



COMPLIANCE CHECKLIST – DESIGN ORGANIZATION APPROVAL

PART-21	Description	A	NA	Comply		Remark or Reference
				Yes	No	
Subpart J						
21.231	Scope					
	This Subpart establishes the procedure for the approval of design organizations and rules governing the rights and obligations of applicants for, and holders of, such approvals.					
21.233	Eligibility					
	Any natural or legal person ('organization') shall be eligible as an applicant for an approval under this Subpart					
(a)	in accordance with 21.14, 21.112B, 21.432B or 21.602B; or					
(b)	for approval of minor changes or minor repair design, when requested for the purpose of obtaining privileges under 21.263					
21.234	Application					
	Each application for a design organization approval shall be made in a form and manner established by CARC and shall include an outline of the information required by 21.243, and the terms of approval requested to be issued under 21.251.					
21.235	Issue of design organization approval					
	An organization shall be entitled to have a design organization approval issued by CARC when it has demonstrated compliance with the applicable requirements under this Subpart.					
21.239	Design Assurance System					
(a)	The design organization shall demonstrate that it has established and is able to maintain a design assurance system for the control and supervision of the design, and of design changes, of products, parts and appliances covered by the application. This design assurance system shall be such as to enable the organisation:					
1.	To ensure that the design of the products, parts and appliances or the design change thereof, comply with the applicable type-certification basis and environmental protection requirements; and					
2.	To ensure that its responsibilities are properly discharged in accordance with: (i) The appropriate provisions of this Part; and (ii) The terms of approval issued under 21.251.					
3.	To independently monitor the compliance with, and adequacy of, the documented procedures of the system. This monitoring shall include a feed-back system to a person or a group of persons having the responsibility to ensure corrective actions.					
(b)	The design assurance system shall include an independent checking function of the showings of compliance on the basis of which the organization submits compliance statements and associated documentation to the CARC.					
(c)	The design organization shall specify the manner in which the design assurance system accounts for the acceptability of the parts or appliances designed or the tasks performed by partners or subcontractor according to methods which are the subject of written procedures.					



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21.243	Data					
(a)	The design organization shall furnish a handbook to the CARC describing, directly or by cross-reference, the organization, the relevant procedures and the products or changes to products to be designed.					
(b)	Where any parts or appliances or any changes to the products are designed by partner organizations or subcontractors, the handbook shall include a statement of how the design organisation is able to give, for all parts and appliances, the assurance of compliance required by 21.239(b), and shall contain, directly or by cross-reference, descriptions and information on the design activities and organization of those partners or subcontractors, as necessary to establish this statement.					
(c)	The handbook shall be amended as necessary to remain an up-to-date description of the organization, and copies of amendments shall be supplied to the CARC.					
(d)	The design organization shall furnish a statement of the qualifications and experience of the management staff and other persons responsible for making decisions affecting airworthiness and environmental protection in the organization.					
21.245	Approval requirements					
	The design organization shall demonstrate, on the basis of the information submitted in accordance with 21.243 that, in addition to complying with 21.239:					
(a)	The staff in all technical departments are of sufficient numbers and experience and have been given appropriate authority to be able to discharge their allocated responsibilities and that these, together with the accommodation, facilities and equipment are adequate to enable the staff to achieve the airworthiness, noise, fuel venting and exhaust emissions objectives for the product.					
(b)	There is full and efficient coordination between departments and within departments in respect of airworthiness and environmental protection matters.					
21.247	Changes in design assurance system					
	After the issue of a design organization approval, each change to the design assurance system that is significant to the showing of compliance or to the airworthiness and environmental protection of the product, shall be approved by the CARC. An application for approval shall be submitted in writing to the CARC and the design organization shall demonstrate to the CARC, on the basis of submission of proposed changes to the handbook, and before implementation of the change, that it will continue to comply with this Subpart after implementation.					
21.249	Transferability					
	Except as a result of a change in ownership, which is deemed significant for the purposes of 21.247, a design organisation approval is not transferable.					



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21.151	Terms of approval					
	The terms of approval shall identify the types of design work, the categories of products, parts and appliances for which the design organization holds a design organization approval, and the functions and duties that the organization is approved to perform in regard to the airworthiness and characteristics of noise, fuel venting and exhaust emissions of products. For design organization approval covering type-certification or JTSO authorization for Auxiliary Power Unit (APU), the terms of approval shall contain in addition the list of products or APU. Those terms shall be issued as part of a design organization approval.					
21.253	Changes to the terms of approval					
	Each change to the terms of approval shall be approved by the CARC. An application for a change to the terms of approval shall be made in a form and manner established by the CARC. The design organization shall comply with the applicable requirements of this Subpart.					
21.257	Investigations					
(a)	The design organization shall make arrangements that allow the CARC to make any investigations, including investigations of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of this Subpart.					
(b)	The design organization shall allow the CARC to review any report and make any inspection and perform or witness any flight and ground test necessary to check the validity of the compliance statements submitted by the applicant under 21.239(b).					
21.258	Findings					
(a)	When objective evidence is found showing non-compliance of the holder of a design organization approval with the applicable requirements of this Part, the finding shall be classified as follows:					
1.	A level one finding is any non-compliance with this Part which could lead to uncontrolled non-compliances with applicable requirements and which could affect the safety of the aircraft.					
2.	A level two finding is any non-compliance with this Part which is not classified as level one.					
(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 paragraph (a).					
(c)	After receipt of notification of findings under the applicable administrative procedures established by the CARC,					
1.	In case of a level one finding, the holder of the design organization approval shall demonstrate corrective action to the satisfaction of the CARC 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 CARC shall be appropriate to the nature of the finding but in any case initially shall not be more than six months. In certain circumstances and subject to the nature of the finding the CARC may extend the six month period subject to a satisfactory corrective action plan agreed by the CARC.					



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3.	A level three finding shall not require immediate action by the holder of the design organization approval.					
(d)	In case of level one or level two findings, the design organization approval may be subject to a partial or full suspension or revocation under the applicable administrative procedures established by the CARC. The holder of the design organization approval shall provide confirmation of receipt of the notice of suspension or revocation of the design organization approval in a timely manner.					
21.259 Duration and continued validity						
(a)	A design organization approval shall be issued for a duration of 24 months from the date of issue. It shall remain valid unless:					
1.	The design organization fails to demonstrate compliance with the applicable requirements of this Subpart; or					
2.	The design organization fails an Approval Review in accordance with 21.260.					
3.	The CARC is prevented by the holder or any of its partners or subcontractors to perform the investigations in accordance with 21.257; or					
4.	There is evidence that the design assurance system cannot maintain satisfactory control and supervision of the design of products or changes thereof under the approval; or					
5.	the certificate has been surrendered or revoked under the applicable administrative procedures established by the CARC.					
(b)	Upon surrender or revocation, the certificate shall be returned to the CARC.					
21.260 Approval Review						
	A design organization approval is subject to an approval review to ensure compliance with the requirements of this part; the review shall be completed by the CARC every 24 calendar months. The organization holder shall pay the approval review applicable fees.					
21.263 Privileges						
(a)	The holder of a design organization approval shall be entitled to perform design activities under this Part and within its scope of approval.					
(b)	Subject to 21.257(b), the CARC shall accept without further verification the following compliance documents submitted by the applicant for the purpose of obtaining:					
1.	The approval of flight conditions required for a permit to fly; or					
2.	a type-certificate or approval of a major change to a type design; or					
3.	a supplemental type-certificate; or					
4.	an JoTSO authorisation under 21.602(b)(1); or					
5.	a major repair design approval;					
(c)	The holder of a design organization approval shall be entitled, within its terms of approval and under the relevant procedures of the design assurance system:					
1.	to classify changes to type design and repairs as ‘major’ or ‘minor’.					
2.	to approve minor changes to type design and minor repairs.					



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3.	to issue information or instructions containing the following statement: ‘The technical content of this document is approved under the authority of DOA nr. [CARC]. J. [xyz].’					
4.	to approve documentary changes to the aircraft flight manual, and issue such changes containing the following statement: ‘Revision nr. xx to AFM ref. yyy, is approved under the authority of DOA nr.[CARC].J.[xyz].’					
5.	to approve the design of major repairs to products for which it holds the type-certificate or the supplemental type-certificate.					
6.	To approve the conditions under which a permit to fly can be issued in accordance with 21.710(a)(2):					
i.	except for initial flights of:					
	- a new type of aircraft, or					
	- an aircraft modified by a change that is or would be classified as a significant major change or significant STC, or					
	- an aircraft whose flight and/or piloting characteristics may have been significantly modified;					
ii.	except for permits to fly to be issued for the purpose of 21.701(a)(o).					
7.	To issue a permit to fly in accordance with 21.711(b) for an aircraft it has designed or modified, and when the design organization itself is controlling under its DOA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight.					
21.265 Obligations of the holder						
	The holder of a design organization approval shall:					
(a)	Maintain the handbook in conformity with the design assurance system;					
(b)	Ensure that this handbook is used as a basic working document within the organization;					
(c)	Determine that the design of products, or changes or repairs thereof, as applicable, comply with applicable requirements and have no unsafe feature;					
(d)	Except for minor changes or repairs approved under the privilege of 21.263, provide to the CARC statements and associated documentation confirming compliance with paragraph (c);					
(e)	Provide to the CARC information or instructions related to required actions under 21.3B.					
(f)	Where applicable, under the privilege of 21.263(c)(6), determine the conditions under which a permit to fly can be issued.					
(g)	Where applicable, under the privilege of 21.263(c)(7), establish compliance with 21.711(b) and (d) before issuing a permit to fly Form CARC/AIRAW FORM 120 to an aircraft.					

Date	Name of Chief Executive or Authorized Representative	Signature
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Note: Sign and stamp each page of this form