | Choose | se | 01.Jän.2000 | …. |

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| **21.A.147 Changes to the approved production organisation** | | | | | |
| 21.A.147(a) | After the issue of a production organisation approval, each change to the approved production organisation that is significant to the showing of conformity or to the airworthiness and environmental protection characteristics of the product, part or appliance, particularly changes to the quality system, shall be approved by the competent authority. An application for approval shall be submitted in writing to the competent authority and the organisation shall demonstrate to the competent authority, before implementing the change, that it complies with this Subpart. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.147 | Changes to the approved production organisation  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM 21.A.147(a) | Changes to the approved production organisation – Significant changes  1 Changes to be approved by the Competent Authority include:   * Significant changes to production capacity or methods. * Changes in the organisation structure especially those parts of the organisation in charge of quality. * A change of the accountable manager or of any other person nominated under 21.A.145(c)(2). * Changes in the production or quality systems that may have an important impact on the conformity/airworthiness of each product, part or appliance. * Changes in the placement or control of significant sub-contracted work or supplied parts.   2 To ensure that changes do not result in non-compliance with Part 21 Section A Subpart G it is in the interest of both the Competent Authority and the approval holder to establish a relationship and exchange information that will permit the necessary evaluation work to be conducted before the implementation of a change. This relationship should also permit agreement on the need for variation of the terms of approval (ref 21.A.143(a)(9)).  3 Where a change of name or ownership results in the issue of a new approval the investigation will normally take account of the Competent Authority’s knowledge and information from the preceding approval.  4 Changes of location are addressed in 21.A.148 and changes of ownership in 21.A.149, change of scope of approval in 21.A.153. | - | - | - | …. |
| 21.A.147(b) | The Competent Authority shall establish the conditions under which a production organisation approved under this Subpart may operate during such changes unless the Competent Authority determines that the approval should be suspended. | Choose | …. | 01.Jän.2000 | …. |

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| **21.A.148 Changes of location** | | | | | |
| A change of the location of the manufacturing facilities of the approved production organisation shall be deemed of significance and therefore shall comply with point 21.A.147. | | Choose | …. | 01.Jän.2000 | …. |
| AMC 21.A.148 | Changes of location – Management during change of location  1 The relocation of any work, to an unapproved location, or a location with inappropriate scope of approval, constitutes a change of significance to the organisation and requires approval by the Competent Authority as prescribed in 21.A.147. An unapproved relocation will invalidate the production organisation approval, and may necessitate re-application for any similar approval required at the new location. However, suitable transitional arrangements may be agreed with the Competent Authority, in advance of the relocation, which can allow continuation of the approval.  2 When an organisation expands its facility to include a new production location or moves parts of its production to a new location the production organisation approval may continue in force, but the approval does not include the new location until the Competent Authority has indicated its satisfaction with the arrangements.  3 For a change in location, taking an extended period of time, suitable transitional arrangements would require preparation of a co-ordination plan for the removal. The plan must, at least, identify the following:   1. A clearly identified person, or group of persons, responsible for co-ordinating the removal and acting as focal point for communication with all parties, including the Competent Authority. 2. The basis of the co-ordination plan, e.g. whether by product or area. 3. Planned timing of each phase of relocation. 4. Arrangements for maintaining the standards of the approval up to the point where the production area is closed down. 5. Arrangements for verifying continued production quality upon resumption of work at the new location. 6. Arrangements for check and/or re-calibration of inspection aids or production tools and jigs before resuming production. 7. Procedures which ensure that goods are not released from the new location until their associated production and quality systems have been verified. 8. Arrangements for keeping the Competent Authority informed of progress with the relocation.   4 From the co-ordination plan, the Competent Authority can determine the points at which it wishes to conduct investigation.  5 If an agreed co-ordination plan is in operation, the Competent Authority will normally allow the existing approval to remain in force and will, where appropriate, grant an additional approval to cover the new address for the duration of the move. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.148 | Changes of location  *Refer to latest Issue of AMC & GM* | - | - | - | …. |

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| **21.A.149 Transferability** | | | | | |
| Except as a result of a change in ownership, which is deemed significant for the purposes of point 21.A.147, a production organisation approval is not transferable. | | Choose | …. | 01.Jän.2000 | …. |
| GM 21.A.149 and 21.A.249 | Transferability  GENERAL  A transfer of approval to another production or design organisation is, by default, excluded by points 21.A.149 or 21.A.249 respectively. These points only allow it exceptionally if it is a direct consequence of a transfer of ownership in an approved production or design organisation, which is then considered a significant change to the existing approval (to which point 21.A.147 or 21.A.247 applies).  As a consequence, and in order to apply this exception, the production or design organisation has to demonstrate to the competent authority the existence of a change in ownership which resulted in the fact that a different legal entity is now conducting the approved production or design functions while remaining effectively unchanged.  An example of such an exception is a change of ownership that leads to a re-registration of the organisation (supported by the appropriate certificate from the National Companies Registration Office or equivalent). In order to demonstrate that the organisation remains effectively unchanged, the organisation needs to demonstrate that there are no changes affecting the initial demonstration of compliance of the organisation with Subpart G or Subpart J. If, for instance, the change of ownership would, in addition, lead to a change of address, facilities, type of work, staff, accountable manager or persons nominated under points 21.A.145 or 21.A.245, then it is not an acceptable transfer situation; the exception does not apply in this case. A new investigation by the competent authority would be necessary. The new organisation would have to apply for its own approval. In such a case where the organisation applies for a new approval, the demonstration of compliance in accordance with points 21.A.135 or 21.A.235 may be limited to the demonstration that the changes in the organisation comply with the Subpart G or Subpart J requirements, while referring for the rest to the compliance demonstration of the previous approval holder.  A pure name change, where the ownership does not change, does not require a transfer of the approval. In this case, the natural or legal person that holds the approval remains the same. However, as a consequence of the name change, the approval document needs to be amended to reflect the new company name. This is a significant change, to which point 21.A.147 or 21.A.247 applies.  Another example of a transfer of ownership, which may be exceptionally accepted under points 21.A.149 or 21.A.249, may be the event of receivership (bankruptcy, insolvency or another equivalent legal process). In this case, there is no change to the production or design organisation, except that the custodial responsibility for its property, including its tangible and intangible assets and rights, is transferred to a receiver or insolvency administrator. The receivership aims to continue the business of the same organisation. | - | - | - | …. |
| **21.A.151 Terms of approval** | | | | | |
| The terms of approval shall identify the scope of work, the products or the categories of parts and appliances, or both, for which the holder is entitled to exercise the privileges under point 21.A.163.  Those terms shall be issued as part of a production organisation approval. | | Choose | …. | 01.Jän.2000 | …. |
| GM 21.A.151 | Terms of approval – Scope and categories  Terms of approval document(s) will be issued by the Competent Authority under 21.A.135 to identify the scope of work,  the products, and/or categories for which the holder is entitled to exercise the privileges defined in 21.A.163.  The codes shown against each scope of work item are intended for use by the Competent Authority for purposes such as managing, administering and filing details of approvals. It may also assist in the production and publication of a list of approval holders.  The scope of work, the Products, Parts, or Appliances for which the POA holder is entitled to exercise the privileges defined in 21.A.163 will be described by the Competent Authority as follows:  FOR PRODUCTS:  1 General area, similar to the titles of the corresponding certification codes.  2 Type of Product, in accordance with the type-certificate.  FOR PARTS AND APPLIANCES:  1 General area, showing the expertise, e.g., mechanical, metallic structure.  2 Generic type, e.g., wing, landing gear, tyres.  🡪 for further Details refer to GM | - | - | - | …. |
| **21.A.153 Changes to the terms of approval** | | | | | |
| Each change to the terms of approval shall be approved by the Competent Authority. An application for a change to the terms of approval shall be made in a form and manner established by the Competent Authority. The applicant shall comply with the applicable requirements of this Subpart. | | Choose | …. | 01.Jän.2000 | …. |
| AMC 21.A.153 | Changes to the terms of approval – Application for a change to the terms of approval  EASA Form 51 (see AMC1 to 21.B.240) must be obtained from the Competent Authority and completed in accordance with the procedures of the POE.  The information entered on the form is the minimum required by the Competent Authority to assess the need for change of the production organisation approval.  The completed form and an outline of the changed POE, and details of the proposed change to POA terms of approval must be forwarded to the Competent Authority. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.153 | Changes to the terms of approval — Application for a change to the terms of approval  EASA Form 51 (see AMC1 to 21.B.240) should be obtained from the competent authority and completed in accordance with the instructions provided by the competent authority. The information entered on the form is needed by the competent authority in order to assess whether the production organisation approval is to be amended. The completed form should be forwarded to the competent authority. The applicant and the competent authority can agree on whether the assessment for a change in approval can be completed via a desktop audit or through a surveillance audit. | Choose | …. | 01.Jän.2000 | …. |
| **21.A.157 Investigations** | | | | | |
| A production organisation shall make arrangements that allow the Competent Authority to make any investigations, including investigations of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of this Subpart. | | Choose | …. | 01.Jän.2000 | …. |
| GM 21.A.157 | Investigations – Arrangements  The arrangements made by the applicant for, or holder of an approval under Part 21 Section A Subpart G should allow the Competent Authority to make investigations that include the complete production organisation including partners,  sub-contractors and suppliers, whether they are in the State of the applicant or not.  The investigation may include; audits, enquiries, questions, discussions and explanations, monitoring, witnessing, inspections, checks, flight and ground tests and inspection of completed products, parts or appliances produced under the POA.  In order to maintain its confidence in the standards achieved by a POA holder or applicant the Competent Authority may make an investigation of a sample product part or appliance and its associated records, reports and certifications.  The arrangements should enable the organisation to give positive assistance to the Competent Authority and co-operate in performing the investigation during both initial assessment and for the subsequent surveillance to maintain the POA.  Co-operation in performing investigation means that the Competent Authority has been given full and free access to the facilities and to any information relevant to demonstrate compliance to Part 21 Section A Subpart G requirements, and assistance (personnel support, records, reports, computer data, etc., as necessary).  Assistance to the Competent Authority includes all appropriate means associated with the facilities of the production organisation to allow the Competent Authority to perform these investigations, such as the availability of a meeting room, office and personnel support, documentation and data, and communication facilities, all properly and promptly available as necessary.  The Competent Authority seeks to have an open relationship with the organisation and suitable liaison personnel should be nominated to facilitate this, including suitable representative(s) to accompany Competent Authority staff during visits not only at the organisations own facilities but also at sub-contractors, partners or suppliers. | - | - | - | …. |
| GM-ELA1  21.A.157 | Investigations — Arrangements  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| **21.A.158 Findings** | | | | | |
| 21.A.158(a) | When objective evidence is found showing non-compliance of the holder of a production organisation approval with the applicable requirements of this Annex I (Part 21), the finding shall be classified as follows:  1. A level one finding is any non-compliance with this Annex I (Part 21) which could lead to uncontrolled non-compliances with applicable design data and which could affect the safety of the aircraft.  2. A level two finding is any non-compliance with this Annex I (Part 21) which is not classified as level one. | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.158 | Findings  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| GM1 to 21.A.158(a) | Uncontrolled non-compliance with applicable design data  An uncontrolled non-compliance with applicable design data is a non-compliance:   * that cannot be discovered through systematic analysis; or * that prevents identification of affected products, parts, appliances, or material. | - | - | - | …. |
| GM2 to 21.A.158(a) | Examples of level one findings  Examples of level one findings are non-compliances with any of the following points, that could affect the safety of the aircraft:  21A.139, 21A.145, 21A.147, 21A.148, 21A.151, 21A.163, 21A.165(b), (c), (d), (e), (f) and (g).  It should be anticipated that a non-compliance with these points is only considered a level one finding when objective evidence has been found that this finding is an uncontrolled non-compliance that could affect the safety of the aircraft.  In addition, the failure to arrange for investigations under 21.A.157, in particular to obtain access to facilities, after denial of one written request should be classified as a level one finding. | - | - | - | …. |
| 21.A.158(b) | A level three finding is any item where it has been identified, by objective evidence, to contain potential problems that could lead to a non-compliance under point (a). | Choose | …. | 01.Jän.2000 | …. |
| 21.A.158(c) | After receipt of notification of findings according to point 21.B.225,  1. In case of a level one finding, the holder of the production organisation approval shall demonstrate corrective action to the satisfaction of the Competent Authority within a period of no more than 21 working days after written confirmation of the finding,  2. In case of level two findings, the corrective action period granted by the Competent Authority shall be appropriate to the nature of the finding but in any case initially shall not be more than three months. In certain circumstances and subject to the nature of the finding the Competent Authority may extend the three months period subject to the provision of a satisfactory corrective action plan agreed by the Competent Authority.  3. A level three finding shall not require immediate action by the holder of the production organisation approval. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.158(d) | In case of level one or level two findings, the production organisation approval may be subject to a partial or full limitation, suspension or revocation under point 21.B.245. The holder of the production organisation approval shall provide confirmation of receipt of the notice of limitation, suspension or revocation of the production organisation approval in a timely manner. | Choose | …. | 01.Jän.2000 | …. |

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| **21.A.159 Duration and continued validity** | | | | | |
| 21.A.159(a) | A production organisation approval shall be issued for an unlimited duration.  It shall remain valid unless:  1. The production organisation fails to demonstrate compliance with the applicable requirements of this Subpart; or  2. The Competent Authority is prevented by the holder or any of its partners or subcontractors to perform the investigations in accordance with point 21.A.157; or  3. There is evidence that the production organisation cannot maintain satisfactory control of the manufacture of products, parts or appliances under the approval; or  4. The production organisation no longer meets the requirements of point 21.A.133; or  5. The certificate has been surrendered or revoked under point 21.B.245. | Choose | …. | 01.Jän.2000 | …. |
| GM  21.A.159(a)(3) | Evidence of a lack of satisfactory control  A positive finding by the Competent Authority of:   1. an uncontrolled non-compliance with type design data affecting the airworthiness of product part or appliance 2. an incident/accident identified as caused by POA holder 3. non-compliance with the POE and its associated procedures which could affect conformity of manufactured items to design data 4. insufficient competence of certifying staff 5. insufficient resources in respect of facilities, tools and equipment 6. insufficient means to ensure good production work standards 7. a lack of effective and timely response to prevent a recurrence of any of point 1 to 6. | - | - | - | …. |
| 21.A.159(b) | Upon surrender or revocation, the certificate shall be returned to the Competent Authority. | Choose | …. | 01.Jän.2000 | …. |
| **21.A.163 Privileges** | | | | | |
| Pursuant to the terms of approval issued under point 21.A.135, the holder of a production organisation approval may: | | | | | |
| 21.A.163(a) | Perform production activities under this Annex I (Part 21); | Choose | …. | 01.Jän.2000 | …. |
| 21.A.163(b) | In the case of complete aircraft and upon presentation of a Statement of Conformity (EASA Form 52) under point 21.A.174, obtain an aircraft certificate of airworthiness and a noise certificate without further showing. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.163(c) | In the case of other products, parts or appliances issue authorised release certificates (EASA Form 1) without further showing. | Choose | …. | 01.Jän.2000 | Refer to the Appendix I to Part 21 (see bottom of list)  …. |
| AMC1 to 21.A.163(c) | Computer generated signature and electronic exchange of the EASA Form 1 | Choose | …. | 01.Jän.2000 | …. |
| 1 Submission to the Competent Authority  Any POA holder/applicant intending to implement an electronic signature procedure to issue EASA Form 1 and/or to exchange electronically such data contained on the EASA Form 1, should document it and submit it to the Competent Authority as part of the documents attached with its exposition. |
| 2 Characteristics of the electronic system generating the EASA Form 1  The electronic system should:  - guarantee secure access for each certifying staff;  - ensure integrity and accuracy of the data certified by the signature of the Form and be able to show evidence of the authenticity of the EASA Form 1 (recording and record keeping) with suitable security, safeguards and backups;  - be active only at the location where the part is being released with an EASA Form 1;  - not permit to sign a blank form;  - provide a high degree of assurance that the data has not been modified after signature (if modification is necessary after issuance, i.e. re-certification of a part), a new form with a new number and reference to the initial issuance should be made);  - provide for a ‘personal’ electronic signature, identifying the signatory. The signature should be generated only in the presence of the signatory.  An electronic signature means data in electronic form which are attached to or logically associated with other electronic data and which serve as a method of authentication and should meet the following criteria:   * it is uniquely linked to the signatory; * it is capable of identifying the signatory; * it is created using means that the signatory can maintain under their sole control.   The electronic signature is defined as an electronically generated value based on a cryptographic algorithm and appended to data in a way to enable the verification of the data’s source and integrity.  POA holders/applicants are reminded that additional national and/or European requirements may need to be  satisfied when operating electronic systems. ‘Directive 1999/93/EC of the European Parliament and of the Council of  13 December 1999 on a Community framework for electronic signatures’, as last amended may constitute a reference.  The electronic system should be based on a policy and management structure (confidentiality, integrity and availability), such as:   * administrators, signatories; * scope of authorisation, rights; * password and secure access, authentication, protections, confidentiality; * track changes; * minimum blocks to be completed, completeness of information; * archives; * etc.   The electronic system generating the EASA Form 1 may contain additional data such as:   * manufacturer code; * customer identification code; * workshop report; * inspection results; * etc. | Choose | …. | 01.Jän.2000 | …. |
| AMC1 to 21.A.163(c) continued | 3 Characteristics of the EASA Form 1 generated from the electronic system  To facilitate understanding and acceptance of the EASA Form 1 released with an electronic signature, the following statement should be in Block 13b: ‘Electronic Signature on File’.  In addition to this statement, it is accepted to print or display a signature in any form such as a representation of the hand-written signature of the person signing (i.e. scanned signature) or their name.  When printing the electronic form, the EASA Form 1 should meet the general format as specified in Appendix I to  Part 21. A watermark-type ‘PRINTED FROM ELECTRONIC FILE’ should be printed on the document.  When the electronic file contains a hyperlink to data, required to determine the airworthiness of the item(s), the data associated to the hyperlink, when printed, should be in a legible format and be identified as a reference from the  EASA Form 1.  Additional information not required by the EASA Form 1 completion instructions may be added to the printed copies of EASA Form 1 as long as the additional data do not prevent a person from filling out, issuing, printing, or reading any portion of the EASA Form 1.  This additional data should be provided only in block 12 unless it is necessary to include it in another block to clarify the content of that block. | Choose | …. | 01.Jän.2000 | …. |
| AMC1 to 21.A.163(c) continued | 4 Electronic exchange of the electronic EASA Form 1  The electronic exchange of the electronic EASA Form 1 should be accomplished on a voluntary basis. Both parties (issuer and receiver) should agree on electronic transfer of the EASA Form 1.  For that purpose, the exchange needs to include:   * all data of the EASA Form 1, including data referenced from the EASA Form 1; * all data required for authentication of the EASA Form 1.   In addition, the exchange may include:   * data necessary for the electronic format; * additional data not required by the EASA Form 1 completion instructions, such as manufacturer code, customer identification code.   The system used for the exchange of the electronic EASA Form 1 should provide:   * a high level of digital security; the data should be protected, unaltered or uncorrupted; * traceability of data back to its source should be possible.   Trading partners wishing to exchange EASA Form 1 electronically should do so in accordance with these means of compliance stated in this document. It is recommended that they use an established, common, industry method such as Air Transport Association (ATA) Spec 2000 Chapter 16.  The applicant(s) is/are reminded that additional national and/or European requirements may need to be satisfied when operating the electronic exchange of the electronic EASA Form 1.  The receiver should be capable of regenerating the EASA Form 1 from the received data without alteration; if not the system should revert back to the paper system.  When the receiver needs to print the electronic form, refer to the subparagraph 3 above. | Choose | …. | 01.Jän.2000 | …. |
| AMC2 to 21.A.163(c) | Completion of the EASA Form 1 | Choose | …. | 01.Jän.2000 | …. |
| *EASA Form 1 Block 8 ‘Part Number’*  The part number as it appears on the item, is usually defined in the design data; however in the case of a kit of parts, media containing software or any other specific condition of supply may be defined in production data developed from design data.  Information about the contents of the kit or media may be given in block 12 or in a separate document cross-referenced from block 12.  *EASA Form 1 Block 12 ‘Remarks’*  Examples of conditions which would necessitate statements in Block 12 are:   * When the certificate is used for prototype purposes the following statement must be entered at the beginning of  block 12:   ‘NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE-CERTIFICATED AIRCRAFT’.   * Re-certification of items from ‘prototype’ (conformity only to non-approved data) to ‘new’ (conformity to approved data and in a condition for safe operation) once the applicable design data is approved.   The following statement must be entered in block 12:  RE-CERTIFICATION OF ITEMS FROM ‘PROTOTYPE’ TO ‘NEW’:  THIS DOCUMENT CERTIFIES THE APPROVAL OF THE DESIGN DATA [INSERT TC/STC NUMBER,  REVISION LEVEL], DATED [INSERT DATE IF NECESSARY FOR IDENTIFICATION OF REVISION STATUS],  TO WHICH THIS ITEM (THESE ITEMS) WAS (WERE) MANUFACTURED.   * When a new certificate is issued to correct error(s) the following statement must be entered in block 12:   ‘THIS CERTIFICATE CORRECTS THE ERROR(S) IN BLOCK(S) [ENTER BLOCK(S) CORRECTED] OF THE CERTIFICATE [ENTER ORIGINAL TRACKING NUMBER] DATED [ENTER ORIGINAL ISSUANCE DATE] AND  DOES NOT COVER CONFORMITY/CONDITION/RELEASE TO SERVICE’.  Examples of data to be entered in this block as appropriate:   * For complete engines, a statement of compliance with the applicable emissions requirements current on the date of manufacture of the engine. * For ETSO articles, state the applicable ETSO number. * Modification standard. * Compliance or non-compliance with airworthiness directives or Service Bulletins. * Details of repair work carried out, or reference to a document where this is stated. * Shelf-life data, manufacture date, cure date, etc. * Information needed to support shipment with shortages or reassembly after delivery. * References to aid traceability, such as batch numbers. * In the case of an engine, if the competent authority has granted an exemption from the applicable engine environmental protection requirements, the record:  Engine exempted from [reference to the type of emission] emissions environmental protection requirement´. |
| AMC-ELA1  21.A.163(c) | Privileges to issue authorised release certificates  Block 12 on any issued EASA Form 1 is filled with the following statement:  ‘ELIGIBLE ONLY FOR INSTALLATION ON AIRCRAFT THAT ARE NOT CLASSIFIED AS COMPLEX MOTOR-POWERED AIRCRAFT, AND THAT ARE EITHER AEROPLANES WITHIN THE SCOPE OF CS-LSA, CS-VLA OR CS-23 LEVEL 1, OR SAILPLANES OR POWERED SAILPLANES WITHIN THE SCOPE OF CS-22, OR BALLOONS, HOT-AIR AIRSHIPS OR GAS AIRSHIPS THAT ARE ELA2 AIRCRAFT.’ | Choose | …. | 01.Jän.2000 | …. |
| GM1 21.A.163 | Performance of tasks in real time for the issuance of an ‘EASA Form 1’ for prototype and new parts, appliances and products other than complete aircraft, using information and communication technologies (ICT)  *Refer to latest Issue of AMC & GM* | - | - | - | …. |
| 21.A.163(d) | Maintain a new aircraft that it has produced and issue a certificate of release to service (EASA Form 53) in respect of that maintenance. | Choose | …. | 01.Jän.2000 | …. |
| AMC 1 to 21.A.163(d) | Privileges  MAINTENANCE  The applicant may apply for terms of approval, which cover maintenance of a new aircraft that it has manufactured,  as necessary to keep it in an airworthy condition, but not beyond the point at which the applicable operational rules require maintenance to be performed by an approved maintenance organisation. If the production organisation intends to maintain the aircraft beyond that point, it would have to apply for and obtain an appropriate maintenance approval.  When the Competent Authority is satisfied that the procedures required by 21A.139 are satisfactory to control maintenance activities so as to ensure that the aircraft is airworthy, this capability will be stated in the terms of approval.  MAINTENANCE OF AIRCRAFT  Examples of such maintenance activities are:   * Preservation, periodic inspection visits, etc. * Embodiment of a Service Bulletin. * Application of airworthiness directives. * Repairs. * Maintenance tasks resulting from special flights. * Maintenance tasks to maintain airworthiness during flight training, demo flights and other non-revenue flights.   Any maintenance activities must be recorded in the Aircraft Log Book. It must be signed by certifying staff for attesting the conformity of the work to the applicable airworthiness data.  In some cases the Aircraft Log Book is not available, or the production organisation prefers to use a separate form  (for instance for a large work package or for delivery of the aircraft to the customer). In these cases, production organisations must use EASA Form 53 which must subsequently become part of the aircraft maintenance records.  Maintenance of components outside the POA capability  Such a maintenance activity outside the capability of the aircraft POA holder may still be accomplished under the production approval of the original release organisation. In such circumstances, the engine(s), propeller(s), parts and appliances will require re-release in accordance with point 21.A.163(c) (EASA Form 1).  Records relevant to continued airworthiness or retirement lives, such as engine runs, flight hours, landings, etc., which affect part retirement of maintenance schedules must be specified on any re-release.  As an alternative the engine, propeller, part or appliance may be maintained by the holder of an approval in accordance with Part 145, classified and released as ‘used’. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.163(e) | Under procedures agreed with its competent authority for production, for an aircraft it has produced and when the production organisation itself is controlling under its POA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight, to issue a permit to fly in accordance with point 21.A.711(c) including approval of the flight conditions in accordance with point 21.A.710(b). | Choose | …. | 01.Jän.2000 | …. |

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| AMC 21.A.163(e) | Procedure for the issue of a permit to fly including approval of the flight conditions  1 INTENT  This acceptable means of compliance provides means to develop a procedure for the issue of a permit to fly including approval of the flight conditions.  Each POA applicant or holder must develop its own internal procedure following this AMC, in order to obtain the privilege of 21.A.163(e) to issue permits to fly for an aircraft under procedures agreed with its competent authority for production, when the production organisation itself is controlling under its POA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight. | Choose | …. | 01.Jän.2000 | …. |
| 2 PROCEDURE FOR THE ISSUE OF A PERMIT TO FLY  2.1 Content  The procedure must address the following points:   * as relevant, in accordance with 21.A.710(b), the approval of flight conditions; * conformity with approved conditions; * issue of the permit to fly under the POA privilege; * authorised signatories; * interface with the local authority for the flight. | Choose | …. | 01.Jän.2000 | …. |
| 2.2 Approval of the flight conditions (when relevant)  The procedure must include the process to establish and justify the flight conditions, in accordance with 21.A.708 and how compliance with 21.A.710(c) is established, and include the EASA Form 18B as defined in  AMC 21.A.709(b) for the approval under the POA privilege. | Choose | …. | 01.Jän.2000 | …. |
| 2.3 Conformity with approved conditions  The procedure must indicate how conformity with approved conditions is made, documented and attested by an authorised person. | Choose | …. | 01.Jän.2000 | …. |
| 2.4 Issue of the permit to fly under the POA privilege  The procedure must describe the process to prepare the EASA Form 20b and how compliance with 21.A.711(c) and (e) is established before signature of the permit to fly. | Choose | …. | 01.Jän.2000 | …. |
| 2.5 Authorised signatories  The person(s) authorised to sign the permit to fly under the privilege of 21.A.163(e) must be identified  (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the  Production Organisation Exposition. | Choose | …. | 01.Jän.2000 | …. |
| 2.6 Interface with the local authority for the flight  The procedure must include provisions describing the communication with the local authority for compliance with the local requirements which are outside the scope of the conditions of 21.A.708(b) (see 21.A.711(e)). | Choose | …. | 01.Jän.2000 | …. |
| **21.A.165 Obligations of the holder** | | | | | |
| 21.A.165(a) | The holder of a production organisation approval shall:  Ensure that the production organisation exposition furnished in accordance with point 21.A.143 and the documents to which it refers, are used as basic working documents within the organisation. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.165(a);(b) | Obligations of the holder — Basic working document  The organisation should ensure that its personnel have access to, and are familiar with, the parts of the organisation’s procedures that are applicable to their activities. This may be done, for example, by providing information to the personnel when updates of the documentation become available, or by making the changed documentation available at a location where the information is accessible to all the affected personnel.  Staff members of the production organisation who are involved in the production of products under the POA should be able to demonstrate their awareness of the information that is provided within the POE and the company manual. This can be achieved by any suitable means, and it does not necessarily require training sessions to be provided. Regular internal monitoring should be used to internally verify that the relevant staff members are aware of the relevant definitions.  The organisation should systematically conduct monitoring for compliance with this documentation. This monitoring can be via auditing, structured experience exchanges, regular quality meetings, brainstorming or lessons-learned sessions, project reviews at appropriate phases of the development, or other similar means. | Choose | …. | 01.Jän.2000 | …. |
| GM 21.A.165(a) | Obligations of the holder – Basic working document  Compliance with the production organisation exposition (POE) is a prerequisite for obtaining and retaining a production organisation approval.  The organisation should make the POE available to its personnel where necessary for the performance of their duties.  A distribution list should therefore be established. Where the POE mainly refers to separate manuals or procedures,  the distribution of the POE could be limited.  The organisation should ensure that personnel have access to and are familiar with that part of the content of the POE or the referenced documents, which covers their activities.  Monitoring of compliance with the POE is normally the responsibility of the quality assurance function. | - | - | - | …. |
| 21.A.165(b) | Maintain the production organisation in conformity with the data and procedures approved for the production organisation approval. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(c) | 1. Determine that each completed aircraft conforms to the type design and is in condition for safe operation prior to submitting Statements of Conformity to the Competent Authority, or | Choose | …. | 01.Jän.2000 | …. |
| GM-ELA1  21.A.165(c) | Obligations of the holder  GM No 1-4 to 21.A.165(c) is applicable. | - | - | - | …. |
| GM1 to 21.A.165(c) | Obligations of the holder – Conformity of prototype models and test specimens  21A.33 requires determination of conformity of prototype models and test specimens to the applicable design data.  The EASA Form 1 may be used as a conformity certificate as part of the assistance a POA holder provides to a design approval holder/applicant. | - | - | - | …. |
| GM2 to 21.A.165(c) | Obligations of holder – Conformity with type design  Individual configurations are often based on the needs of the customer and improvements or changes which may be introduced by the type-certificate holder. There are also likely to be unintentional divergences (concessions or  non-conformances) during the manufacturing process. All these changes should have been approved by the design approval holder, or when necessary by the Agency. | - | - | - | …. |
| GM3 to 21.A.165(c) | Obligations of the holder – Condition for safe operation  Before issue of the Statement of Conformity to the competent authority of the Member State of registry, the holder of a production organisation approval should make an investigation so as to be satisfied in respect of each of the items listed below. The documented results of this investigation should be kept on file by the POA holder. Certain of these items may be required to be provided (or made available) to the operator or owner of the aircraft (and in some cases the competent authority of the Member State of registry):  1 Equipment or modifications which do not meet the requirements of the State of manufacture but have been accepted by the competent authority of the importing country.  2 Identification of products, parts or appliances which:  a Are not new.  b Are furnished by the buyer or future operator (including those identified in 21.A.801 and 21.A.805).  3 Technical records which identify the location and serial numbers of components that have special traceability requirements for continued airworthiness purposes including those identified in 21.A.801 and 21.A.805.  4 Log book and a modification record book for the aircraft as required by the Agency.  5 Log books for products identified in 21.A.801 installed as part of the type design as required by the Agency.  6 A weight and balance report for the completed aircraft.  7 A record of missing items or defects which do not affect airworthiness these for example could be furnishing or BFE (Items may be recorded in a technical log or other suitable arrangement such that the operator and Agency are formally aware).  8 Product support information required by other implementing rules and associated CS or GM, such as a Maintenance Manual, a Parts Catalogue, or MMEL all of which are to reflect the actual build standard of the particular aircraft. Also an Electrical load analysis and a wiring diagram.  9 Records which demonstrate completion of maintenance tasks appropriate to the test flight flying hours recorded by the aircraft. These records should show the relationship of the maintenance status of the particular aircraft to the manufacturers recommended maintenance task list and the MRB document/report.  10 Details of the serviceability state of the aircraft in respect of  a) the fuel and oil contents,  b) provision of operationally required emergency equipment such as life rafts, etc.  11 Details of the approved interior configuration if different from that approved as part of the type design.  12 An approved Flight Manual which conforms to the build standard and modification state of the particular aircraft shall be available.  13 Show that inspections for foreign objects at all appropriate stages of manufacture have been satisfactorily performed.  14 The registration has been marked on the exterior of the aircraft as required by national legislation. Where required by national legislation fix a fireproof owners nameplate.  15 Where applicable there should be a certificate for noise and for the aircraft radio station.  16 The installed compass and or compass systems have been adjusted and compensated and a deviation card displayed in the aircraft.  17 Software criticality list.  18 A record of rigging and control surface movement measurements.  19 Details of installations which will be removed before starting commercial air transport operations (e.g., ferry kits for fuel, radio or navigation).  20 Where maintenance work has been performed under the privilege of 21.A.163(d) issue a release to service that includes a statement that the aircraft is in a condition for safe operation.  21 List of all applicable Service Bulletins and airworthiness directives that have been implemented. | - | - | - | …. |
| 21.A.165(c) | 2. Determine that other products, parts or appliances are complete and conform to the approved design data and are in a condition for safe operation before issuing an EASA Form 1 to certify conformity to approved design data and condition for safe operation; | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(c) | 3. Additionally, in the case of environmental requirements determine that:  (i) the completed engine is in compliance with the applicable engine exhaust emissions requirements on the date of manufacture of the engine: and  (ii) the completed aeroplane is in compliance with the applicable CO2 emissions requirements on the date its first certificate of airworthiness is issued. | Choose | …. | 01.Jän.2000 | …. |
| AMC 21.A.165(c)(3) | Applicable engine exhaust emissions requirements  This determination is made according to the data provided by the engine type-certificate holder. It should be noted that the competent authority has the possibility to grant exemptions from these requirements as noted in Chapter 2, paragraph 2.1.1 and Chapter 4, paragraph 4.1.1 of Part III of Volume II of Annex 16 to the Chicago Convention. When such an exemption is granted, the competent authority:  — takes into account the number of exempted engines that will be produced and their impact on the environment;  — considers imposing a time limit on the production of such engines; and  — issues an exemption document.  The Agency establishes and maintains a register, containing at least the engine serial number, and makes it publicly available. ICAO Doc 9501 ‘Environmental Technical Manual’ Volume II provides guidance on the issuing of exemptions. | Choose | …. | 01.Jän.2000 | …. |
| GM1  21A.165(c)(3) | Definitions of engine type certification date and production date  Volume II of Annex 16 to the Chicago Convention contains three different references to applicability dates:   1. the ‘date of manufacture for the first individual production model’, which refers to the date when the type certificate is issued for the engine type or model 2. the ‘date of application for a type certificate’, which refers to the application date to the certificating authority of the State of Design of the engine type certification; and 3. the ‘date of manufacture for the individual engine’ which refers to the production date of a specific engine serial number (date of EASA Form 1).   The third reference refers to the date of the first engine EASA Form 1 issued after the completion of the engine production pass-off test.The third reference is used in the application of engine emissions production cut-off requirement which specifies a date after which all in-production engine models must meet a certain emissions standard.  21A.165(c)(3) includes the production requirements for engine exhaust emissions. ICAO Doc 9501 ‘Environmental Technical Manual’ Volume II provides guidance on these applicability dates. | - | - | - | …. |
| 21.A.165(c) | 4. Determine that other products, parts or appliance conform to the applicable data before issuing an EASA Form 1 as a conformity certificate; | Choose | …. | 01.Jän.2000 | …. |
| AMC1 21.A.165(c)(4) | Applicable aeroplanes CO2 emissions requirements  This determination is made according to the data provided by the aeroplane type certificate holder. This data should allow the determination of whether the aeroplane complies with the CO2 emissions applicability requirements in Chapter 2, paragraph 2.1.1 of Part II of Volume III of Annex 16 to the Chicago Convention. It should be noted that the competent authority has the possibility to grant exemptions as noted in Chapter 1, paragraph 1.11 and Chapter 2, paragraph 2.1.3. of Part II of Volume III of Annex 16 to the Chicago Convention.  When such an exemption is granted, the competent authority:  — takes into account the number of exempted aeroplanes that will be produced and their impact on the environment; and  — issues an exemption document.  The Agency establishes and maintains a register, containing at least the aeroplane serial number, and makes it publicly available. ICAO Doc 9501 ‘Environmental Technical Manual’ Volume III provides guidance on the issuing of exemptions. | Choose | …. | 01.Jän.2000 | …. |
| GM4 to 21.A.165(c) | Airworthiness Release or Conformity Certificate  The EASA Form 1, when used as a release certificate as addressed in 21.A.165(c)(2) and (3), may be issued in two ways:  - As an airworthiness release, only when by virtue of the arrangement described in 21.A.133(b) and (c), it can be determined that the part conforms to the approved design data and is in a condition for safe operation.  - As a conformity Certificate, only when by virtue of the arrangement described in 21.A.133(b) and (c), it can be determined that the part conforms to applicable design data which is not (yet) approved, for a reason that is indicated in Block 12. Parts released with an EASA Form 1 as a conformity Certificate are not eligible for installation in a type-certificated aircraft.  The EASA Form 1 should only be used for Conformity release purposes when it is possible to indicate the reason that prevents its issue as for airworthiness release purposes. | - | - | - | …. |
| 21.A.165(d) | Record all details of work carried out. | Choose | …. | 01.Jän.2000 | …. |
| GM  21.A.165(d) and (h) | Obligations of the holder – Recording and archiving system  Records within a production environment satisfy two purposes. Firstly, they are required, during the production process to ensure that products, parts, or appliances are in conformity with the controlling data throughout the manufacturing cycle. Secondly, certain records of milestone events are needed to subsequently provide objective evidence that all prescribed stages of the production process have been satisfactorily completed and that compliance with the applicable design data has been achieved.  Therefore, the approved production organisation should implement a system for the compilation and retention of records during all stages of manufacture, covering short-term and long-term records appropriate to the nature of the product and its production processes.  The management of such information should be subject to appropriate procedures in the Quality System required by 21.A.139.  All forms of recording media are acceptable (paper, film, magnetic, …) provided they can meet the required duration for archiving under the conditions provided.  The related organisation procedures should:  • Identify records to be kept.  • Describe the organisation of and responsibility for the archiving system (location, compilation, format) and conditions for access to the information (e.g., by product, subject).  • Control access and provide effective protection from deterioration or accidental damage.  • Ensure continued readability of the records.  • Demonstrate to the Competent Authority proper functioning of the records system.  • Clearly identify the persons involved in conformity determination.  • Define an archiving period for each type of data taking into account importance in relation to conformity determination subject to the following:   1. Data which supports conformity of a product, part, or appliance should be kept for not less than three years from the issue date of the related Statement of Conformity or Authorised Release Certificate. 2. Data considered essential for continuing airworthiness should be kept throughout the operational life of the product, part or appliance.   • Ensure that the recording and record-keeping system used by the partners, supplier and sub-contractors meet the objective of conformity of the product, part or appliance with the same level of confidence as for their own manufacture. They should define in each case who is to retain the record data (organisation or partner, supplier or sub-contractor). They should also define method for surveillance of the recording/record keeping system of the partners, suppliers or  sub-contractors. | - | - | - | …. |
| AMC-ELA1  21.A.165(d) | Obligations of the holder — Recording and archiving system  The POA holder should establish (in coordination with the design holder) which details are to be recorded to support the production process and to assist the design holder in dealing with continued airworthiness matters. The level of detail chosen for the production process records can have a substantial impact on the scope of any corrective actions. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.165(e);(f) | Obligations of the holder — Reporting to the design holder  The production organisation should record and evaluate any occurrences that may affect the safety of the product. Occurrence reports are collected and assessed in order to identify adverse trends, or to address deficiencies, and to extract reportable occurrences.  The production organisation should share all of its information that is related to potential product deficiencies, observed in the field or during or after production and delivery, with the design approval holder. The production and the design organisations should jointly determine any product design and / or corrective actions that may be required in the field.  The production organisation should have procedures in their quality system to determine whether a production-related deficiency results in an ‘unsafe condition’ in accordance with point 21.A.3B. This may be done by applying the method described in ASTM F2295, as follows:  — any occurrence that is categorised as an ‘urgent safety of flight situation’ in ASTM F2295 is considered to be an ‘unsafe situation’; and  — any occurrence that falls into the category of a ‘potential safety of flight bulletin’ in ASTM F2295 is considered to have the potential to be an ‘unsafe situation’. Further analysis is required, and possibly in coordination with the competent authority or with EASA.  Production deficiencies, in which the assessment leads to a potential ‘unsafe situation’, should be reported to the competent authority, within the terms and in the manner determined by the competent authority.  If the design and production entities both work within one consolidated team, then it is sufficient for either the design or the production entity to establish and maintain an internal occurrence reporting system that is accessible to both entities. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.165(g) | Obligations of the holder — Continuing airworthiness assistance  The production organisation should actively communicate with and assist the holder of the type certificate or the design approval when dealing with any continuing airworthiness actions that are related to the products, parts or appliances that have been produced. Compliance with this requirement can be shown by effective coordination regarding the corrective actions.  If the design and production entities both work within one consolidated team, assistance to the type design holder is expected to be provided as an intrinsic function of the cooperation, and no further evidence of the assistance needs to be provided. | Choose | …. | 01.Jän.2000 | …. |
| AMC-ELA1  21.A.165(d);(h) | Obligations of the holder — Recording and archiving system  Records of production that have been used to determine conformity with the type design, such as those records mentioned in relation to point 21.A.165(c) and (d), should be archived and preserved using an adequate archiving method that should be defined within the company manual. Those records need to be held at the disposal of the competent authority, and need to be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances.  All forms of recording media are acceptable (paper, database, etc.), provided that the preservation of the records for the retention period for archiving can be ensured.  The production organisation should:  — define the records to be retained. If the type design defines which data needs to be recorded, the production organisation is not required to go beyond this data;  — implement a structured method of archiving. If IT-based ERP systems with workflow management are used, a detailed description of the system is not required;  — ensure that there is effective protection of the records from deterioration or accidental damage, e.g. by holding hard and soft copies in separate locations;  — ensure the continued readability of the records by selecting an adequate method of archiving;  — define a retention period for each type of data, taking into account that the determination of conformity is subject to the following:   * data which supports the conformity of a product, part or appliance should be kept for not less than 3 years from the issue date of the related statement of conformity or authorised release certificate; * data considered to be essential for continuing airworthiness should be kept throughout the operational life of the product, part or appliance.   If the production organisation has decided that the records of any partner, supplier or subcontractor do not need to be supplied to the production organisation, then the production organisation should extend its requirements for record keeping to that partner, supplier or subcontractor. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(e) | Establish and maintain an internal occurrence reporting system in the interest of safety, to enable the collection and assessment of occurrence reports in order to identify adverse trends or to address deficiencies, and to extract reportable occurrences. This system shall include evaluation of relevant information relating to occurrences and the promulgation of related information. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(f) | 1. Report to the holder of the type-certificate or design approval, all cases where products, parts or appliances have been released by the production organisation and subsequently identified to have possible deviations from the applicable design data, and investigate with the holder of the type-certificate or design approval in order to identify those deviations which could lead to an unsafe condition. | Choose | …. | 01.Jän.2000 | …. |
| 2. Report to the Agency and the competent authority of the Member State the deviations which could lead to an unsafe condition identified according to point (1). Such reports shall be made in a form and manner established by the Agency under point 21.A.3(b)(2) or accepted by the competent authority of the Member State. | Choose | …. | 01.Jän.2000 | …. |
| 3. Where the holder of the production organisation approval is acting as a supplier to another production organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(g) | Provide assistance to the holder of the type-certificate or design approval in dealing with any continuing airworthiness actions that are related to the products parts or appliances that have been produced. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(h) | Establish an archiving system incorporating requirements imposed on its partners, suppliers and subcontractors, ensuring conservation of the data used to justify conformity of the products, parts or appliances. Such data shall be held at the disposal of the Competent Authority and be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(i) | Where, under its terms of approval, the holder issues a certificate of release to service, determine that each completed aircraft has been subjected to necessary maintenance and is in condition for safe operation, prior to issuing the certificate. | Choose | …. | 01.Jän.2000 | …. |
| GM  21.A.165(d) and (h) | Obligations of the holder – Recording and archiving system  See GM 21.A.165(d) | - | - | - | …. |
| 21.A.165(j) | Where applicable, under the privilege of point 21.A.163(e), determine the conditions under which a permit to fly can be issued. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.165(k) | Where applicable, under the privilege of point 21.A.163(e), establish compliance with point 21.A.711(c) and (e) before issuing a permit to fly to an aircraft. | Choose | …. | 01.Jän.2000 | …. |

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| **SUBPART Q - IDENTIFICATION OF PRODUCTS, PARTS AND APPLIANCES** | | | | | |
| **21.A.801 Identification of products** | | | | | |
| 21.A.801(a) | The identification of products shall include the following information:  1. Manufacturer's name.  2. Product designation.  3. Manufacturer's Serial number.  4. the “EXEMPT” mark in case of an engine, when the competent authority has granted an exemption from the  environmental protection requirements;  5. Any other information the Agency finds appropriate. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.801(b) | Any natural or legal person that manufactures an aircraft or engine under Subpart G or Subpart F shall identify that aircraft or engine by means of a fireproof plate that has the information specified in point (a) marked on it by etching, stamping, engraving, or other approved method of fireproof marking. The identification plate shall be secured in such a manner that it is accessible and legible, and will not likely be defaced or removed during normal service, or lost or destroyed in an accident. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.801(c) | Any natural or legal person that manufactures a propeller, propeller blade, or propeller hub under Subpart G or Subpart F shall identify it by means of a plate, stamping, engraving, etching or other approved method of fireproof identification that is placed on it on a non-critical surface, contains the information specified in point (a), and will not likely be defaced or removed during normal service or lost or destroyed in an accident. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.801(d) | For manned balloons, the identification plate prescribed in point (b) shall be secured to the balloon envelope and shall be located, if practicable, where it is legible to the operator when the balloon is inflated. In addition, the basket,  load frame assembly and any heater assembly shall be permanently and legibly marked with the manufacturer’s name,  part number, or equivalent, and serial number, or equivalent. | Choose | …. | 01.Jän.2000 | …. |
| **21.A.803 Handling of identification data** | | | | | |
| 21.A.803(a) | No person shall remove, change, or place identification information referred to in point 21.A.801(a) on any aircraft, engine, propeller, propeller blade, or propeller hub, or in point 21.A.807(a) on an APU, without the approval of the Agency. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.803(b) | No person shall remove or install any identification plate referred to in point 21.A.801, or in point 21.A.807 for an APU, without the approval of the Agency. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.803(c) | By way of derogation from points (a) and (b), any natural or legal person performing maintenance work under the applicable associated implementing rules may, in accordance with methods, techniques and practices established by the Agency:  1. Remove, change, or place the identification information referred to in point 21.A.801(a) on any aircraft, engine, propeller, propeller blade, or propeller hub, or in point 21.A.807(a) on an APU; or  2. Remove an identification plate referred to in point 21.A.801, or point 21.A.807 for an APU, when necessary during maintenance operations. | Choose | …. | 01.Jän.2000 | …. |
| 21.A.803(d) | No person shall install an identification plate removed in accordance with point (c)(2) on any aircraft, engine, propeller, propeller blade, or propeller hub other than the one from which it was removed. | Choose | …. | 01.Jän.2000 | …. |
| **21.A.804 Identification of parts and appliances** | | | | | |
| 21.A.804(a) | Each part or appliance shall be marked permanently and legibly with:  1. a name, trademark, or symbol identifying the manufacturer in a manner identified by the applicable design data; and  2. the part number, as defined in the applicable design data; and  3. the letters EPA for parts or appliances produced in accordance with approved design data not belonging to the  type-certificate holder of the related product, except for ETSO articles. | N/A | - | - | - |
| 21.A.804(b) | By way of derogation from point (a), if the Agency agrees that a part or appliance is too small or that it is otherwise impractical to mark a part or appliance with any of the information required by point (a), the authorised release document accompanying the part or appliance or its container shall include the information that could not be marked on the part. | N/A | - | - | - |
| **21.A.805 Identification of critical parts** | | | | | |
| In addition to the requirement of point 21.A.804, each manufacturer of a part to be fitted on a type-certificated product which has been identified as a critical part shall permanently and legibly mark that part with a part number and a serial number. | | N/A | - | - | - |
| **21.A.807 Identification of ETSO articles** | | | | | |
| 21.A.807(a) | Each holder of an ETSO authorisation under Subpart O shall permanently and legibly mark each article with the following information:  1. The name and address of the manufacturer;  2. The name, type, part number or model designation of the article;  3. The serial number or the date of manufacture of the article or both; and  4. The applicable ETSO number. | N/A | - | - | - |
| 21.A.807(b) | By way of derogation from point (a), if the Agency agrees that a part is too small or that it is otherwise impractical to mark a part with any of the information required by point (a), the authorised release document accompanying the part or its container shall include the information that could not be marked on the part. | N/A | - | - | - |
| 21.A.807(c) | Each person who manufactures an APU under Subpart G or Subpart F shall identify that APU by means of a fireproof plate that has the information specified in paragraph (a) marked on it by etching, stamping, engraving, or other approved method of fireproof marking. The identification plate shall be secured in such a manner that it is accessible and legible, and will not likely be defaced or removed during normal service, or lost or destroyed in an accident. | N/A | - | - | - |
| **Appendix I - Authorised Release Certificate - EASA Form 1 referred to in Annex I**  **(Part 21)** | | | | | |
| INSTRUCTIONS FOR THE USE OF EASA FORM 1  For details refer to appendix of regulation | | Choose | …. | 01.Jän.2000 | …. |

**Declaration**

I hereby declare that to the best of my knowledge, the information provided above is complete and correct in every respect.

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Date, Location Signature (AM)

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Date, Location Signature (QM)