Part-21 SUBPART G PRODUCTION ORGANISATION EXPOSITION COMPLIANCE CHECKLIST

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| Applicant Name: |  | Tel No: |  |
| Contact Person: |  | Approval Ref: |  |
| POE Title: |  | POE Ref: |  |
| Date of Review: |  | Reviewed by: |  |

This is the list of all the chapters, or subjects to be included in a Production Organisation Exposition (POE). It is not mandatory to follow the sequence of the chapters but it is mandatory to cover all the ones applicable. Some chapters can be added/merged according to organisation needs; the titles can be changed if appropriate.

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|  | **Reference to Part 21**  **subpart G** | **Ref to POE**  **paragraph** | **Comment for applicant** | **Comment for Competent Authority** |  |
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| **General information that should be in the first**  **page** |  | | | | |
| Part 21 subpart G Production Organisation Exposition |  |  |  |  |  |
| Name and address of the Organisation complying with official name (CF50 and business registration) |  |  |  |  |  |
| Approval reference of the POA |  |  |  |  |  |
| Reference of the Exposition with issue number |  |  |  |  |  |
| Approval date |  |  |  |  |  |
|  | | | | | |
| **General information for each page** |  | | | | |
| Name of the organisation |  |  |  |  |  |
| POE identification |  |  |  |  |  |
| Amendment/revision number of the POE |  |  |  |  |  |
| Page number |  |  |  |  |  |
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| **General chapters** |  | | | | |
| Table of content |  |  |  |  |  |

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|  | **Reference to Part 21**  **subpart G** | **Ref to POE**  **paragraph** | **Comment for applicant** | **Comment for Competent Authority** |  |
| History of revision |  |  | Including status of the revision. Please ensure that the changes are somehow highlighted and that they are easy  to identify. |  |  |
| List of effectives pages |  |  |  |  |  |
| Distribution list |  |  |  |  |  |
| Terms and abbreviation |  |  | This can be removed from general chapters if any abbreviations is defined every time it is used in the  document |  |  |
| Introduction / Description of the Organisation |  |  | This is to present the organisation |  |  |
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| **Management Procedures** |  | | | | |
| Signed corporate commitment by the Accountable Manager | 21.A.143 (a) 1. |  | Shall confirm 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. |  |  |
| Nomination of Accountable Manager with reference to delegation letter when the AM is  nominated by top management | 21.A.143 (a) 2.  21.A.145 (c) 1. |  |  |  |  |
| Management personnel | 21.A.145 (c) 2.  21.A.143 (a) |  | Shall list the title and names of all the nominated persons in front of the POA with identification of CAA  Form 4 holders |  |  |
| Duties and responsibilities of : | 21.A.143 (a) 3.  21.A.145 (c) 2. |  | Shall also include matters on which they may deal directly with the competent authority on behalf of the  Organisation. |  |  |
| - Accountable manager |  |  |  |  |  |
| - Quality manager |  |  |  |  |  |
| - Production manager |  |  |  |  |  |
| - Any other manager related to POA |  |  |  |  |  |
| Organisation chart | 21.A.143 (a) 4. 21.A.145 |  | The org chart shall identify the reporting lines and nominated managers |  |  |
| List of Part 21 certifying staff | 21.A.143 (a) 5.  21.A.145 (d) |  | This can also be an appendix |  |  |
| General description of the man-power resources | 21.A.143 (a) 6. |  |  |  |  |

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|  | **Reference to Part 21**  **subpart G** | **Ref to POE**  **paragraph** | **Comment for applicant** | **Comment for Competent Authority** |  |
| General description of the facilities | 21.A.143 (a) 7. |  | Containing the address and details of each facility included in the scope of the POA (in the production organisation’s certificate of approval). A readable facility  layout plan shall be included |  |  |
| Scope of work | 21.A.143 (a) 8. 21.A.151 |  | The general scope of work relevant to the terms of approval shall be described here. Additionally it should refer to the full list of P/N (part number) produced under the production approval , the capability list or to the database that gives the list.  For the products, it should refer to the type certificate number.  In case of various DO/PO arrangements, a list of all  DO/PO arrangements shall be included. |  |  |
| Notification procedure of organisational changes to Competent Authority. | 21.A.143 (a) 9.  21.A.147 (a) 21.A.148 21.A.149 21.A.153 |  | Shall list all the changes identified as significant changes. Shall describe how each type (significant or not) of changes are managed.  It includes change of accountable manager, change of other nominated managers, change of location of facility  or change of activity (scope) etc… |  |  |
| Amendment procedure of the exposition | 21.A.143 (a) 10.  21.A.143 (b)  21.A.165 (a) |  | It shall describe how and by whom are the Exposition and the associated documents updated. |  |  |
| Description of the quality system | 21.A.143 (a) 11. |  | This is optional as it is covered by the next chapter but it can be useful to describe the structure of the  documentation (pyramid) |  |  |
| Supplier/subcontractor list | 21.A.143 (a) 12 |  | It shall include the main suppliers list plus the reference to the full suppliers list if the list is too big. A change of such a main subcontractor may be treated as a significant  change (21.A.147 (a)). Can also be put as an appendix. |  |  |
| Flight test operations manual defining the organisation's policies and procedures in relation to flight test | 21.A.143 (a) 13 |  | If flight tests are to be conducted |  |  |
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| **Quality System** |  | | | | |
| Distribution of the documents | 21.A.139 (a)  21.A.165 (a) |  |  |  |  |

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|  | **Reference to Part 21**  **subpart G** | **Ref to POE**  **paragraph** | **Comment for applicant** | **Comment for Competent Authority** |  |
| Document issue, approval or change | 21.A.139 (b) 1. (i) |  | The creation of document (by whom, to whom, numbering, document structure…) shall also be covered in this paragraph.  How the changes are followed and highlighted shall also  be covered. |  |  |
| Vendor and subcontractor assessment audit and control | 21.A.139 (b) 1. (ii) 21.A.157 |  | Shall also include the evaluation and the acceptance criteria. |  |  |
| 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 | 21.A.139 (b) 1. (iii) |  | It is the description of the incoming material inspection |  |  |
| Identification and traceability | 21.A.139 (b) 1. (iv) |  |  |  |  |
| Manufacturing processes | 21.A.139 (b) 1. (v)  21.A.145 (a)  21.A.163 (a)  21.A.165 (b) |  | Shall also include the management of the production documentation. |  |  |
| Special processes | 21.A.145 (d) |  | The special processes shall be mentioned and described if any. |  |  |
| Inspection and testing, including production flight tests | 21.A.139 (b) 1. (vi) |  |  |  |  |
| Calibration of tools, jigs and test equipment | 21.A.139 (b) 1. (vii) |  | Shall include the acceptance, the use, the control and the calibration of the tools and equipment |  |  |
| Non-conforming items control | 21.A.139 (b) 1. (viii) |  | Including concessions |  |  |
| Airworthiness co-ordination with applicant for, or holder of, the design approval | 21.A.139 (b) 1. (ix)  21.A.133 (b) (c)  21.A.165 (g) |  | This paragraph shall also refer to the DO/PO arrangement if any (unless this is included in the “scope of work” chapter). |  |  |
| Records completion and retention | 21.A.139 (b) 1. (x)  21.A.165 (d)  21.A.165 (h) |  | It is dealing with technical records and it shall include the management of electronic records if any. |  |  |
| Personnel competence and qualification | 21.A.139 (b) 1. (xi)  21.A.145 (d) |  | This should describe the general requirement for accepting anybody working in POA holder organisation. The training process of these persons shall be described (minimum training and also regular training).  If there are special process or NDT in the scope, the specific requirements for training and qualification  should also be described. |  |  |
| Certifying staff qualification and training | 21.A.145 (d) |  | This paragraph is specifically reserved for certifying staff, with qualification requirements, training needs, nomination, records and authorization. |  |  |

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|  | **Reference to Part 21**  **subpart G** | **Ref to POE**  **paragraph** | **Comment for applicant** | **Comment for Competent Authority** |  |
| Issue of airworthiness release documents | 21.A.139 (b) 1. (xii) 21.A.163  21.A.165 (c)  21.A.165 (i) |  |  |  |  |
| Handling, storage and packing | 21.A.139 (b) 1. (xiii) |  |  |  |  |
| Internal quality audits and resulting corrective actions | 21.A.139 (b) 1. (xiv)  21.A.139 (b) 2.  21.A.158 |  |  |  |  |
| * Quality audit of processes * Quality audit of product * Quality audit remedial action procedure * Quality audit personnel * Planning for POA compliance audits |  |  | The quality audit of processes shall cover also the audit of special processes if any.  These are the audits procedures to cover the scope of Part 21 subpart G in order to prove the compliance with the regulation |  |  |
| Work within the terms of approval performed at any location other than the approved facilities | 21.A.139 (b) 1. (xv) |  | Also called outlocated work. |  |  |
| Work carried out after completion of production but prior to delivery, to maintain the  aircraft in a condition for safe operation | 21.A.139 (b) 1. (xvi) |  | This is applicable only for complete aircraft. |  |  |
| Issue of permit to fly and approval of associated flight conditions | 21.A.139 (b) 1. (xvii)  21.A.165 (j) (k) |  | This is applicable only for complete aircraft. |  |  |
| Occurrence reporting | 21.A.139 (f)  21.A.165 (e) (f) |  |  |  |  |
| Control of critical parts | 21.A.139 (b) 1. |  |  |  |  |
|  | | | | | |
| **Appendixes** |  | | | | |
| Capability List |  |  | If applicable |  |  |
| Cross reference table between Part 21 subpart G requirements and internal documents. |  |  | This is not applicable in case there are no other internal POA documents than POE. |  |  |

Conclusion/Notes:

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| Reviewed by: | Date: |
| Signed: |  |