



COMPLIANCE CHECKLIST – PRODUCTION ORGANIZATION APPROVAL

| PART-21 | Description | A | NA | Comply | | Remark or Reference |
|------------------|--|---|----|--------|----|---------------------|
| | | | | Yes | No | |
| Subpart G | | | | | | |
| 21.131 | Scope | | | | | |
| | This Subpart establishes: | | | | | |
| (a) | The procedure for the issuance of a production organization approval for a production organization showing conformity of products, parts and appliances with the applicable design data. | | | | | |
| (b) | The rules governing the rights and obligations of the applicant for, and holders of, such approvals. | | | | | |
| 21.133 | Eligibility | | | | | |
| | Any natural or legal person (“organization”) shall be eligible as an applicant for an approval under this Subpart The applicant shall: | | | | | |
| (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 | | | | | |
| (b) | hold or have applied for an approval of that specific design; or | | | | | |
| (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. | | | | | |
| 21.134 | Application | | | | | |
| (a) | Each application for a production organization approval shall be made in a form and manner established by the JCARC and shall include an outline of the information required by 21.143, and the terms of approval requested to be issued under 21.151. | | | | | |
| (b) | The application for: | | | | | |
| (1) | An initial issuance of a (POA) shall be valid for 180 calendar days starting from the date of application. | | | | | |
| (2) | A variation or amendment of a (POA) shall be valid for 90 calendar days starting from the date of application. | | | | | |
| (c) | Failure to meet the time limits established under paragraph (b) shall result in the cancellation of the application. In which case the applicant may file a new application with CARC and comply with all the provisions of the applicable original application. | | | | | |
| 21.135 | Issue of production organization approval | | | | | |
| | An organization shall be entitled to have a production organization approval issued by CARC when it has demonstrated compliance with the applicable requirements under this Subpart. | | | | | |
| 21.139 | Quality System | | | | | |
| (a) | The production organization shall demonstrate that it has established and is able to maintain a quality system This quality system shall be documented. This quality system shall be such as to enable the organization to ensure that each product, part or appliance produced by the organization 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 21.163. | | | | | |





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| | | | | Yes | No | |
| (b) | The quality system shall contain: | | | | | |
| 1. | As applicable within the scope of approval, control procedures for: <ul style="list-style-type: none"> (i) Document issue, approval, or change. (ii) Vendor and subcontractor assessment audit and control. (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. (iv) Identification and traceability. (v) Manufacturing processes. (vi) Inspection and testing, including production flight tests. (vii) Calibration of tools, jigs, and test equipment. (viii) Non conforming item control. (ix) Airworthiness coordination with the applicant for, or holder of, the design approval. (x) Records completion and retention. (xi) Personnel competence and qualification. (xii) Issue of airworthiness release documents. (xiii) Handling, storage and packing. (xiv) Internal quality audits and resulting corrective actions. (xv) Work within the terms of approval performed at any location other than the approved facilities. (xvi) Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation. The control procedures need to include specific provisions for any critical parts. (xvii) Issue of permit to fly and approval of associated flight conditions. | | | | | |
| 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 21.145(c)(2) and ultimately to the manager referred to in 21.145 (c)(1) to ensure, as necessary, corrective action. | | | | | |
| 21.143 Exposition | | | | | | |
| (a) | The organization shall submit to CARC a production organization exposition providing the following information: | | | | | |
| 1. | A statement signed by the accountable manager confirming that the production organization exposition and any associated manuals which define the approved organization's compliance with this Subpart will be complied with at all times. | | | | | |
| 2. | The title(s) and names of managers accepted by CARC in accordance with 21.145(c)(2). | | | | | |
| 3. | The duties and responsibilities of the manager(s) as required by 21.145(c)(2) including matters on which they may deal directly with CARC on behalf of the organization. | | | | | |
| 4. | An organizational chart showing associated chains of responsibility of the managers as required by 21.145(c)(1) and (2). | | | | | |
| 5. | A list of certifying staff as referred to in 21.145(d). | | | | | |
| 6. | A general description of man-power resources. | | | | | |





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| 7. | A general description of the facilities located at each address specified in the production organization's certificate of approval. | | | | | |
| 8. | A general description of the production organization's scope of work relevant to the terms of approval. | | | | | |
| 9. | The procedure for the notification of organizational changes to CARC. | | | | | |
| 10. | The amendment procedure for the production organization exposition. | | | | | |
| 11. | A description of the quality system and the procedures as required by 21.139(b)(1). | | | | | |
| 12. | A list of those outside parties referred to in 21.139(a). | | | | | |
| (b) | The production organization exposition shall be amended as necessary to remain an up-to-date description of the organization, and copies of any amendments shall be supplied to CARC. | | | | | |
| 21.145 | Approval requirements | | | | | |
| | The production organization shall demonstrate, on the basis of the information submitted in accordance with 21.143 that: | | | | | |
| (a) | with regard to general approval requirements, facilities, working conditions, equipment and tools, processes and associated materials, number and competence of staff, and general organization are adequate to discharge obligations under 21.165. | | | | | |
| (b) | with regard to all necessary airworthiness, noise, fuel venting and exhaust emissions data: | | | | | |
| 1. | The production organization is in receipt of such data from the CARC, and from the holder of, or applicant for, the type-certificate, restricted type-certificate or design approval, to determine conformity with the applicable design data. | | | | | |
| 2. | The production organization has established a procedure to ensure that airworthiness, noise, fuel venting and exhaust emissions data are correctly incorporated in its production data. | | | | | |
| 3. | Such data are kept up to date and made available to all personnel who need access to such data to perform their duties. | | | | | |
| (c) | with regard to management and staff: | | | | | |
| 1. | A manager has been nominated by the production organization, and is accountable to CARC. His or her responsibility within the organization shall consist of ensuring that all production is performed to the required standards and that the production organization is continuously in compliance with the data and procedures identified in the exposition referred to in 21.143. | | | | | |
| 2. | A person or group of persons have been nominated by the production organization to ensure that the organization is in compliance with the requirements of this Part, 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 subparagraph (1). The persons nominated shall be able to show the appropriate knowledge, background and experience to discharge their responsibilities. | | | | | |
| 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 organization in respect of airworthiness, noise, fuel venting and exhaust emission data matters. | | | | | |





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| | | | | Yes | No | |
| (d) | with regard to certifying staff, authorized by the production organization to sign the documents issued under 21.163 under the scope or terms of approval: | | | | | |
| 1. | The knowledge, background (including other functions in the organization), and experience of the certifying staff are appropriate to discharge their allocated responsibilities. | | | | | |
| 2. | The production organization maintains a record of all certifying staff which shall include details of the scope of their authorization. | | | | | |
| 3. | Certifying staff are provided with evidence of the scope of their authorization. | | | | | |
| 21.147 | Changes to the approved production organization | | | | | |
| (a) | After the issue of a production organization approval, each change to the approved production organization that is significant to the showing of conformity or to the airworthiness and characteristics of noise, fuel venting and exhaust emissions of the product, part or appliance, particularly changes to the quality system, shall be approved by CARC. An application for approval shall be submitted in writing to CARC and the organization shall demonstrate to CARC before implementation of the change that it will continue to comply with this Subpart. | | | | | |
| (b) | The CARC shall establish the conditions under which a production organization approved under this Subpart may operate during such changes unless CARC determines that the approval should be suspended. | | | | | |
| 21.148 | Changes of location | | | | | |
| | A change of the location of the manufacturing facilities of the approved production organization shall be deemed of significance and therefore shall comply with 21.147. | | | | | |
| 21.149 | Transferability | | | | | |
| | Except as a result of a change in ownership, which is deemed significant for the purposes of 21.147, a production organization approval is not transferable. | | | | | |
| 21.151 | 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 21.163. Those terms shall be issued as part of a production organization approval. | | | | | |
| 21.153 | Changes to the terms of approval | | | | | |
| | Each change to the terms of approval shall be approved by CARC. An application for a change to the terms of approval shall be made in a form and manner established by CARC. The applicant shall comply with the applicable requirements of this Subpart. | | | | | |





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| | | | | Yes | No | |
| 21.157 | Investigations | | | | | |
| | The production organization shall make arrangements that allow 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. | | | | | |
| 21.158 | Findings | | | | | |
| (a) | When objective evidence is found showing non-compliance of the holder of a production 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 design data 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, | | | | | |
| 1. | In case of a level one finding, the holder of the production organization approval shall demonstrate corrective action to the satisfaction of 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 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 CARC may extend the six month period subject to a satisfactory corrective action plan agreed by CARC. | | | | | |
| 3. | A level three finding shall not require immediate action by the holder of the production organization approval. | | | | | |
| (d) | In case of level one or level two findings, the production organization approval may be subject to a partial or full limitation, suspension or revocation. The holder of the production organization approval shall provide confirmation of receipt of the notice of limitation, suspension or revocation of the production organization approval in a timely manner. | | | | | |
| 21.159 | Duration and continued validity | | | | | |
| (a) | A production organization approval shall be issued for a duration of 24 months from the date of issuance. It shall remain valid unless: | | | | | |
| 1. | The production organization fails to demonstrate compliance with the applicable requirements of this Subpart; or | | | | | |
| 2. | The production organization fails an Approval Review in accordance with 21.160; or | | | | | |
| 3. | The CARC is prevented by the holder or any of its partners or subcontractors to perform the investigations in accordance with 21.157; or | | | | | |
| 4. | There is evidence that the production organization cannot maintain satisfactory control of the manufacture of products, parts or appliances under the approval; or | | | | | |
| 5. | The production organization no longer meets the requirements of 21.133; or | | | | | |
| 6. | the certificate has been surrendered or revoked. | | | | | |





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| | | | | Yes | No | |
| (b) | Upon surrender or revocation, the certificate shall be returned to CARC. | | | | | |
| 21.160 | Approval Review | | | | | |
| | A production organization approval is subject to an approval review to ensure compliance with the requirements of this part; this review shall be by the CARC every 24 calendar months. The production organization holder shall pay the approval review applicable fees. | | | | | |
| 21.163 | Privileges | | | | | |
| | Pursuant to the terms of approval issued under 21.135, the holder of a production organization approval may: | | | | | |
| (a) | Perform production activities under this Part. | | | | | |
| (b) | In the case of complete aircraft and upon presentation of a Statement of Conformity (18 OF-278) under 21.174 obtain an aircraft certificate of airworthiness and a noise certificate without further showing. | | | | | |
| (c) | In the case of other products, parts or appliances issue authorized release certificates (18 OF- 227) under 21.307 without further showing. | | | | | |
| (d) | Maintain a new aircraft that it has produced and issue a certificate of release to service in respect of that maintenance. | | | | | |
| (e) | Under procedures agreed with its competent authority for production, for an aircraft it has produced and when the production organization 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 21A.711(c) including approval of the flight conditions in accordance with 21.710 (b). | | | | | |
| 21.265 | Obligations of the holder | | | | | |
| | The holder of a production organization approval shall: | | | | | |
| (a) | Ensure that the production organization exposition furnished in accordance with 21.143 and the documents to which it refers, are used as basic working documents within the organization. | | | | | |
| (b) | Maintain the production organization in conformity with the data and procedures approved for the production organization approval. | | | | | |
| (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 CARC, or | | | | | |
| 2. | Determine that other products, parts or appliances are complete and conform to the approved design data and are in condition for safe operation before issuing (18 OF-227) to certify airworthiness, and additionally in case of engines, determine according to data provided by the engine type-certificate holder that each completed engine is in compliance with the applicable emissions requirements as defined in 21.18(b), current at the date of manufacture of the engine, to certify emissions compliance, or | | | | | |
| 3. | Determine that other products, parts or appliances conform to the applicable data before issuing (18 OF-227) as a conformity certificate; | | | | | |
| (d) | Record all details of work carried out. | | | | | |





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| (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. | | | | | |
| (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 organization 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. | | | | | |
| 2. | Report to the CARC the deviations which could lead to an unsafe condition identified according to subparagraph (1). Such reports shall be made in a form and manner established by the JCARC under 21.3(b)(2) or accepted by CARC. | | | | | |
| 3. | Where the holder of the production organization approval is acting as a supplier to another production organization, report also to that other organization all cases where it has released products, parts or appliances to that organization and subsequently identified them to have possible deviations from the applicable design data. | | | | | |
| (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. | | | | | |
| (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 JCARC and be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances. | | | | | |
| (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. | | | | | |
| (j) | Where applicable, under the privilege of 21.163(e), determine the conditions under which a permit to fly can be issued. | | | | | |
| (k) | Where applicable, under the privilege of 21.163(e), establish compliance with 21.711(b) and (d) before issuing a permit to fly (18 OF- 120) to an aircraft. | | | | | |

