



# Applying for a Part 21 Subpart G approval.

## Initial Requirements

- The organisation should be located in the UK (organisations outside the UK including the Channel Islands should apply directly to EASA.)
- Complete an online application form completed by an authorised representative of the company.

## Additional Info required

- at least one EASA Form 4 for key personnel i.e. Quality Manager (Initial application only)
- A draft copy of the Production Organisation Exposition (POE) including or together with the Capability List
- A completed Part 21 Compliance Checklist and POE Compliance Checklist available from the EASA website  
<https://www.easa.europa.eu/easa-and-you/aircraft-products/production-organisations-approvals>
- A demonstration of regulatory need, for example DOA/POA arrangement document, ETSO application
- The relevant fee (preferably paid online)



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## What Happens Next?

- An automated e-mail receipt will be sent to you acknowledging your application
- A provisional assessment of your application and POE will be made and you will be contacted by our Resource Management Team to arrange any required surveyor visit or visits.
- The surveyor will conduct an audit and raise any findings
- The surveyor will review and interview nominated key personnel
- Once any audit findings are closed the surveyor will recommend the approval of your organisation.
- Shared Services Administrators will raise and send your certificate within 10 working days of receipt of the recommendation.