United Kingdom Civil Aviation Authority

Part-21 SUBPART G PRODUCTION ORGANISATION EXPOSITION COMPLIANCE CHECKLIST

Applicant Name;	**Tel No;**
Contact Name;	**Approval Ref;**
POE Title;	**POE Ref;**
Date of Review;	**Reviewed by;**

			Comments
General			
Document identification			
Company name & address (inc sites & Telephone/fax numbers)			
Distribution / Circulation			
Revision details & issue status			
List of effective pages / contents			
Document Approval			
Forward/Introduction			
SECTION 1 - MANAGEMENT			
1.1.1	Corporate Commitment of Manager Accountable		
	[refer 21A.143(a)]		
1.1.2	Nomination of Accountable Manager		
	[refer 21A.145(c)(1)]		
1.2	Management Personnel		
	[refer 21A.145(c) (2) & 21A.143(a)]]		
1.3	Duties and Responsibilities of Management Personnel		
	[refer 21A.145 & 21A.143(a)]		
	1.3.1	Accountable Manager	
	1.3.2	Engineering/Production Director	
	1.3.3	Quality Manager	
	1.3.4	Production Manager	
	1.3.5	Other Personnel as appropriate	
1.4	Management Organisation Chart		
	[refer 21A.145 & 21A.143(a)]		
1.5	List of Certifying Staff		
	[refer 21A.145(d) & 21A.143(a)]		

			Comments
1.6	Manpower Resources		
	[refer 21A.143(a)]		
1.7	Description of Facilities at all Sites		
	[refer 21A.143(a)]		
1.8	Scope of Work - Relevant to the POA		
	[refer 21A.151 & 21A.143(a)]		
1.9	Notification Procedure to CAA of Changes to Organisation		
	[refer 21A.147, 21A.148 & 21A.143(a)]		
	1.9.1	Accountable Manager	
	1.9.2	Senior Nominated Personnel	
	1.9.3	Changes to Location/Facilities	
	1.9.4	Changes to POA Activities	
1.10	Amendment Procedure for POE		
	[refer 21A.143(b) & 21A.143(a)]		
	1.10.1	Person Responsible for Amending POE	
	1.10.2	Procedure for amending documents referenced in the POE	
SECTION 2 - PROCEDURES [If cross referencing to existing procedures a summary of the referenced procedure must be included as a minimum - AMC 21A.143]			
2.1	Quality System		
	[refer 21A.139, 21A.143(a)]]		
	2.1.1	Quality Audit of Organisation Procedures	
	2.1.2	Quality Audit of Product	
	2.1.3	Quality Audit Remedial Action Procedure	
	2.1.4	Quality Audit Personnel	
	2.1.5	Certifying Staff, Qualification, Training and Procedures	
	2.1.6	Concessions Procedure	
	2.1.7	Audit for Compliance with Part 21 Subpart G	
2.2	Sub-Contract Control		
	[refer 21A.139(a) & 21A.143(a)]		
	2.2.1	Supplier/Sub-Contractor Evaluation Procedure	
	2.2.2	Supplier/Sub-Contractor List	

			Comments
2.3	Production Control		
	[refer 21A.139(b) & 21A.143(a)]		
	2.3.1	Acceptance/Inspection of Incoming Materials	
	2.3.2	Stores Procedures	
	2.3.3	Acceptance of Tools and Equipment	
	2.3.4	Calibration/Control Procedure	
	2.3.5	Use of Tools/Equipment by Staff	
	2.3.6	Production Procedure	
	2.3.7	Production Documentation and its Control	
	2.3.8	Technical Records Control	
	2.3.9	Release to Service Procedure	
	2.3.10	Control of Computer Records	
	2.3.11	Specific Production Procedures	
	2.3.12	Airworthiness Co-ordination with Design Authority	
	2.3.13	Off-Site Working Control Procedures	
	2.3.14	Pre-delivery Aircraft Maintenance Procedures	
	2.3.15	Control of Critical Parts	
	2.3.16	Inspection and Testing (including Flight Testing)	
	2.3.17	Occurrence Reporting Procedure	
SECTION 3 - APPENDICES			
3.1 Sample Documents (including EASA Form 1)			
3.2 Capability List			

Conclusion:-

Reviewed by ..... Date .....

Signed .....