Civil Aviation Authority

POE compliance checklist	Ref:

Part-21 SUBPART G PRODUCTION ORGANISATION EXPOSITION COMPLIANCE CHECKLIST

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.

	Reference to Part 21 subpart G	Ref to POE paragraph	Comment for applicant	CAA comments
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 (as per 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				

Civil Aviation Authority

POE compliance checklist	Ref:

	Reference to Part 21 subpart G	Ref to POE paragraph	Comment for applicant	CAA comments
General chapters				
Table of content				
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 are defined every time it is used in the document	
Introduction / Description of the Organisation			This is to present the organisation	
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)		The letter of nomination of AM by top management shall be included in the POE (e.g., as an attachment)	
Management personnel	21.A.143(a)(2) 21.A.145(c)(2)		Shall list the title and names of all the nominated persons in front of the POA, as well as deputies as applicable	
Duties and responsibilities of:	21.A.143(a)(3) 21.A.145(c)(1) 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				
- Safety manager				
- Any other manager related to POA				
Organisational chart	21.A.143(a)(4) 21.A.145(c)		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	

Civil Aviation Authority

POE compliance checklist	Ref:

	Reference to Part 21 subpart G	Ref to POE paragraph	Comment for applicant	CAA comments
General description of the man-power resources	21.A.143(a)(6)		The general description of man-power resources shall identify the number of staff (headcount) related to POA activities under the scope of approval (i.e., management personnel, certifying staff, incoming inspectors, manufacturing engineers, production personnel, quality inspectors, safety management team… This list is non exhaustive and should be adapted to each organisation)	
General description of the facilities	21.A.9(a) 21.A.143(a)(7) 21.A.145(a)		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. If the organisation exercises privileges at any location that is not directly under the control of the legal entity and therefore not listed in the POA certificate (i.e., issuance of CAA Form 1 at subcontractor facility), such locations also need to be identified under this chapter.	
Scope of work	21.A.133(a) 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 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(c) 21.A.165(a)		It shall describe how and by whom are the Exposition and the associated documents updated.	
Description of the production management system	21.A.139(a) 21.A.139(b) 21.A.143(a)(11)		Overall description of the production management system, including both the quality management and the safety management element (i.e., structure of the documentation, policy, processes and procedures…)	
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). Can also be put as an appendix.	

Civil Aviation Authority

POE compliance checklist	Ref:

	Reference to Part 21 subpart G	Ref to POE paragraph	Comment for applicant	CAA comments
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	
Alternative means of compliance	21.A.134A		If an organisation wishes to use alternative means of compliance, a procedure in the POE needs to describe the process for developing such AltMoC. The organisation may use those alternative means of compliance subject to prior approval from the competent authority. Mark this chapter as not applicable (N/A) if not intended to make use of AltMoC.	
Production management system – Quality management element				
Distribution of the documents	21.A.139(a) 21.A.165(a)			
Document issue, approval or change	21.A.139(d)(2)(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.9(b) 21.A.139(d)(2)(ii)		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(d)(2)(iii)		It is the description of the incoming material inspection	
Identification and traceability	21.A.139(d)(2)(iv)			
Manufacturing processes	21.A.139(d)(2)(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.139(d)(2)(v) 21.A.145(a)		The special processes shall be mentioned and described if any.	
Inspection and testing, including production flight tests	21.A.139(d)(2)(vi)			
Calibration of tools, jigs and test equipment	21.A.139(d)(2)(vii) 21.A.145(a)		Shall include the acceptance, the use, the control and the calibration of the tools and equipment	

Civil Aviation Authority

POE compliance checklist	Ref:

	Reference to Part 21 subpart G	Ref to POE paragraph	Comment for applicant	CAA comments
Non-conforming item control	21.A.139(d)(2)(viii)		Including concessions	
Airworthiness co-ordination with applicant for, or holder of, the design approval	21.A.133(b) 21.A.133(d)(1) 21.A.139(d)(2)(ix)(A) 21.A.145(b) 21.A.165(d)		This paragraph shall also refer to the DO/PO arrangement if any (unless this is included in the "scope of work" chapter).	
Completion and retention of records	21.A.5(b) 21.A.5(c) 21.A.139(d)(2)(x)		It is dealing with technical records and it shall include the management of electronic records if any.	
Competence and qualifications of personnel	21.A.5(d) 21.A.5(e)(1) 21.A.5(e)(2) 21.A.139(d)(2)(xi) 21.A.145(c) 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.5(d) 21.A.5(e)(1) 21.A.145(d)		This paragraph is specifically reserved for certifying staff, with qualification requirements, training needs, nomination, records and authorization.	
Issue of airworthiness release documents	21.A.139(d)(1) 21.A.139(d)(2)(xii) 21.A.163 21.A.165(c) 21.A.165(e)			
Handling, storage and packing	21.A.139(d)(2)(xiii)			
Internal quality audits and resulting corrective actions	21.A.139(d)(2)(xiv) 21.A.139(e) 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 also cover 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(d)(2)(xv)		Also called outlocated work.	

Civil Aviation Authority

POE compliance checklist	Ref:

	Reference to Part 21 subpart G	Ref to POE paragraph	Comment for applicant	CAA comments
Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation	21.A.139(d)(2)(xvi) 21.A.165(e)		This is applicable only for complete aircraft.	
Issue of permit to fly and approval of associated flight conditions Control of critical parts	21.A.139(d)(2)(xvii) 21.A.165(f) 21.A.165(g) 21.A.139(d)(3)		This is applicable only for complete aircraft.	

Production management system – Safety management element				
Safety management element	21.A.139(a) 21.A.139(b)		The safety management element shall be documented and tailored to each organisation	
Safety policy and related safety objectives	21.A.139(c)(1)			
Key safety personnel	21.A.139(c)(2) 21.A.145(c)		Safety manager and safety board, and safety action group as applicable	
Safety risk management	21.A.139(c)(3)		Identification of safety hazards, evaluation and management of associated risks, including actions to mitigate the risks and verify their effectiveness.	
Safety assurance process	21.A.139(c)(4)		Effective management of changes in the organisational structure, facilities, scope of work, personnel, documentation, policies and procedures, etc.	
Safety promotion	21.A.139(c)(5)		Training and education, communication	
Occurrence reporting	21.A.3A(b) 21.A.3A(c) 21.A.3A(d) 21.A.3A(e) 21.A.3A(f) 21.A.139(c)(6)			
Independent monitoring function	21.A.139(e)			

Civil Aviation Authority

POE compliance checklist	Ref:

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.	
CAA Form 1 template	Appendix I		The template shall be adapted to each organisation	
CAA Form 20b template	Appendix IV		If applicable. The template shall be adapted to each organisation	
	Appendix VIII		If applicable. The template shall be adapted to each organisation	
CAA Form 53 template	Appendix IX		If applicable. The template shall be adapted to each organisation	

Conclusion/Notes:

Reviewed by: Date:

Signed: