



## **Course Syllabus**

*Rev: 06.01.2009*

# **POA and Production without POA**

## ***Specialised Course***

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## A. THE EU LEGAL FRAMEWORK - PRINCIPLES

### **The Community being a supranational organisation, Member States may no more:**

- deviate from common rules;
- impose additional requirements; or
- conclude arrangements with third countries.

### **Legislative powers**

#### **The Legislator, through the Basic Regulation:**

- Defines the scope of powers transferred to the Community (the products, organizations and personnel that will be regulated by the Community to protect public interest)
- Adopts the essential requirements specifying the objectives to be met (the obligations and means to reach the desired level of protection)
- Distributes the executive tasks among the executive agents
- Establishes the means of judicial control when executive powers are given to Community bodies

### **Executive powers**

#### **Certification is carried out:**

- By the Agency (when centralized action is more efficient).
- By the National Aviation Authorities (Commission oversight through the Agency).

### **Judicial powers**

#### **Oversight and enforcement are carried out by the national systems, under the supervision of national Courts**

The interpretation of Community law is made by the Court of Justice of the European Community.

#### **The Agency:**

- Drafts common rules (EASA Regulation and implementing rules)
- Adopts material for the implementation of common rules (airworthiness codes, interpretation and guidance material)
- Issues type certificates (TC, STC,...), approves organisations (DOA and, outside the European territory, POA, MOA...), ensures their continued oversight
- Oversees the application of rules by the Member States and recommends the necessary enforcement actions to the Commission
- Acts as a focal point for third countries and international organizations for the harmonisation of rules and the recognition / validation of certificates



### **The Member States (NAAS):**

- Provide expertise as appropriate for rulemaking tasks
- Develop national administrative rules for the implementation and enforcement of common rules (administrative procedures)
- May take action on a case by case basis if so required to ensure safety or appropriate operational flexibility (safeguards)
- Approve organisations in their territory (except DOs)
- Issue certificates for individual products on their registry
- Issue personnel licences for aircraft maintenance certifying staff (Part-66)

## **B. STRUCTURE OF THE EU REGULATORY SYSTEM**

### **a) BASIC REGULATION**

- The Parliament and the Council define the Scope of Powers transferred from the Member States to the Community
- They adopt the Essential Requirements specifying the objectives to be met
- The Basic Regulation was adopted by the European Parliament and the Council, according to the co-decision procedure
- It defines the scope of Community competence
- It establishes the objectives and principles of Community action
- It establishes the division of regulatory and executive powers between the Agency, the European Institutions and the Member States

### **b) IMPLEMENTING RULES**

The Commission adopts standards for implementing the essential requirements

**The Implementing Rules were adopted by the Commission, according to the comitology procedure**

They **establish common standards in the fields of airworthiness, continuing airworthiness and environmental protection that:**

- Fulfil the objectives and principles established in the Essential Requirements
- Are in compliance with ICAO SARPs

They define the Competent Authority for the executive functions and establish rules and procedures for its implementation

### **c) ACCEPTABLE MEANS OF COMPLIANCE**

#### **145.B.17 Acceptable means of compliance**

**The Agency shall develop acceptable means of compliance that the Member States may use to establish compliance with this Part. When the acceptable means of compliance are complied with, the related requirements of this Part shall be considered as met.**



C. REGULATION (EC) NO 216/2008			
CHAPTER I		PRINCIPLES	
Article 1	Scope	<p><b>1. Applicability of the Basic Regulation to products, parts and appliances</b></p> <p>This Regulation shall <b>apply to</b>:</p> <p>(a) the design, production, <b>maintenance and operation of aeronautical products, parts and appliances, as well as personnel and organisations</b> involved in the design, production and <b>maintenance of such products, parts and appliances</b></p> <p>(b) Personnel and organisations involved in the operation of aircraft.</p>	
CHAPTER II		SUBSTANTIVE REQUIREMENTS	
Article 4	Basic principles and applicability	<p><b>Aircraft, including any installed product, part and appliance shall comply with this Regulation,</b></p> <p>which are:</p> <p>(a) designed or manufactured by an organisation for which the Agency <b>or a Member State ensures safety oversight</b> or</p> <p>(b) <b>registered in a Member State,</b> unless their regulatory safety oversight has been delegated to a third country and they are not used by a Community operator or</p> <p>(c) <b>registered in a third country and used by an operator for which any Member State ensures oversight of operations, or used into, within or out of the Community by an operator established or residing in the Community or</b></p> <p>(d) registered in a third country, or registered in a Member State which has delegated their regulatory safety oversight to a third country, and used by a third country operator into, within or out of the Community</p>	



		2. Paragraph 1 shall not apply to aircraft referred to in Annex II.	
<b>Article 5</b>	<b>Airworthiness</b>	<p>1. Aircraft referred to in Article 4(1) (a), (b) and (c) shall comply with the <b>essential requirements for airworthiness laid down in Annex I.</b></p> <p>2. Compliance of aircraft referred to in Article 4(1)(b), and of products, parts and appliances mounted thereon shall be established in accordance with the following.</p> <p>(d) Organisations responsible for the maintenance of products, parts and appliances shall demonstrate their capability and means to discharge the responsibilities associated with their privileges. Unless otherwise accepted these capabilities and means shall be recognised through the issuance of an organisation approval. The privileges granted to the approved organisation and the scope of the approval shall be specified in the terms of approval.</p> <p>5. The measures designed to amend non-essential elements of this Article, by supplementing it, shall be adopted in accordance with the regulatory procedure with scrutiny referred to in Article 65(4). Those measures shall specify in particular:</p> <p>(f) conditions to issue, maintain, amend, suspend or revoke organisation approvals i.a.w. § 2(d), (e) and (g) and conditions under which such approvals need not be requested;</p> <p>(h) responsibilities of the holders of certificates.</p>	
<b>Article 11</b>	<b>Recognition of certificates</b>	<p>1. <b>Member States shall, without further technical requirements or evaluation, recognise the certificates issued in accordance with this Regulation.</b> When the original recognition is for a particular purpose, or purposes, any subsequent recognition shall cover only the same purpose or purpose(s).</p> <p>2. The Commission, on its own initiative or at the request of a Member State or of the Agency, may initiate the procedure referred to in Article 65(7) to decide whether a certificate issued in accordance with this Regulation effectively complies with this Regulation and its implementing rules. In case of non-compliance or ineffective compliance, the Commission shall require the issuer</p>	



		<p>of a certificate to take appropriate corrective action and safeguard measures, such as limitation or suspension of the certificate. Moreover, the provisions of paragraph 1 shall cease to apply to the certificate from the date of the notification of the Commission's decision to the Member States.</p> <p>3. When the Commission has sufficient <b>evidence</b> that <b>appropriate corrective action has been taken</b> by the issuer referred to in paragraph 2 to address the case of non-compliance or ineffective compliance and that the safeguard measures are no longer necessary, it shall decide that the <b>provisions of paragraph 1 apply again</b> to this certificate. These provisions shall apply as from the date of the notification of this decision to the Member States.</p>	
<b>Article 14</b>	<b>Flexibility provisions</b>	<p>4. <b>Member States may grant exemptions</b> in the event of unforeseen urgent operational circumstances or operational needs of a limited duration, <b>provided the level of safety is not adversely affected thereby. Appropriate notification.</b></p>	
<b>Article 18</b>	<b>Agency measures</b>	<p><b>The Agency shall, where appropriate:</b></p> <p>(a) Issue <b>opinions</b> addressed to the Commission.</p> <p>(b) Issue <b>recommendations</b> addressed to the Commission for the application of Art. 14</p> <p>(c) Issue certification specifications, including airworthiness codes and <b>acceptable means of compliance, as well as any guidance material for the application of this Regulation and its implementing rules.</b></p>	
<b>ANNEX I</b>	<b>Essential requirements for airworthiness referred to in Article 5</b>		
<b>3.</b>	<b>Organisations</b>	<p>3.a. <b>Organisation approvals must be issued when the following conditions are met:</b></p>	



		<p>3.a.1. the organisation must have all the means necessary for the scope of work.</p> <p>These means comprise, but are not limited to, the following:</p> <ul style="list-style-type: none"> <li>• <b>facilities</b></li> <li>• <b>personnel</b></li> <li>• <b>equipment</b></li> <li>• <b>tools</b></li> <li>• <b>material</b></li> </ul> <p>documentation of tasks, responsibilities and procedures, access to relevant data and record-keeping.</p> <p>3.a.2. the organisation must implement and maintain a <b>management system</b> to ensure compliance with these essential requirements for airworthiness, and aim for continuous improvement of this system.</p> <p>3.a.3. the organisation must establish arrangements with other relevant organisations, as necessary, to ensure continuing compliance with these essential requirements for airworthiness.</p> <p>3.a.4. the organisation must establish an occurrence reporting and/or handling system, which must be used by the management system under point 3.a.2 and the arrangements under point 3.a.3, in order to contribute to the aim of continuous improvement of the safety of products.</p>	
<b>D. ICAO REFERENCE MATERIAL</b>			
<b>ICAO Doc 7300 Convention on International Civil Aviation</b>			
<b>Chapter 6:</b>	<b>International Standards and Recommended Practices</b>	<b>Article 37: Adoption of international standards and practices</b>  To this end ICAO shall adopt and amend from time to time, as may be necessary, <u>international standards and recommended practices and procedures</u>	
<b>ICAO Annex 6</b>			



<b>Chapter 8:</b>	<b>Aeroplane Maintenance</b>	<b>8.7: Approved maintenance organization</b>	
<b>E. COMMISSION REGULATION (EC) No. 1702/2003 as last amended by Reg. (EC) 287/2008</b>			
<b>Article 1</b>	<b>Scope and definitions</b>	<p>1. This Regulation lays down, in accordance with Article 5(4) and 6(3) of the basic Regulation, common technical requirements and administrative procedures for the airworthiness and environmental certification of products, parts and appliances specifying:</p> <ul style="list-style-type: none"> <li>(f) the identification of products, parts and appliances;</li> <li>(g) the certification of certain parts and appliances;</li> <li>(h) the certification of design and production organisations;</li> <li>(i) the issue of airworthiness directives.</li> </ul> <p>2. For the purpose of this Regulation, the following definitions shall apply:</p> <ul style="list-style-type: none"> <li>(c) 'Part 21' means the requirements and procedures for the certification of aircraft and related products, parts and appliances, and of design and production organisations annexed to this Regulation.</li> <li>(d) 'Part M' means the applicable continuing airworthiness requirements adopted in pursuance to the basic Regulation.</li> </ul>	
<b>Article 2</b>	<b>Products, parts and appliances certification</b>	<p>1. Products, parts and appliances shall be issued certificates as specified in Part 21.</p> <p>2. By way of derogation from paragraph 1, aircrafts, including any installed product, part and appliance, which are not registered in a Member State shall be exempted from the provisions of Subparts H and I of Part 21. They shall also be exempted from the provisions of Subpart P of Part 21 except when aircrafts identification marks are prescribed by a Member State.</p>	



		<p>3. Where reference is made in the Annex (Part 21) to apply and/or to comply with the provisions of Annex I (Part M) to Commission Regulation (EC) No 2042/2003 and a Member State has elected, pursuant to Article 7(3)(a) and (b) of that Regulation, not to apply that Part until 28 September 2008, the relevant national rules shall apply instead until that date.</p>	
<p><b>Article 4</b></p>	<p><b>Production organisations</b></p>	<ol style="list-style-type: none"> <li>1. An organisation responsible for the manufacture of products, parts and appliances shall demonstrate its capability in accordance with the provisions of Part 21.</li> <li>2. By way of derogation from paragraph 1, a manufacturer whose principal place of business is in a non-member State may demonstrate its capability by holding a certificate issued by that State for the product, part and appliance for which it applies, provided:             <ol style="list-style-type: none"> <li>(a) that State is the State of manufacture and</li> <li>(b) the Agency has determined that the system of that State includes the same independent level of checking of compliance as provided by this Regulation, either through an equivalent system of approvals of organisations or through direct involvement of the competent authority of that State.</li> </ol> </li> <li>3. Production organisation approvals issued or recognised by a Member State in accordance with the JAA requirements and procedures and valid before 28 September 2003 shall be deemed to comply with this Regulation. In such case, the period for closure of level two findings, referred to in Subpart G of Part 21, shall not exceed one year when those findings are associated with differences with previous applicable JAR.</li> <li>4. An organisation shall demonstrate its capability under this Regulation before 28 September 2005.</li> <li>5. Until an organisation has demonstrated its capability under Subparts F and G of Part 21, statements of conformity and authorised release certificates issued by that organisation under applicable national regulations shall be deemed to have been issued under this Regulation.</li> </ol>	



		<p>6. With regard to organisations for which a production organisation approval is proceeding through a Member State on 28 September 2003 under applicable JAA procedures:</p> <p>(a) 21A.134 of Part 21 shall not apply;</p> <p>(b) Compliance findings made under JAA procedures shall be deemed to have been made by the Agency for the purpose of complying with 21A.145 of Part 21.</p>	
<b>Article 5</b>	<b>Entry into force</b>	<ol style="list-style-type: none"><li>1. This Regulation shall enter into force on 28 September 2003, except for 21A.804(a)(3) of Part 21 which shall enter into force on 28 March 2004 and Subparts H of Part 21 which shall enter into force on 28 September 2004.</li><li>2. By way of derogation from 21A.159 of Part 21, Member States may issue approvals of a limited duration until 28 September 2007.</li><li>3. By way of derogation from 21A.181 of Part 21, Member States may issue certificates of a limited duration until 28 September 2008.</li><li>4. When a Member State makes use of the provisions of paragraphs 2 or 3 it shall notify the Commission and the Agency.</li></ol>	



## F. GENERAL STRUCTURE OF PART-21

- **General**
- **Section A: Certification of aircraft and related products, parts and appliances, and of design and production organisations**
- **Section B: Procedures for Competent Authorities**

<b>ANNEX - Part-21</b>	<b>Subject</b>	F = Full contents O = Overview X = Not Relevant
<b>21.1</b>	<b>General</b>	<b>O</b>
<b>21A.1</b>	<b>Scope</b>	<b>O</b>
<b>21A.2</b>	<b>Undertaking by another person than the applicant for, or holder of, a certificate</b>	<b>O</b>
<b>21A.3</b>	<b>Failures, malfunctions and defects</b>	<b>F</b>
<b>GM 21A.3(a)</b>	<b>The system for collection, investigation and analysis of data</b>	<b>O</b>
<b>GM 21A.3(b)</b>	<b>Occurrence reporting</b>	<b>O</b>
<b>AMC 21A.3(b)(2)</b>	<b>Reporting to the Agency</b>	<b>F</b>
<b>21A.3B</b>	<b>Airworthiness directives</b>	<b>F</b>
<b>GM 21A.3B(d)(4)</b>	<b>Defect correction – Sufficiency of proposed corrective action</b>	<b>O</b>
<b>AMC 21A.3B(b)</b>	<b>Unsafe condition</b>	<b>F</b>
<b>GM 21A.3B(b)</b>	<b>Determination of an unsafe condition</b>	<b>O</b>
<b>21A.4</b>	<b>Coordination between design and production</b>	<b>F</b>
<b>AMC 21A.4</b>	<b>Transferring of information on eligibility and approval status from the design holder to production organisations.</b>	<b>F</b>



<b>PRODUCTION ORGANISATION APPROVAL</b>		
<b>Sub-part G</b>		
<b>21A.131</b>	<b>Scope</b>	<b>F</b>
<b>GM 21A.131</b>	<b>Scope – Applicable design data</b>	<b>F</b>
<b>21A.133</b>	<b>Eligibility</b>	<b>F</b>
<b>GM 21A.133(a)</b>	<b>Eligibility – Approval appropriate for showing conformity</b>	<b>F</b>
<b>AMC No.1 to 21A.133(b) and (c)</b>	<b>Eligibility – Link between design and production organisations</b>	<b>F</b>
<b>AMC No 2 to 21A.133(b) and (c)</b>	<b>Eligibility – Link between design and production organisations</b>	<b>F</b>
<b>21A.134</b>	<b>Application</b>	<b>F</b>
<b>GM 21A.134</b>	<b>Application – Application form and manner</b>	<b>F</b>
<b>21A.135</b>	<b>Issue of production organisation approval</b>	<b>F</b>
<b>21A.139</b>	<b>Quality System</b>	<b>F</b>
<b>GM No.1 to 21A.139(a)</b>	<b>Quality System</b>	<b>F</b>
<b>GM No 2 to 21A.139(a)</b>	<b>Quality System – Conformity of supplied parts or appliances</b>	<b>F</b>
<b>GM 21A.139(b)(1)</b>	<b>Quality System – Elements of the quality system</b>	<b>F</b>
<b>GM No 1 to 21A.139(b)(2)</b>	<b>Quality System – Independent quality assurance function</b>	<b>F</b>
<b>GM No.2 to 21A.139(b)(2)</b>	<b>Quality System – Adequacy of procedures and monitoring function</b>	<b>F</b>
<b>21A.143</b>	<b>Exposition</b>	<b>F</b>
<b>GM 21A.143</b>	<b>Exposition – Production organisation exposition</b>	<b>F</b>
<b>21A.145</b>	<b>Approval requirements</b>	<b>F</b>
<b>GM 21A.145(a)</b>	<b>Approval requirements</b>	<b>F</b>
<b>GM 21A.145(b)(2)</b>	<b>Approval Requirements – Airworthiness, noise, fuel venting and exhaust emissions/production data procedures</b>	<b>F</b>
<b>GM 21A.145(c)(1)</b>	<b>Approval Requirements – Accountable manager</b>	<b>F</b>
<b>GM 21A.145(c)(2)</b>	<b>Approval Requirements – Responsible managers</b>	<b>F</b>
<b>AMC 21A.145(d)(1)</b>	<b>Approval Requirements – Certifying staff</b>	<b>F</b>
<b>AMC 21A.145(d)(2)</b>	<b>Approval Requirements – Record of certifying staff</b>	<b>F</b>
<b>AMC 21A.145(d)(3)</b>	<b>Approval Requirements – Evidence of authorisation</b>	<b>F</b>



<b>21A.147</b>	<b>Changes to the approved production organisation</b>	<b>F</b>
<b>GM 21A.147(a)</b>	<b>Changes to the approved production organisation – Significant changes</b>	<b>F</b>
<b>21A.148</b>	<b>Changes of location</b>	<b>F</b>
<b>AMC 21A.148</b>	<b>Changes of location – Management during change of location</b>	<b>F</b>
<b>21A.149</b>	<b>Transferability</b>	<b>F</b>
<b>GM 21A.149</b>	<b>Transferability</b>	<b>F</b>
<b>21A.151</b>	<b>Terms of approval</b>	<b>F</b>
<b>GM 21A.151</b>	<b>Terms of approval – Scope and categories</b>	<b>F</b>
<b>21A.153</b>	<b>Changes to the terms of approval</b>	<b>F</b>
<b>AMC 21A.153</b>	<b>Changes to the terms of approval – Application for a change to the terms of approval</b>	<b>F</b>
<b>21A.157</b>	<b>Investigations</b>	<b>F</b>
<b>GM 21A.157</b>	<b>Investigations – Arrangements</b>	<b>F</b>
<b>21A.158</b>	<b>Findings</b>	<b>F</b>
<b>GM No.1 to 21A.158(a)</b>	<b>Uncontrolled non-compliance with applicable design data</b>	<b>F</b>
<b>GM No.2 to 21A.158(a)</b>	<b>Examples of level one findings</b>	<b>F</b>
<b>21A.159</b>	<b>Duration and continued validity</b>	<b>F</b>
<b>GM 21A.159(a)(3)</b>	<b>Evidence of a lack of satisfactory control</b>	<b>F</b>
<b>21A.163</b>	<b>Privileges</b>	<b>F</b>
<b>AMC 21A.163(c)</b>	<b>Computer generated signature</b>	<b>F</b>
<b>AMC 21A.163(d)</b>	<b>Privileges – Maintenance</b>	<b>F</b>
<b>21A.165</b>	<b>Obligations of the holder</b>	<b>F</b>
<b>GM 21A.165(a)</b>	<b>Obligations of the holder – Basic working document</b>	<b>F</b>
<b>GM No.1 to 21A.165(c)</b>	<b>Obligations of the holder – Conformity of prototype models and test specimens</b>	<b>F</b>
<b>GM No 2 to 21A.165(c)</b>	<b>Obligations of holder – Conformity with type design</b>	<b>F</b>
<b>GM No.3 to 21A.165(c)</b>	<b>Obligations of the holder – Condition for safe operation</b>	<b>F</b>
<b>GM No.4 to 21.165(c)</b>	<b>Airworthiness Release or Conformity Certificate</b>	<b>F</b>
<b>GM 21A.165(d) and (h)</b>	<b>Obligations of the holder – Recording and archiving system</b>	<b>F</b>



<b>PRODUCTION WITHOUT PRODUCTION ORGANISATION APPROVAL</b>		
<b>Sub-part F</b>		
<b>21A.121</b>	<b>Scope</b>	<b>F</b>
<b>GM No.1 to 21A.121</b>	<b>Applicability - Individual product, part or appliance</b>	<b>F</b>
<b>GM No.2 to 21A.121</b>	<b>Applicability - Applicable design data</b>	<b>F</b>
<b>21A.122</b>	<b>Eligibility</b>	<b>F</b>
<b>AMC No. 1 to 21A.122</b>	<b>Eligibility - Link between design and production</b>	<b>F</b>
<b>AMC No. 2 to 21A.122</b>	<b>Eligibility - Link between design and production</b>	<b>F</b>
<b>21A.124</b>	<b>Application</b>	<b>F</b>
<b>GM 21A.124(a)</b>	<b>Application - Application form</b>	<b>F</b>
<b>GM 21A.124(b)(1)(i)</b>	<b>Applicability - Inappropriate approval under Subpart G</b>	<b>F</b>
<b>GM 21A.124(b)(1)(ii)</b>	<b>Certification or approval needed in advance of the issue of a POA</b>	<b>F</b>
<b>GM 21A.124(b)(2)</b>	<b>Application - Minimum information to include with the application</b>	<b>F</b>
<b>21A.125</b>	<b>Issue of a letter of agreement</b>	<b>F</b>
<b>GM No. 1 to 21A.125</b>	<b>Letter of agreement - Meaning of individual</b>	<b>F</b>
<b>GM No. 1 to 21A.125(b)</b>	<b>Letter of agreement - Contents of the Manual</b>	<b>F</b>
<b>GM No. 2 to 21A.125(b)</b>	<b>Letter of agreement - Production Inspection System: Functional Tests</b>	<b>F</b>
<b>GM 21A.125(c)</b>	<b>Letter of agreement - Assistance</b>	<b>F</b>
<b>21A.125B</b>	<b>Findings</b>	<b>F</b>
<b>GM No. 1 to 21A.125B(a)</b>	<b>Uncontrolled non-compliance with applicable design data</b>	<b>F</b>
<b>GM No. 2 to 21A.125B(a)</b>	<b>Examples for level one findings</b>	<b>F</b>
<b>21A.125C</b>	<b>Duration and continued validity</b>	<b>F</b>
<b>21A.126</b>	<b>Production inspection system</b>	<b>F</b>
<b>GM 21A.126</b>	<b>Production inspection system</b>	<b>F</b>
<b>GM 21A.126(a)(1)</b>	<b>Production Inspection System - Conformity of supplied parts, appliances and material</b>	<b>F</b>
<b>GM 21A.126(a)(2)</b>	<b>Production Inspection System - Identification of incoming materials and parts</b>	<b>F</b>
<b>GM No. 1 to 21A.126(a)(3)</b>	<b>Production Inspection System - List of specifications</b>	<b>F</b>
<b>GM No. 2 to 21A.126(a)(3)</b>	<b>Production Inspection System - Means of checking of the production</b>	<b>F</b>



	<b>processes</b>	
<b>GM 21A.126(a)(4)</b>	<b>Production Inspection System – Applicable design/production data procedures</b>	<b>F</b>
<b>GM 21A.126(b)(1)</b>	<b>Production Inspection System - Inspection of parts in process</b>	<b>F</b>
<b>GM 21A.126(b)(2)</b>	<b>Production Inspection System – Suitable storage and protection</b>	<b>F</b>
<b>GM 21A.126(b)(3)</b>	<b>Production Inspection System – Use of derived data instead of original design data</b>	<b>F</b>
<b>GM 21A.126(b)(4)</b>	<b>Production Inspection System – Segregation of rejected material</b>	<b>F</b>
<b>GM 21A.126(b)(5)</b>	<b>Production Inspection System – Engineering and manufacturing review procedure</b>	<b>F</b>
<b>GM 21A.126(b)(6)</b>	<b>Production Inspection System – Recording and record keeping</b>	<b>F</b>
<b>21A.127</b>	<b>Tests: aircraft</b>	<b>F</b>
<b>GM 21A.127</b>	<b>Approved production ground and flight tests</b>	<b>F</b>
<b>21A.128</b>	<b>Tests: engines and propellers</b>	<b>F</b>
<b>GM No. 1 to 21A.128</b>	<b>Acceptable functional test - Engines</b>	<b>F</b>
<b>GM No. 2 to 21A.128</b>	<b>Acceptable functional test –Variable pitch propellers</b>	<b>F</b>
<b>GM No. 3 to 21A.128</b>	<b>Acceptable functional test - Engines and Propellers</b>	<b>F</b>
<b>21A.129</b>	<b>Obligations of the manufacturer</b>	<b>F</b>
<b>GM 21A.129(a)</b>	<b>Availability for inspection by the Competent Authority</b>	<b>F</b>
<b>AMC No. 1 to 21A.129(c)</b>	<b>Obligations of the manufacturer – Conformity of prototype models and test specimens</b>	<b>F</b>
<b>AMC No. 2 to 21A.129(c)</b>	<b>Obligations of the manufacturer – Conformity with Applicable Design Data</b>	<b>F</b>
<b>AMC No. 3 to 21A.129(c)</b>	<b>Obligations of the manufacturer – Condition for safe operation</b>	<b>F</b>
<b>21A.130</b>	<b>Statement of conformity</b>	<b>F</b>
<b>AMC No. 1 to 21A.130(b)</b>	<b>Statement of Conformity for Complete Aircraft</b>	<b>F</b>
<b>AMC No. 2 to 21A.130(b)</b>	<b>Statement of Conformity for Products (other than complete aircraft), parts, appliances and materials - The Authorised Release Certificate (EASA Form 1)</b>	<b>F</b>



<b>PERMIT TO FLY</b>		
<b>Sub-part P</b>		
<b>AMC 21A.163(e)</b>	<b>Procedure for the issue of a permit to fly including approval of the flight conditions</b>	<b>F</b>
<b>AMC 21A.263(b)(1)</b>	<b>Compliance documents with conditions related to engine or propeller without a type-certificate or with unapproved changes and fitted on aircraft for which a permit to fly is requested</b>	<b>F</b>
<b>AMC 21A.263(c)(6)</b>	<b>Procedure for the approval of the conditions for issue of a permit to fly</b>	<b>F</b>
<b>AMC 21A.263(c)(7)</b>	<b>Procedure for the issue of a permit to fly</b>	
<b>21A.165</b>	<b>Obligations of the holder</b>	<b>F</b>
<b>GM 21A.165(a)</b>	<b>Obligations of the holder – Basic working document</b>	<b>F</b>
<b>GM No. 1 to 21A.165(c)</b>	<b>Obligations of the holder – Conformity of prototype models and test specimens</b>	<b>F</b>
<b>GM No. 2 to 21A.165(c)</b>	<b>Obligations of holder – Conformity with type design</b>	<b>F</b>
<b>GM No. 3 to 21A.165(c)</b>	<b>Obligations of the holder – Condition for safe operation</b>	<b>F</b>
<b>GM No. 4 to 21.165(c)</b>	<b>Airworthiness Release or Conformity Certificate</b>	<b>F</b>
<b>GM 21A.165(d) and (h)</b>	<b>Obligations of the holder – Recording and archiving system</b>	<b>F</b>
<b>21A.701</b>	<b>Scope</b>	<b>F</b>
<b>GM 21A.701(a)</b>	<b>PtF when CofA or restricted CofA is not appropriate</b>	<b>F</b>
<b>GM 21A.701</b>	<b>Scope</b>	<b>F</b>
<b>21A.703</b>	<b>Eligibility</b>	<b>F</b>
<b>GM 21A.703</b>	<b>Applicant for a PtF</b>	<b>F</b>
<b>21A.705</b>	<b>Competent Authority</b>	<b>F</b>
<b>GM 21A.705</b>	<b>Competent Authority</b>	<b>F</b>
<b>21A.707</b>	<b>Application for permit to fly</b>	<b>F</b>
<b>GM 21A.707(b)</b>	<b>Application for permit to fly</b>	<b>F</b>



<b>21A.708</b>	<b>Flight conditions</b>	<b>F</b>
<b>GM 21A.708(b)(6)</b>	<b>Continuing airworthiness</b>	<b>F</b>
<b>GM No. 1 to 21A.708(c)</b>	<b>Safe flight</b>	<b>F</b>
<b>GM No. 2 to 21A.708(c)</b>	<b>Substantiations</b>	<b>F</b>
<b>GM No. 3 to 21A.708(c)</b>	<b>Operation of Overweight Aircraft</b>	<b>F</b>
<b>GM 21A.708(d)</b>	<b>Control of aircraft configuration</b>	<b>F</b>
<b>21A.709</b>	<b>Application for approval of flight conditions</b>	<b>F</b>
<b>AMC 21A.709(b)</b>	<b>Submission of documentation supporting the establishment of flight conditions</b>	<b>F</b>
<b>21A.710</b>	<b>Approval of flight conditions</b>	<b>F</b>
<b>GM 21A.710</b>	<b>Approval of flight conditions</b>	<b>F</b>
<b>21A.711</b>	<b>Issue of a permit to fly</b>	<b>F</b>
<b>GM 21A.711(d)</b>	<b>Additional conditions and restrictions</b>	<b>F</b>
<b>21A.713</b>	<b>Changes</b>	<b>F</b>
<b>GM 21A.713</b>	<b>Changes</b>	<b>F</b>
<b>21A.715</b>	<b>Language</b>	<b>F</b>
<b>21A.719</b>	<b>Transferability</b>	<b>F</b>
<b>GM 21A.719</b>	<b>Transfer of a permit to fly</b>	<b>F</b>
<b>21A.721</b>	<b>Inspections</b>	<b>F</b>
<b>21A.723</b>	<b>Duration and continued validity</b>	<b>F</b>
<b>21A.725</b>	<b>Renewal of permit to fly</b>	<b>F</b>
<b>21A.727</b>	<b>Obligations of the holder of a permit to fly</b>	<b>F</b>
<b>21A.729</b>	<b>Recordkeeping</b>	<b>F</b>



<b>PROCEDURE FOR COMPETENT AUTHORITIES</b>		
<b>SECTION B</b>		
<b>21B.20</b>	<b>Obligations of the competent authority</b>	<b>O</b>
<i>GM 21B.20</i>	<i>Obligations of the competent authority</i>	X
<b>21B.25</b>	<i>Requirements for the organisation of the competent authority</i>	X
<i>GM 21B.25(a)</i>	<i>Requirements for the organisation of the competent authority</i>	X
<i>GM 21B.25(b)</i>	<i>Requirements for the organisation of the competent authority</i>	X
<i>GM 21B.25(c)</i>	<i>Requirements for the organisation of the competent authority</i>	X
<b>21B.30</b>	<b>Documented procedures</b>	<b>O</b>
<i>AMC 21B.30(a)</i>	<i>Documented procedures</i>	X
<b>21B.35</b>	<b>Changes in organisation and procedures</b>	<b>O</b>
<i>AMC 21B.35(a)</i>	<i>Changes in organisation and procedures</i>	X
<b>21B.40</b>	<b>Resolution of disputes</b>	<b>O</b>
<i>GM 21B.40</i>	<i>Resolution of disputes</i>	X
<b>21B.45</b>	<b>Reporting/coordination</b>	<b>O</b>
<i>GM No. 1 to 21B.45</i>	<i>Reporting/coordination</i>	X
<i>GM No. 2 to 21B.45</i>	<i>Reporting/coordination</i>	X
<i>GM No. 3 to 21B.45</i>	<i>Reporting/coordination</i>	X
<b>21B.55</b>	<b>Record keeping</b>	<b>O</b>
<b>21B.60</b>	<b>Airworthiness directives</b>	<b>O</b>
<b>21B.120</b>	<b>Investigation</b>	<b>O</b>
<i>AMC 21B.120(a)</i>	<i>Investigation</i>	X
<i>AMC 21B.120(c)(1)</i>	<i>Investigation</i>	X
<i>GM 21B.120(c)(3)</i>	<i>Investigation</i>	X
<i>GM 21B.120(c)(5) and (6)</i>	<i>Investigation</i>	X
<b>21B.130</b>	<b>Issue of letter of agreement</b>	<b>O</b>



AMC 21B.130	Issue of letter of agreement	X
GM 21B.130(b)	Issue of letter of agreement	X
<b>21B.135</b>	<b>Maintenance of the letter of agreement</b>	<b>O</b>
<b>21B.140</b>	<b>Amendment of a letter of agreement</b>	<b>O</b>
AMC 21B.140	Amendment of a letter of agreement	X
<b>21B.143</b>	<b>Notification of findings</b>	<b>O</b>
GM 21B.143(a)	Notification of findings	X
<b>21B.145</b>	<b>Suspension and revocation of a letter of agreement</b>	<b>O</b>
<b>21B.150</b>	<b>Record keeping</b>	X
GM 21B.150(d)	Record keeping	X
<b>21B.220</b>	<b>Investigation</b>	<b>O</b>
GM 21B.220(a)	Investigation	X
AMC 21B. 220(c)	Investigation	X
GM No. 1 to 21B.220(c)	Investigation	X
GM No. 2 to 21B.220(c)	Investigation	X
GM No. 3 to 21B.220(c)	Investigation	X
GM No. 4 to 21B.220(c)	Investigation	X
<b>21B.225</b>	<b>Notification of findings</b>	<b>O</b>
GM 21B.225(a)	Notification of findings	X
AMC 21B.225(a)	Notification of findings	X
<b>21B.230</b>	<b>Issue of certificate</b>	<b>O</b>
AMC No. 1 to 21B.230	Issue of certificate	X
AMC No. 2 to 21B.230	Issue of certificate	X
<b>21B.235</b>	<b>Continued surveillance</b>	<b>O</b>
GM 21B.235(a)(4)	Continued surveillance	X
GM 21B.235(b)	Continued surveillance	X
GM 21B.235(b) and (c)	Continued surveillance	X
AMC 21B.235(c)	Continued surveillance	X





G. DETAILED CONTENTS AND LEVEL OF DETAIL EXPECTED (Full contents / Specific Paragraphs / Overview)			
GENERAL	21.1 General	Competent Authority	
SECTION A	REQUIREMENTS FOR APPLICANTS AND ACQUIRED RIGHTS AND OBLIGATIONS		
SUBPART A	GENERAL PROVISION		
21A.4	Coordination between design and production	<p>Each holder of a type-certificate, restricted type-certificate, supplemental type certificate, ETSO authorisation, approval of a change to type design or approval of a repair design, shall collaborate with the production organisation as necessary to ensure:</p> <p>(a) The <b>satisfactory coordination of design and production</b> required by 21A.122 or 21A.133 or 21A.165(c)(2) as appropriate, and</p> <p>(b) The <b>proper support of the continued airworthiness</b> of the product, part or appliance.</p>	
AMC 21A.4	Transferring of information on eligibility and approval status from the design holder to production organisations.	<p>Where there is a need to provide (normally outside the design organisation) a visible statement of approved design data or airworthiness or environmental protection data associated with the approved design data, the following minimum information must be provided. The need for a visible statement may be in relation to Company holding a production organisation approval (POA) in relation to 21A.1 63(c).</p> <p>The procedures related to the use of forms or other electronic means to provide this information must be agreed with the Agency.</p> <p><b>Information to be provided:</b></p> <p><b>Company Name:</b> the name of the responsible design organisation (TC, STC, approval of repair or minor change design, ETSO authorisation holder) issuing the information.</p>	



		<p><b>Date:</b> the date at which the information is released.</p> <p><b>Eligibility:</b> indicate the specific products or articles, in case of ETSO authorisation, for which data have been approved.</p> <p><b>Identification:</b> the part number of the part or appliance. Preference should be given to the use of the Illustrated Parts Catalogue (IPC) designation. Alternatively the reference to the instruction for continued airworthiness (e.g., SB, AMM, etc.) could be stated. Marking requirements of Part 21 Section A Subpart Q should be taken into account.</p> <p><b>Description:</b> the name or description of the part or document should be given. In the case of a part or appliance preference should be given to use of IPC designation. The description is to include reference to any applicable ETSO authorisation or EPA marking, or previous national approvals still valid.</p> <p><b>Purpose of data:</b> the reason for the provision of the information should be stated by the design approval holder.</p> <p>Examples:</p> <ul style="list-style-type: none"><li>a) Provision of approved design data to a production organisation to permit manufacture (AMC No 1 to 21A.133(b) and (c))</li><li>b) Information regarding eligibility for installation (replacement parts, repair, modification, etc.)</li><li>c) Direct Delivery Authorisation (AMC No 1 to 21A.133(b) and (c))</li></ul> <p>If the data is in support of a change or repair, then reference to the aircraft level approval should be given (make reference to the approved STC, change or repair).</p>	
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<b>SUBPART G</b>		<b>PRODUCTION ORGANISATION APPROVAL</b>	
<b>21A.131</b>	<b>Scope</b>	<p>(a) The procedure for the issuance of a production organisation approval for a production organisation showing conformity of products, parts and appliances with the applicable design data.</p> <p>(b) The rules governing the rights and obligations of the applicant for, and holders of, such approvals.</p>	
<b>GM 21A.131</b>	<b>Scope - Applicable design data</b>	<p>Applicable design data is defined as all necessary drawings, specifications and other technical information provided by the applicant for, or holder of a design organisation approval, TC, STC, approval of repair or minor change design, or ETSO authorisation (or equivalent when Part 21 Section A Subpart G is used for production of products, parts or appliances, the design of which has been approved other than according to Part 21) and released in a controlled manner to a production organisation approval holder. This should be sufficient for the development of production data to enable repeatable manufacture to take place in conformity with the design data.</p> <p>Prior to issue of the TC, STC, approval of repair or minor change design or ETSO authorisation, or equivalent, design data is defined as 'not approved' but parts and appliances may be released with an EASA Form 1 as a certificate of conformity.</p> <p>After issue of the TC, STC, approval of repair or minor change or ETSO authorisation, or equivalent, this design data is defined as 'approved' and items manufactured in conformity are eligible for release on an EASA Form 1 for airworthiness purposes.</p>	
<b>21A.133</b>	<b>Eligibility</b>	<p><b>Eligibility criteria for applicants to production organisation approval.</b></p> <p>Any natural or legal person ('organisation') shall be eligible as an applicant for an approval under this Subpart. The applicant shall:</p>	



		<p>(a) <b>justify</b> that, for a defined scope of work, <b>an approval under this Subpart is appropriate</b> for the purpose of showing conformity with a specific design</p> <p style="text-align: center;"><b>and</b></p> <p>(b) <b>hold or have applied for an approval of that specific design</b></p> <p style="text-align: center;"><b>or</b></p> <p>(c) <b>have ensured</b>, through an appropriate arrangement with the applicant for, or holder of, an approval of that specific design, <b>satisfactory coordination between production and design.</b></p>	
<p><b>GM 21A.133(a)</b></p>	<p><b>Eligibility - Approval appropriate for showing conformity</b></p>	<p><b>Appropriate' should be understood as follows:</b></p> <p>The applicant produces or intends to produce aeronautical products, parts and/or appliances intended for airborne use as part of a type-certificated product (this excludes simulators, ground equipment and tools).</p> <p><b>The applicant will be required to show a need for an approval, normally based on one or more of the following criteria:</b></p> <ol style="list-style-type: none"> <li>1 Production of aircraft, engines or propellers (except if the Competent Authority consider a POA inappropriate)</li> <li>2 Production of ETSO articles and parts marked EPA</li> <li>3 Direct delivery to users such as owners or operators maintenance organisations with the need for exercising the privileges of issuing Authorised Release Certificates – EASA Form 1</li> <li>4 Participation in an international co-operation program where working under an approval is considered necessary by the Competent Authority</li> </ol>	



		<p>5 Criticality and technology involved in the part or appliance being manufactured. Approval in this case may be found by the Competent Authority as the best tool to exercise its duty in relation to airworthiness control</p> <p>6 Where an approval is otherwise determined by the Competent Authority as being required to satisfy the essential requirements of Annex I to the Basic Regulation.</p> <p>It is not the intent of the Competent Authority to issue approvals to manufacturing firms that perform only sub-contract work for main manufacturers of products and are consequently placed under their direct surveillance. Where standard parts, materials, processes or services are included in the applicable design data (see guidance on applicable design data in GM 21A.131) their standards should be controlled by the POA holder in a manner which is satisfactory for the final use of the item on the product, part or appliance. Accordingly, the manufacturer or provider of the following will not at present be considered for production organisation approval:</p> <ul style="list-style-type: none"> <li>• consumable materials</li> <li>• raw materials</li> <li>• standard parts</li> <li>• parts identified in the product support documentation as 'industry supply' or 'no hazard'</li> <li>• non-destructive testing or inspection</li> <li>• processes (heat treatment, surface finishing, shot peening, etc.)</li> </ul>	
<p><b>AMC No.1 to 21A.133(b) and (c)</b></p>	<p><b>Eligibility - Link between design and production organisations</b></p>	<p>An arrangement is considered appropriate if it is documented and satisfies the Competent Authority that co-ordination is satisfactory.</p> <p>To achieve satisfactory coordination the documented arrangements must at least define the following aspects irrespective of whether the two organisations are separate legal entities or not:</p> <ul style="list-style-type: none"> <li>• The responsibilities of a design organisation which assure</li> </ul>	



		<p>correct and timely transfer of up-to-date airworthiness data (e.g., drawings, material specifications, dimensional data, processes, surface treatments, shipping conditions, quality requirements, etc.)</p> <ul style="list-style-type: none"><li>• The responsibilities and procedures of a POA holder/applicant for developing, where applicable, its own manufacturing data in compliance with the airworthiness data package.</li><li>• The responsibilities of a POA holder/applicant to assist the design organisation in dealing with continuing airworthiness matters and for required actions (e.g., traceability of parts in case of direct delivery to users, retrofitting of modifications, traceability of processes' outputs and approved deviations for individual parts as applicable, technical information and assistance, etc.)</li><li>• The scope of the arrangements must cover Part 21 Subpart G requirements and associated AMC and GM, in particular: 21A.145(b), 21A.165(c), (f) and (g)</li><li>• The responsibilities of a POA holder/applicant, in case of products prior to type certification to assist a design organisation in showing compliance with CS (access and suitability of production and test facilities for manufacturing and testing of prototype models and test specimen)</li><li>• The procedures to deal adequately with production deviations and non conforming parts.</li><li>• The procedures and associated responsibilities to achieve adequate configuration control of manufactured parts, to enable the production organisation to make the final determination and identification for conformity or airworthiness release and eligibility status.</li><li>• The identification of the responsible persons/offices who control the above.</li></ul>	
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		<ul style="list-style-type: none"> <li>The acknowledgment by the holder of the TC/STC/repair or change approval/ETSO authorisation that the approved design data provided, controlled and modified in accordance with the arrangement are recognised as approved. In many cases the production organisation may receive the approved design data through an intermediate production organisation. This is acceptable provided an effective link between the design approval holder and the production organisation can be maintained to satisfy the intent of 21A.133.</li> </ul> <p>When the design and production organisations are two separate legal entities a Direct Delivery Authorisation must be available for direct delivery to end users in order to guarantee continued airworthiness control of the released parts and appliances.</p> <p>Where there is no general agreement for Direct Delivery Authorisation, specific permissions may be granted (refer to AMC 21A.4).</p>	
<p><b>AMC No.2 to 21A.133(b) and (c)</b></p>	<p><b>Eligibility - Link between design and production organisations</b></p>	<p>In accordance with AMC No.1 to 21A.133(b) and (c) the POA holder must demonstrate to the Competent Authority that it has entered into an arrangement with the design organisation. The arrangement must be documented irrespective of whether the two organisations are separate legal entities or not.</p> <p>The documented arrangement must facilitate the POA holder to demonstrate compliance with the requirement of 21A.133(b) and (c) by means of written documents agreed.</p> <p>In the case where the design organisation and POA holder are part of the same legal entity these interfaces may be demonstrated by company procedures accepted by the Competent Authority.</p> <p>In all other cases to define such a design/production interface the following sample format is offered.</p>	



## Arrangement Sample Form

### ARRANGEMENT

i.a.w. 21A.133(b) and (c)

The undersigned agree on the following commitments:

relevant interface  
procedures

The design organisation [NAME] takes responsibility to

- assure correct and timely transfer of up-to-date applicable design data (e.g., drawings, material specifications, dimensional data, processes, surface treatments, shipping conditions, quality requirements, etc.) to the production organisation approval holder [NAME]
- provide visible statement(s) of approved design data

The production organisation approval holder [NAME] takes responsibility to

- assist the design organisation [Name] in dealing with continuing airworthiness matter and for required actions
- assist the design organisation [Name] in case of products prior to type certification in showing compliance with airworthiness requirements
- develop, where applicable, its own manufacturing data in compliance with the airworthiness data package

The design organisation [Name] and the POA holder [Name] take joint responsibility to

- deal adequately with production deviations and non conforming parts in accordance with the applicable procedures of the design organisation and the production organisation approval holder
- achieve adequate configuration control of manufactured parts, to enable the POA holder to make the final determination and identification for conformity or airworthiness release and eligibility status.

The scope of production covered by this arrangement is detailed in ... [DOCUMENT REFERENCE/  
ATTACHED LIST]



	<p>[When the design organisation is not the same legal entity as the production organisation approval holder ]</p> <p>Transfer of approved design data The TC/STC/ETSO holder [NAME] acknowledges that the approved design data provided, controlled and modified in accordance with the arrangement are recognised as approved.</p>	
	<p>[When the design organisation is not the same legal entity as the production organisation approval holder]</p> <p>Direct Delivery Authorisation This acknowledgment includes also [OR does not include] the general agreement for direct delivery to end users in order to guarantee continued airworthiness control of the released parts and appliances.</p>	
	<p>for the [NAME of the design organisation/DOA holder]</p> <p>date xx.xx.xxxx</p> <p>signature ((NAME in block letters))</p>	<p>for the [NAME of the POA holder]</p> <p>date xx.xx.xxxx</p> <p>signature ((NAME in block letters))</p>
		<p><b>Instructions for completion:</b></p> <p>Title: The title of the relevant document must clearly indicate that it serves the purpose of a design/production interface arrangement in accordance with 21A.1 33(b) and (c).</p> <p><b>Commitment:</b> The document must include the basic commitments between the design organisation and the POA holder as addressed in AMC 21A.4 and AMC No. 1 to 21A.133(b) and (c).</p> <p><b>Relevant Procedures:</b> Identify an entry point into the documentary system of the organisations with respect to the implementation of the arrangement (for example a contract, quality plan, handbooks, common applicable procedures, working plans etc.).</p> <p><b>Scope of arrangement:</b> The scope of arrangement must state by means of a list or reference to relevant documents those products, parts or appliances that are covered by the arrangement.</p>



		<p><b>Transfer of applicable design data:</b> Identify the relevant procedures for the transfer of the applicable design data required by 21A.131 and AMC 21A.131 from the design organisation to the POA holder. The means by which the design organisation advises the POA holder whether such data is approved or not approved must also be identified (ref. 21A.4/AMC 21A.4).</p> <p><b>Direct Delivery Authorisation:</b> Where the design organisation and the POA holder are separate legal entities the arrangement must clearly identify whether authorisation for direct delivery to end users is permitted or not.</p> <p>Where any intermediate production/design organisations are involved in the chain between the original design organisation and the POA holder evidence must be available that this intermediate organisation has received authority from the design organisation to grant Direct Delivery Authorisation.</p> <p><b>Signature:</b> AMC No. 1 to 21A.133(b) and (c) requests the identification of the responsible persons/offices who control the commitments laid down in the arrangement. Therefore the basic document must be signed mutually by the authorised representatives of the design organisation and the POA holder in this regard.</p>	
<b>21A.134</b>	<b>Application</b>	<p><b>Content of the application for production organisation approval.</b></p> <p>Each <b>application</b> for a production organisation approval shall be made to the Competent Authority in a form and manner established by that authority, and shall <b>include an outline of the information</b> required by 21A.143 and the <b>terms of approval requested</b> to be issued under 21A.151.</p>	
<b>GM 21A.134</b>	<b>Application – Application form and manner</b>	<p><b>EASA Form 50</b> (see AMC 21 B.220(c)) should be obtained from the Competent Authority, and completed by the accountable manager of the organisation.</p>	



		The completed form, an outline of the production organisation exposition, and details of the proposed terms of approval are to be forwarded to the Competent Authority.	
<b>21A.135</b>	<b>Issue of production organisation approval</b>  <i>By reference:  Appendix X – EASA Form 55  Production Organisation Approval Certificate</i>	<b>Requisites for the issuance of a production organisation approval.</b>  An organisation shall be <b>entitled to have a production organisation approval</b> issued by the Competent Authority when it has <b>demonstrated compliance</b> with the applicable requirements under this Subpart.	
<b>21A.139</b>	<b>Quality System</b>	<b>Requisites of the quality system for a production organisation approval.</b>  Addition of subparagraph (b)(1)(xvii)  (a) The production organisation shall demonstrate that it has established and is able to maintain a quality system. The quality system shall be documented.  This quality system shall be such as to enable the organisation to ensure that each product, part or appliance produced by the organisation 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 21A.163.  (b) The <b>quality system</b> shall <b>contain</b> :  <b>1.</b> As applicable within the scope of approval, <b>control procedures</b> for: (i) <b>Document issue, approval, or change.</b>  (ii) <b>Vendor and subcontractor assessment</b> audit and control.	



		<p>(iii) <b>Verification</b> that <b>incoming products, parts, materials, and equipment</b>, including items supplied new or used by buyers of products, are <b>as specified in the applicable design data</b>.</p> <p>(iv) <b>Identification</b> and <b>traceability</b>.</p> <p>(v) <b>Manufacturing processes</b>.</p> <p>(vi) <b>Inspection and testing</b>, including production flight tests.</p> <p>(vii) <b>Calibration</b> of tools, jigs, and test equipment.</p> <p>(viii) <b>Non conforming item</b> control.</p> <p>(ix) <b>Airworthiness coordination</b> with the applicant for, or holder of, the design approval.</p> <p>(x) <b>Records completion and retention</b>.</p> <p>(xi) <b>Personnel</b> competence and qualification.</p> <p>(xii) <b>Issue of airworthiness release documents</b>.</p> <p>(xiii) <b>Handling, storage and packing</b>.</p> <p>(xiv) <b>Internal quality audits</b> and resulting corrective actions.</p> <p>(xv) <b>Work within the terms of approval</b> performed at <b>any location other than the approved facilities</b>.</p> <p>(xvi) <b>Work carried out after completion of production</b> but prior to delivery, to <b>maintain the aircraft</b> in a condition for safe operation.</p>	
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		<p>(xvii) <b>Issue of permit to fly and approval of associated flight conditions.</b></p> <p>The control procedures need to include <b>specific provisions for any critical parts.</b></p> <p><b>2. An independent quality assurance function to monitor compliance</b> with, and adequacy of, the documented procedures of the quality system. This <b>monitoring</b> shall <b>include a feedback system</b> to the person or group of persons referred to in 21A.145(c)(2) and <b>ultimately to the manager</b> referred to in 21A.145 (c)(1) <b>to ensure, as necessary, corrective action.</b></p>	
<p><b>GM No.1 to 21A.139(a)</b></p>	<p><b>Quality System</b></p>	<p>The quality system is an organisational structure with responsibilities, procedures, processes, and resources which implement a management function to determine and enforce quality principles.</p> <p>The quality system should be documented in such a way that the documentation can be made easily available to personnel who need to use the material for performing their normal duties, in particular:</p> <ul style="list-style-type: none"> <li>• procedures, instructions, data to cover the issues of 21A.139(b)(1) are available in a written form,</li> <li>• distribution of relevant procedures to offices/persons is made in a controlled manner,</li> <li>• procedures which identify persons responsible for the prescribed actions are established,</li> <li>• the updating process is clearly described.</li> </ul> <p>The manager responsible for ensuring that the quality system is implemented and maintained should be identified.</p> <p>The Competent Authority will verify on the basis of the exposition and by appropriate investigations that the production organisation has established and can maintain their documented quality system.</p>	



<b>GM No.2 to 21A.139(a)</b>	<b>Quality System – Conformity of supplied parts or appliances</b>	<p>The POA holder is responsible for determining and applying acceptance standards for physical condition, configuration status and conformity of supplied products, parts or appliances, whether to be used in production or delivered to customers as spare parts. This responsibility also includes BFE (Buyer Furnished Equipment) item. To discharge this responsibility the quality system needs an organisational structure and procedures to adequately control external suppliers.</p> <p>Control can be based upon use of the following techniques (as appropriate to the system or product orientation necessary to ensure conformity).</p> <ul style="list-style-type: none"><li>• qualification and auditing of supplier’s quality system</li><li>• evaluation of supplier capability in performing all manufacturing activities, inspections and tests necessary to establish conformity of parts or appliances to type design</li><li>• first article inspection, including destruction if necessary, to verify that the article conforms to the applicable data for new production line or new supplier</li><li>• incoming inspections and tests of supplied parts or appliances that can be satisfactorily inspected on receipt, identification of incoming documentation and data relevant to the showing of conformity to be included in the certification documents</li><li>• a vendor rating system which gives confidence in the performance and reliability of this supplier</li><li>• any additional work, tests or inspection which may be needed for parts or appliances which are to be delivered as spare parts and which are not subjected to the checks normally provided by subsequent production or inspection stages.</li></ul> <p>The POA holder may rely on inspection/tests performed by supplier if it can establish that:</p> <ul style="list-style-type: none"><li>• personnel responsible in charge of these tasks satisfy the competency standards of the POA quality system</li><li>• quality measurements are clearly identified</li></ul>	
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		<ul style="list-style-type: none"> <li>the records or reports showing evidence of conformity are available for review and audit</li> </ul> <p>The control of suppliers holding a POA for the parts or appliances to be supplied can be reduced, to a level at which a satisfactory interface between the two quality systems can be demonstrated. Thus, for the purpose of showing conformity, a POA holder can rely upon documentation for parts or appliances released under a suppliers 21A.163 privileges. A supplier who does not hold a POA is considered as a sub-contractor under the direct control of the POA quality system.</p> <p>The POA holder retains direct responsibility for inspections/tests carried out either at its own facilities or at supplier's facilities.</p>	
<p><b>GM 21A.139 (b)(1)</b></p>	<p><b>Quality System – Elements of the quality system</b></p>	<p>1. The control procedures covering the elements of 21A.139 (b)(1) should document the standards to which the production organisation intends to work.</p> <p>2. An organisation having a Quality system designed to meet a recognised Standard such as ISO 9002 (relevant to the scope of approval being requested) should expand it to include at least the following additional topics, as appropriate, in order to show compliance with the requirements of Part 21 Subpart G:</p> <ul style="list-style-type: none"> <li>Mandatory Occurrence Reporting and continued airworthiness as required by 21A.165(e)</li> <li>Control of work occasionally performed (outside the POA facility by POA personnel)</li> <li>Co-ordination with the applicant for, or holder of, an approved design as required by 21A.133(b) and (c) and 21A.165(g)</li> <li>Issue of certifications within the scope of approval for the privileges of 21A.163</li> <li>Incorporation of airworthiness data in production and inspection data as required in 21A.133(b) and (c) and 21A.145(b)</li> </ul>	



		<ul style="list-style-type: none"> <li>• When applicable, ground test and/or production flight test of products in accordance with procedures defined by the applicant for, or holder of, the design approval</li> <li>• Procedures for traceability including a definition of clear criteria of which items need such traceability. Traceability is defined as a means of establishing the origin of an article by reference to historical records for the purpose of providing evidence of conformity</li> <li>• Personnel training and qualification procedures especially for certifying staff as required in 21A.145(d).</li> </ul> <p>3. An organisation having a quality system designed to meet a recognised aerospace quality standard will still need to ensure compliance with all the requirements of Subpart G of Part 21. In all cases, the Competent Authority will still need to be satisfied that compliance with Part 21 Subpart G is established.</p>	
<b>GM No.1 to 21A.139 (b)(2)</b>	<b>Quality System – Independent quality assurance function</b>	The quality assurance function which is part of the organisation is required to be independent from the functions being monitored. This required independence relates to the lines of reporting, authority and access within the organisation and assumes an ability to work without technical reliance on the monitored functions.	
<b>GM No.2 to 21A.139 (b)(2)</b>	<b>Quality System – Adequacy of procedures and monitoring function</b>	<p>Adequacy of procedures means that the quality system, through the use of the procedures as set forth, is capable of meeting the conformity objectives identified in 21A.139(a).</p> <p>The quality assurance function to ensure the above should perform planned continuing and systematic evaluations or audits of factors that affect the conformity (and, where required, safe operation) of the products, parts or appliances to the applicable design. This evaluation should include all elements of the quality system in order to show compliance with Part 21 Subpart G.</p>	



<b>21A.143</b>	<b>Exposition</b>	<p>(a) The organisation shall submit to the Competent Authority a production organisation exposition providing the following information.</p> <ol style="list-style-type: none"><li>1. A statement signed by the accountable manager confirming 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.</li><li>2. The title(s) and names of managers accepted by the Competent Authority in accordance with 21A.145(c)(2).</li><li>3. The duties and responsibilities of the manager(s) as required by 21A.145(c)(2) including matters on which they may deal directly with the Competent Authority on behalf of the organisation.</li><li>4. An organisational chart showing associated chains of responsibility of the managers as required by 21A.145(c)(1) and (2).</li><li>5. A list of certifying staff as referred to in 21A.145(d).</li><li>6. A general description of man-power resources.</li><li>7. A general description of the facilities located at each address specified in the production organisation's certificate of approval.</li><li>8. A general description of the production organisation's scope of work relevant to the terms of approval.</li><li>9. The procedure for the notification of organisational changes to the Competent Authority.</li><li>10. The amendment procedure for the production organisation exposition.</li></ol>	
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		<p>11. A description of the quality system and the procedures as required by 21A.139(b)(1).</p> <p>12. A list of those outside parties referred to in 21A.139(a).</p> <p>(b) The production organisation exposition shall be amended as necessary to remain an up-to-date description of the organisation, and copies of any amendments shall be supplied to the Competent Authority.</p>	
<p><b>GM 21A.143</b></p>	<p><b>Exposition - Production organisation exposition</b></p>	<p>The purpose of the POE is to set forth in a concise document format the organisational relationships, responsibilities, terms of reference, and associated authority, procedures, means and methods of the organisation.</p> <p>The information to be provided is specified in 21A.143(a). Where this information is documented and integrated in manuals, procedures and instruction, the POE should provide a summary of the information and an appropriate cross reference.</p> <p>The Competent Authority requires the POE to be an accurate definition and description of the production organisation. The document does not require approval in itself, but it will be considered as such by virtue of the approval of the organisation.</p> <p>When changes to the organisation occur, the POE is required to be kept up to date per a procedure, laid down in the POE. Significant changes to the organisation (as defined in GM 21A.147(a)) should be approved by the Competent Authority prior to update of the POE. When an organisation is approved against any other implementing rule containing a requirement for an exposition, a supplement covering the differences may suffice to meet the requirements of Part 21 Subpart G except that the supplement should have an index identifying where those parts missing from the supplement are covered. Those items then formally become part of the POE. In any combined documents the POE should be easily identifiable.</p>	



<b>21A.145</b>	<b>Approval requirements</b>	<b>Approval requirements for a production organisation approval.</b>  The <b>production organisation</b> shall <b>demonstrate</b> , on the basis of the information submitted in accordance with 21A.143 that:  (a) with regard to <b>general approval requirements</b> , <ul style="list-style-type: none"><li>• <b>facilities</b></li><li>• <b>working conditions</b></li><li>• <b>equipment and tools</b></li><li>• <b>processes and associated materials</b></li><li>• <b>number and competence of staff</b></li><li>• <b>general organisation</b></li></ul> are <b>adequate to discharge obligations</b> under 21A.165.  (b) with regard to <b>all necessary airworthiness, noise, fuel venting and exhaust emissions data</b> : <ol style="list-style-type: none"><li>1. The <b>production organisation is in receipt of such data from the Agency, and from the holder of, or applicant</b> for, the type-certificate, restricted type-certificate or design approval, <b>to determine conformity</b> with the applicable design data.</li><li>2. The <b>production organisation has established a procedure to ensure</b> that airworthiness, noise, fuel venting and exhaust emissions <b>data are correctly incorporated in its production data.</b></li><li>3. Such <b>data are kept up to date and made available to all personnel who need access</b> to such data to perform their duties.</li></ol> (c) with regard to <b>management and staff</b> :	
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		<p>1. A <b>manager has been nominated</b> by the production organisation, and is <b>accountable to the Competent Authority</b>. His or her <b>responsibility</b> within the organisation shall consist of <b>ensuring that all production is performed to the required standards</b> and that the <b>production organisation is continuously in compliance with</b> the data and procedures identified in the <b>exposition</b> referred to in 21A.143.</p> <p>2. A <b>person or group of persons</b> have been <b>nominated</b> by the production organisation <b>to ensure</b> that the <b>organisation is in compliance</b> with the requirements of this Part, and are <b>identified, together with the extent of their authority</b>. Such person(s) shall <b>act under the direct authority of the accountable manager</b> referred to in subparagraph (1). The persons nominated shall be <b>able to show the appropriate knowledge, background and experience</b> to discharge their responsibilities.</p> <p>3. <b>Staff at all levels</b> have been <b>given appropriate authority to be able to discharge their allocated responsibilities</b> and that there is <b>full and effective coordination</b> within the production organisation in respect of <b>airworthiness, noise, fuel venting and exhaust emission data matters</b>.</p> <p>(d) with regard to <b>certifying staff</b>, authorised by the production organisation to sign the documents issued under 21A.163 under the scope or terms of approval:</p> <p>1. The <b>knowledge, background</b> (including other functions in the organisation), <b>and experience</b> of the certifying staff are <b>appropriate to discharge their allocated responsibilities</b>.</p> <p>2. The production organisation <b>maintains a record of all certifying staff</b> which shall include details of the <b>scope of their authorisation</b>.</p>	
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		3. Certifying staff are <b>provided with evidence of the scope of their authorisation.</b>	
<b>GM 21A.145(a)</b>	<b>Approval Requirements</b>	<p>A facility is a working area where the working conditions and the environment are controlled as appropriate in respect of: cleanliness, temperature, humidity, ventilation, lighting, space/access, noise, air pollution.</p> <p>Equipment and tools should be such as to enable all specified tasks to be accomplished in a repeatable manner without detrimental effect. Calibration control of equipment and tools which affect critical dimensions and values should show compliance with, and be traceable to, national or international standards.</p> <p>Sufficient personnel means that the organisation has for each function according to the nature of the work and the production rate, a sufficient quantity of qualified personnel to accomplish all specified manufacturing tasks and to attest the conformity. Their number should be such that airworthiness consideration may be applied in all areas without undue pressure.</p> <p>An evaluation of the competence of personnel is performed as part of the quality system. This should include, where appropriate, verification that specific qualification standards have been implemented, for example NDT, welding, etc. Training should be organised to establish and maintain the personal competence levels determined by the organisation to be necessary.</p>	
<b>GM 21A.145 (b)(2)</b>	<b>Approval Requirements – Airworthiness, noise, fuel venting and exhaust emissions /production data procedures</b>	1. When a POA holder/applicant is developing its own manufacturing data, such as computer based data, from the design data package delivered by a design organisation, procedures are required to demonstrate the right transcription of the original design data.	



		<p>2. Procedures are required to define the manner in which airworthiness, noise, fuel venting and exhaust emissions data is used to issue and update the production/quality data, which determines the conformity of products, parts and appliances. The procedure must also define the traceability of such data to each individual product, part or appliance for the purpose of certifying condition for safe operation and issuing a Statement of Conformity or EASA Form 1.</p>	
<p><b>GM 21A.145 (c)(1)</b></p>	<p><b>Approval Requirements – Accountable manager</b></p>	<p>Accountable manager means the manager who is responsible, and has corporate authority for ensuring that all production work is carried out to the required standard. This function may be carried out by the Chief Executive or by another person in the organisation, nominated by him or her to fulfil the function provided his or her position and authority in the organisation permits to discharge the attached responsibilities.</p> <p>The manager is responsible for ensuring that all necessary resources are available and properly used in order to produce under the production approval in accordance with Part 21 Section A Subpart G.</p> <p>The manager needs to have sufficient knowledge and authority to enable him or her to respond to the Competent Authority regarding major issues of the production approval and implement necessary improvements.</p> <p>The manager needs to be able to demonstrate that he or she is fully aware of and supports the quality policy and maintains adequate links with the quality manager.</p>	
<p><b>GM 21A.145 (c)(2)</b></p>	<p><b>Approval Requirements – Responsible managers</b></p>	<p>The person or persons nominated should represent the management structure of the organisation and be responsible for all functions as specified in Part 21 Section A Subpart G. It therefore follows that, depending on the size of the Part 21 Section A Subpart G organisation, the functions may be subdivided under individual managers (and in fact may be further subdivided) or combined in a variety of ways.</p>	



		<p>The Competent Authority requires the nominated managers to be identified and their credentials submitted on an EASA Form Four (see format in EASA administrative procedures) to the Competent Authority in order that they may be seen to be appropriate in terms of relevant knowledge and satisfactory experience related to the nature of the production activities as performed by the Part 21 Section A Subpart G organisation.</p> <p>The responsibilities and the tasks of each individual manager are required to be clearly defined, in order to prevent uncertainties about the relations, within the organisation. In the case of organisation structures where staff-members are responsible to more than one person, as for instance in matrix and project organisations, responsibilities of the managers should be defined in such a way that all responsibilities are covered.</p> <p>Where a Part 21 Section A Subpart G organisation chooses to appoint managers for all or any combination of the identified Part 21 functions because of the size of the undertaking, it is necessary that these managers report ultimately to the accountable manager. In cases where a manager does not directly report to the accountable manager, he or she should have a formally established direct access to the accountable manager.</p> <p>One such manager, normally known as the quality manager is responsible for monitoring the organisation's compliance with Part 21 Section A Subpart G and requesting remedial action as necessary by the other managers or the accountable manager as appropriate. He or she should have a direct access to the accountable manager.</p>	
<p><b>AMC 21A.145 (d)(1)</b></p>	<p><b>Approval Requirements – Certifying staff</b></p>	<p>1. Certifying Staff are nominated by the production organisation to ensure that products, parts and/or appliances qualify for Statements of Conformity or Release Certificates. Certifying Staff positions and numbers are to be appropriate to the complexity of the product and the production rate.</p>	



		<p>2. The qualification of certifying staff is based on their knowledge, background and experience and a specific training (or testing) established by the organisation to ensure that it is appropriate to the product, part, or appliance to be released.</p> <p>3. Training must be given to develop a satisfactory level of knowledge of organisation procedures, aviation legislation, and associated implementing rules, CS and GM, relevant to the particular role.</p> <p>4. For that purpose, in addition to general training policy, the organisation must define its own standards for training, including pre-qualification standards, for personnel to be identified as certifying staff.</p> <p>5. Training policy is part of the Quality System and its appropriateness forms part of investigation by the Competent Authority within the organisation approval process and subsequent surveillance of persons proposed by managers.</p> <p>6. The training must be updated in response to experience gained and changes in technology.</p> <p>7. A feedback system to ascertain that the required standards are being maintained must be put in place to ensure the continuing compliance of personnel to authorisation requirements.</p> <p>8. For release of products, parts or appliances, the responsibilities to issue statements of conformity/release certificates (EASA Form 1) or permit to fly including approval of flight conditions are allocated to the certifying staff identified in 21A.145 (d)(2).</p> <p>9. The Competent Authority holds the right to reject those personnel, appointed by the organisation, if found to have inappropriate experience or not to otherwise comply with its requirements.</p>	
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<p><b>AMC 21A.145 (d)(2)</b></p>	<p><b>Approval Requirements – Record of certifying staff</b></p>	<p>1. The following is the minimum information to be recorded in respect of each certifying person:</p> <ul style="list-style-type: none"> <li>a. Name</li> <li>b. Date of Birth</li> <li>c. Basic Training and standard attained</li> <li>d. Specific Training and standard attained</li> <li>e. If appropriate – Continuation Training</li> <li>f. Experience</li> <li>g. Scope of the authorisation</li> <li>h. Date of first issue of the authorisation</li> <li>i. If appropriate – expiry date of the authorisation</li> <li>j. Identification Number of the authorisation</li> </ul> <p>2. The record may be kept in any format and must be controlled by an internal procedure of the organisation. This procedure forms part of the quality system.</p> <p>3. Persons authorised to access the system must be maintained at a minimum to ensure that records cannot be altered in an unauthorised manner and that confidential records cannot become accessible to unauthorised persons.</p> <p>4. The certifying person must be given reasonable access on request to his or her own records.</p> <p>5. Under the provision of 21A.157 the Competent Authority has a right of access to the data held in such a system.</p> <p>6. The organisation must keep the record for at least two years after the certifying person has ceased employment with the organisation or withdrawal of the authorisation, whichever is the sooner.</p>	
<p><b>AMC 21A.145</b></p>	<p><b>Approval requirements – Evidence of authorisation</b></p>	<p>1. The authorisation document must be in a style that makes its scope clear to the certifying staff and any authorised person who</p>	



<b>(d)(3)</b>		<p>may require to examine the authorisation. Where codes are used to define scope, an interpretation document should be readily available.</p> <p>2. Certifying staff are not required to carry the authorisation document at all times but should be able to make it available within a reasonable time of a request from an authorised person. Authorised persons include the Competent Authority.</p>	
<b>21A.147</b>	<b>Changes to the approved production organisation</b>	<p><b>Changes to a production organisation approval.</b></p> <p>(a) After the issue of a production organisation approval, each change to the approved production organisation 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 the Competent Authority.</p> <p>An application for approval shall be submitted in writing to the Competent Authority and the organisation shall demonstrate to the Competent Authority before implementation of the change that it will continue to comply with this Subpart.</p> <p>(b) The Competent Authority shall establish the conditions under which a production organisation approved under this Subpart may operate during such changes unless the Competent Authority determines that the approval should be suspended.</p>	
<b>GM 21A.147(a)</b>	<b>Changes to the approved production organisation – Significant changes</b>	<p>1. Changes to be approved by the Competent Authority include:</p> <ul style="list-style-type: none"> <li>• Significant changes to production capacity or methods.</li> <li>• Changes in the organisation structure especially those parts of the organisation in charge of quality.</li> <li>• A change of the accountable manager or of any other person nominated under 21A.145 (c)(2).</li> <li>• Changes in the production or quality systems that may have an important impact on the conformity/airworthiness of each</li> </ul>	



		<p>product, part or appliance.</p> <ul style="list-style-type: none"> <li>• Changes in the placement or control of significant sub-contracted work or supplied parts.</li> </ul> <p>2 . To ensure that changes do not result in non-compliance with Part 21 Section A Subpart G it is in the interest of both the Competent Authority and the approval holder to establish a relationship and exchange information that will permit the necessary evaluation work to be conducted before the implementation of a change. This relationship should also permit agreement on the need for variation of the terms of approval (ref 21A.1 43(a)(9)).</p> <p>3 . Where a change of name or ownership results in the issue of a new approval the investigation will normally take account of the Competent Authority's knowledge and information from the preceding approval.</p> <p>4. Changes of location are addressed in 21A.148 and changes of ownership in 21A.149, change of scope of approval in 21A.153.</p>	
<b>21A.148</b>	<b>Changes of location</b>	<p><b>Significance of the change of location of the approved production organisation.</b></p> <p>A change of the location of the manufacturing facilities of the approved production organisation shall be deemed of significance and therefore shall comply with 21A.147.</p>	
<b>AMC 21A.148</b>	<b>Changes of location – Management during change of location</b>	<p><b>Management during change of location</b></p> <p>1. The relocation of any work, to an unapproved location, or a location with inappropriate scope of approval, constitutes a change of significance to the organisation and requires approval by the Competent Authority as prescribed in 21A.147. An unapproved relocation will invalidate the production organisation approval, and may necessitate re-application for any similar approval required at the</p>	



		<p>new location. However, suitable transitional arrangements may be agreed with the Competent Authority, in advance of the relocation, which can allow continuation of the approval.</p> <p>2. When an organisation expands its facility to include a new production location or moves parts of its production to a new location the production organisation approval may continue in force, but the approval does not include the new location until the Competent Authority has indicated its satisfaction with the arrangements.</p> <p>3. For a change in location, taking an extended period of time, suitable transitional arrangements would require preparation of a co-ordination plan for the removal. The plan must, at least, identify the following:</p> <ul style="list-style-type: none"><li>a. A clearly identified person, or group of persons, responsible for co-ordinating the removal and acting as focal point for communication with all parties, including the Competent Authority.</li><li>b. The basis of the co-ordination plan, e.g., whether by product or area.</li><li>c. Planned timing of each phase of relocation.</li><li>d. Arrangements for maintaining the standards of the approval up to the point where the production area is closed down.</li><li>e. Arrangements for verifying continued production quality upon resumption of work at the new location.</li><li>f. Arrangements for check and/or re-calibration of inspection aids or production tools and jigs before resuming production.</li><li>g. Procedures which ensure that goods are not released from the new location until their associated production and quality systems have been verified.</li></ul>	
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		<p>h. Arrangements for keeping the Competent Authority informed of progress with the relocation.</p> <p>4. From the co-ordination plan, the Competent Authority can determine the points at which it wishes to conduct investigation.</p> <p>5. If an agreed co-ordination plan is in operation, the Competent Authority will normally allow the existing approval to remain in force and will, where appropriate, grant an additional approval to cover the new address for the duration of the move.</p>	
<b>21A.149</b>	<b>Transferability</b>	<p><b>Transferability requirements for a production organisation approval.</b></p> <p>Except as a result of a change in ownership, which is deemed significant for the purposes of 21A.147, a production organisation approval is not transferable.</p>	
<b>GM 21A.149</b>	<b>Transferability</b>	<p>Transfer of approval would normally only be agreed in cases where the ownership changes but the organisation itself remains effectively unchanged.</p> <p>For example:</p> <p>An acceptable transfer situation could be a change of company name (supported by the appropriate certificate from the National Companies Registration Office or equivalent) but with no changes to site address, facilities, type of work, staff, accountable manager or person nominated under 21A.145.</p> <p>Alternatively, in the event of receivership (bankruptcy, insolvency or other equivalent legal process) there may be good technical justification for continuation of the approval provided that the company continues to function in a satisfactory manner in accordance with their POE. It is likely that at a later stage the approval might be voluntarily surrendered or the organisation transferred to new owners in which case the former paragraphs</p>	



		<p>apply. If it does not continue to operate satisfactorily then the Competent Authority could suspend or revoke the approval under 21 B.245.</p> <p>In order for the Competent Authority to agree to a transfer of approval, it will normally prescribe it as a condition in accordance with 21A.147(b) that the obligations and responsibilities of the former organisation should be transferred to the new organisation, otherwise transfer is not possible and application for a new approval will be required.</p>	
<b>21A.151</b>	<b>Terms of approval</b>	<p><b>Content of the terms of approval of a production organisation approval.</b></p> <p>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 21A.163. Those terms shall be issued as part of a production organisation approval.</p>	
<b>GM 21A.151</b>	<b>Terms of approval – Scope and categories</b>	<p><b>Scope and categories</b></p> <p>Terms of approval document(s) will be issued by the Competent Authority under 21A.135 to identify the scope of work, the products, and/or categories for which the holder is entitled to exercise the privileges defined in 21A.163.</p> <p>The codes shown against each scope of work item are intended for use by the Competent Authority for purposes such as managing, administering and filing details of approvals. It may also assist in the production and publication of a list of approval holders. The scope of work, the Products, Parts, or Appliances for which the POA holder is entitled to exercise the privileges defined in 21A.163 will be described by the Competent Authority as follows:</p>	



		<p>For Products:</p> <ol style="list-style-type: none"> <li>1. General area, similar to the titles of the corresponding certification codes.</li> <li>2. Type of Product, in accordance with the type-certificate.</li> </ol> <p>For Parts and Appliances:</p> <ol style="list-style-type: none"> <li>1. General area, showing the expertise, e.g., mechanical, metallic structure.</li> <li>2. Generic type, e.g., wing, landing gear, tyres.</li> </ol>																																																			
	<table border="1"> <thead> <tr> <th colspan="2">SCOPE OF WORK</th> <th>PRODUCTS/CATEGORIES</th> </tr> </thead> <tbody> <tr> <td>A1</td> <td>Large Aeroplanes</td> <td>State types</td> </tr> <tr> <td>A2</td> <td>Small Aeroplanes</td> <td>"</td> </tr> <tr> <td>A3</td> <td>Large Helicopters</td> <td>"</td> </tr> <tr> <td>A4</td> <td>Small Helicopters</td> <td>"</td> </tr> <tr> <td>A5</td> <td>Gyroplanes</td> <td>"</td> </tr> <tr> <td>A6</td> <td>Sailplanes</td> <td>"</td> </tr> <tr> <td>A7</td> <td>Motor Gliders</td> <td>"</td> </tr> <tr> <td>A8</td> <td>Manned Balloons</td> <td>"</td> </tr> <tr> <td>A9</td> <td>Airships</td> <td>"</td> </tr> <tr> <td>A10</td> <td><del>Microlight Aircraft</del></td> <td>"</td> </tr> <tr> <td>A11</td> <td>Very Light Aeroplanes</td> <td>"</td> </tr> <tr> <td>A12</td> <td>Other</td> <td>"</td> </tr> <tr> <td>B1</td> <td>Turbine Engines</td> <td>"</td> </tr> <tr> <td>B2</td> <td>Piston Engines</td> <td>"</td> </tr> <tr> <td>B3</td> <td>APU's</td> <td>"</td> </tr> <tr> <td>B4</td> <td>Propellers</td> <td>"</td> </tr> </tbody> </table>	SCOPE OF WORK		PRODUCTS/CATEGORIES	A1	Large Aeroplanes	State types	A2	Small Aeroplanes	"	A3	Large Helicopters	"	A4	Small Helicopters	"	A5	Gyroplanes	"	A6	Sailplanes	"	A7	Motor Gliders	"	A8	Manned Balloons	"	A9	Airships	"	A10	<del>Microlight Aircraft</del>	"	A11	Very Light Aeroplanes	"	A12	Other	"	B1	Turbine Engines	"	B2	Piston Engines	"	B3	APU's	"	B4	Propellers	"	
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	<p>C1 Appliances:</p> <p>C2 Parts:</p> <p><del>C3 Materials</del></p> <p>D1 Maintenance</p>	<p>State appliance generic types (e.g., Tyres, Altimeter, etc.) Examples include: Avionic, Com/Nav/Pulse Computer System, Aircraft/Engine/Avionic Instruments, Mechanical/Electrical/ Gyroscopic/Electronic Mechanical/Hydraulic/Pneumatic</p> <p>State part generic types (e.g., Wing, Landing Gear, etc.) Examples include: Structural, Metallic/non-metallic Mechanical/Hydraulic/Pneumatic Electrical Electronic</p> <p>State aircraft types</p>	
<p><b>21A.153</b></p>	<p><b>Changes to the terms of approval</b></p>	<p><b>The need of approval of the changes.</b></p> <p>Each change to the terms of approval shall be approved by the Competent Authority. An application for a change to the terms of approval shall be made in a form and manner established by the Competent Authority.</p> <p>The applicant shall comply with the applicable requirements of this Subpart.</p>	



<p>AMC 21A.153</p>	<p><b>Changes to the terms of approval – Application for a change to the terms of approval</b></p>	<p>EASA Form 51 (see AMC No 1 to 21 B.240) must be obtained from the Competent Authority and completed in accordance with the procedures of the POE.</p> <p>The information entered on the form is the minimum required by the Competent Authority to assess the need for change of the production organisation approval.</p> <p>The completed form and an outline of the changed production organisation exposition, and details of the proposed change to POA terms of approval must be forwarded to the Competent Authority.</p>	
<p><b>21A.157</b></p>	<p><b>Investigations</b></p>	<p><b>Competence of investigation by the Competent authority.</b></p> <p>A production organisation shall make arrangements that allow the Competent Authority to make any investigations, including investigations of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of this Subpart.</p>	
<p><b>GM 21A.157</b></p>	<p><b>Investigations – Arrangements</b></p>	<p>The arrangements made by the applicant for, or holder of an approval under Part 21 Section A Subpart G should allow the Competent Authority to make investigations that include the complete production organisation including partners, sub-contractors and suppliers, whether they are in the State of the applicant or not.</p> <p>The investigation may include; audits, enquiries, questions, discussions and explanations, monitoring, witnessing, inspections, checks, flight and ground tests and inspection of completed products, parts or appliances produced under the POA.</p> <p>In order to maintain its confidence in the standards achieved by a POA holder or applicant the Competent Authority may make an investigation of a sample product part or appliance and its associated records, reports and certifications.</p>	



		<p>The arrangements should enable the organisation to give positive assistance to the Competent Authority and co-operate in performing the investigation during both initial assessment and for the subsequent surveillance to maintain the POA.</p> <p>Co-operation in performing investigation means that the Competent Authority has been given full and free access to the facilities and to any information relevant to show compliance to Part 21 Section A Subpart G requirements, and assistance (personnel support, records, reports, computer data, etc, as necessary).</p> <p>Assistance to the Competent Authority includes all appropriate means associated with the facilities of the production organisation to allow the Competent Authority to perform these investigations, such as the availability of a meeting room, office and personnel support, documentation and data, and communication facilities, all properly and promptly available as necessary.</p> <p>The Competent Authority seeks to have an open relationship with the organisation and suitable liaison personnel should be nominated to facilitate this, including suitable representative(s) to accompany Competent Authority staff during visits not only at the organisations own facilities but also at sub-contractors, partners or suppliers.</p>	
<p><b>21A.158</b></p>	<p><b>Findings</b></p>	<p><b>Definition and classification of findings for a production organisation approval.</b></p> <p>(a) When <b>objective evidence</b> is found showing <b>non compliance</b> of the holder of a production organisation approval <b>with the applicable requirements of this Part</b>, the <b>finding</b> shall be <b>classified</b> as follows:</p> <ol style="list-style-type: none"> <li>1. A <b>level one finding</b> is any <b>non-compliance</b> with this Part which <b>could lead to uncontrolled non-compliances with applicable design data</b> and which <b>could affect the safety of the aircraft.</b></li> </ol>	



		<p>2. A <b>level two finding</b> is <b>any non-compliance</b> with this Part which is <b>not classified as level one</b>.</p> <p>(b) A <b>level three finding</b> is <b>any item</b> where it has been <b>identified, by objective evidence, to contain potential problems</b> that <b>could lead to a non-compliance</b> under paragraph (a).</p> <p>(c) <b>After receipt of notification of findings</b> according to 21B.225,</p> <ol style="list-style-type: none"> <li>1. In case of a <b>level one finding</b>, the holder of the production organisation approval shall <b>demonstrate corrective action</b> to the satisfaction of the Competent Authority <b>within a period of no more than 21 working days after written confirmation of the finding</b>,</li> <li>2. In case of <b>level two findings</b>, the <b>corrective action period</b> granted by the Competent Authority shall be <b>appropriate to the nature of the finding but in any case initially shall not be more than six months</b>. In certain circumstances and subject to the nature of the finding the <b>Competent Authority may extend the six month period subject to a satisfactory corrective action plan</b> agreed by the Competent Authority.</li> <li>3. A <b>level three finding</b> shall <b>not require immediate action</b> by the holder of the production organisation approval.</li> </ol> <p>d) In case of <b>level one or level two findings</b>, the production organisation approval <b>may be subject to a partial or full limitation, suspension or revocation</b> under 21B.245. The holder of the production organisation approval shall <b>provide confirmation of receipt of the notice of limitation, suspension or revocation of the production organisation approval in a timely manner</b></p>	
<p><b>GM No.1 to 21A.158(a)</b></p>	<p><b>Uncontrolled non-compliance with applicable design data</b></p>	<p>An uncontrolled non-compliance with applicable design data is a non-compliance:</p>	



		<ul style="list-style-type: none"> <li>that can not be discovered through systematic analysis;</li> </ul> <p style="text-align: center;"><b>or</b></p> <ul style="list-style-type: none"> <li>that prevents identification of affected products, parts, appliances, or material.</li> </ul>	
<b>GM No.2 to 21A.158(a)</b>	<b>Examples of level one findings</b>	<p>Examples of level one findings are non-compliances with any of the following paragraphs, that could affect the safety of the aircraft:</p> <p>21A.139, 21A.145, 21A.147, 21A.148, 21A.151, 21A.163, 21A.165(b), (c), (d), (e), (f) and (g).</p> <p>It should be anticipated that a non-compliance with these paragraphs is only considered a level one finding when objective evidence has been found that this finding is an uncontrolled non-compliance that could affect the safety of the aircraft.</p> <p>In addition, the failure to arrange for investigations under 21A.157, in particular to obtain access to facilities, after denial of one written request should be classified as a level one finding.</p>	
<b>21A.159</b>	<b>Duration and continued validity</b>	<p><b>Duration and requisites for the validity of a production organisation approval.</b></p> <p>(a) A production organisation approval shall be issued for an unlimited duration.</p> <p>It shall remain valid unless: (or)</p> <ol style="list-style-type: none"> <li>The production organisation <b>fails to demonstrate compliance</b> with the applicable requirements of this Subpart.</li> <li>The <b>Competent Authority is prevented</b> by the holder or any of its partners or subcontractors <b>to perform the</b></li> </ol>	



		<p><b>investigations</b> in accordance with 21A.157.</p> <p>3. There is <b>evidence that the production organisation cannot maintain satisfactory control</b> of the manufacture of products, parts or appliances under the approval</p> <p>4. The production organisation <b>no longer meets the requirements</b> of 21.A.133.</p> <p>5. the <b>certificate</b> has been <b>surrendered or revoked</b> under 21.B.245.</p> <p><b>(b) Upon surrender or revocation, the certificate shall be returned to the Competent Authority.</b></p>	
<p><b>GM 21A.159 (a)(3)</b></p>	<p><b>Evidence of a lack of satisfactory control</b></p>	<p>A positive finding by the Competent Authority of:</p> <ol style="list-style-type: none"> <li>1. an uncontrolled non-compliance with type design data affecting the airworthiness of product part or appliance</li> <li>2. an incident/accident identified as caused by POA holder</li> <li>3. non-compliance with the POE and its associated procedures which could affect conformity of manufactured items to design data</li> <li>4. insufficient competence of certifying staff</li> <li>5. insufficient resources in respect of facilities, tools and equipment</li> <li>6. insufficient means to ensure good production work standards</li> <li>7. a lack of effective and timely response to prevent a recurrence of any of paragraph 1 to 6</li> </ol>	



<p><b>21A.163</b></p>	<p><b>Privileges</b></p> <p><i>By reference;</i></p> <p><i>Appendix I – EASA Form 1 Authorised Release Certificate</i></p> <p><i>Appendix VIII – EASA Form 52 Aircraft Statement of Conformity</i></p> <p><i>Appendix IX – EASA Form 53 Certificate of Release to Service</i></p>	<p><b>Privileges of the approved production organisation.</b></p> <p>Pursuant to the terms of approval issued under 21.A.135, the holder of a production organisation approval may:</p> <p>(a) Perform production activities under this Part.</p> <p>(b) In the case of complete aircraft and upon presentation of a Statement of Conformity (EASA Form 52) under 21.A.174, obtain an aircraft certificate of airworthiness and a noise certificate without further showing.</p> <p>(c) In the case of other products, parts or appliances issue authorised release certificates (EASA Form 1) without further showing.</p> <p>(d) Maintain a new aircraft that it has produced and issue a certificate of release to service (EASA Form 53) in respect of that maintenance.</p> <p>(e) Under procedures agreed with its competent authority for production, for an aircraft it has produced and when the production organisation 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 21.A.711(c) including approval of the flight conditions in accordance with 21.A.710 (b).</p>	
<p><b>AMC 21A.163(c)</b></p>	<p><b>Computer generated signature</b></p>	<p>1. Submission to the Competent Authority Any POA holder intending to implement a computer generated signature procedure to issue EASA Form 1 must document it and submit it to the Competent Authority as part of the documents attached with its exposition and dealing with the issue of airworthiness certifications.</p> <p>2. Characteristics of the computer generated signature system The electronic system must :</p>	



		<ul style="list-style-type: none"> <li>• guarantee secure access for each certifying staff;</li> <li>• provide for a "personal" signature;</li> <li>• insure integrity and validity of the data that may be used coming from the computer system to issue the Form;</li> <li>• be active only at the location where the part is being released with a EASA Form 1; not permit to sign a blank form;</li> <li>• not permit modification after signature (if modification is necessary after issuance, i.e., re-certification of a part), a new form with a new number and reference to the initial certification should be made;</li> <li>• insure integrity of the data certified by the signature of the Form and be able to show evidence of the authenticity of the EASA Form 1 (recording and record keeping).</li> </ul> <p>POA holders/applicants are reminded that additional national and/or European requirements may need to be satisfied when operating computer generated signature systems.</p> <p>3. Characteristics of the computer generated signature The computer generated signature must take the form of a representation of the hand-written signature of the person signing (i.e. scanned signature). In addition to facilitate understanding and acceptance of the EASA Form 1 released with a computer generated signature the following statement should be printed in Block 13 of the Form: "This document has been issued according to an approved computer generated signature procedure".</p>	
<p><b>AMC 21A.163(d)</b></p>	<p><b>Privileges – Maintenance</b></p>	<p>The applicant may apply for terms of approval, which cover maintenance of a new aircraft that it has manufactured, as necessary to keep it in an airworthy condition, but not beyond the point at which the applicable operational rules require maintenance to be performed by an approved maintenance organisation. If the production organisation intends to maintain the aircraft beyond that point, it would have to apply for and obtain an appropriate maintenance approval.</p>	



		<p>When the Competent Authority is satisfied that the procedures required by 21A.139 are satisfactory to control maintenance activities so as to ensure that the aircraft is airworthy, this capability will be stated in the terms of approval.</p> <p><b>MAINTENANCE OF AIRCRAFT</b></p> <p>Examples of such maintenance activities are:</p> <ul style="list-style-type: none"><li>• Preservation, periodic inspection visits, etc.</li><li>• Embodiment of a Service Bulletin.</li><li>• Application of airworthiness directives.</li><li>• Repairs.</li><li>• Maintenance tasks resulting from special flights.</li><li>• Maintenance tasks to maintain airworthiness during flight training, demo flights and other non-revenue flights.</li></ul> <p>Any maintenance activities must be recorded in the Aircraft Log Book. It must be signed by certifying staff for attesting the conformity of the work to the applicable airworthiness data.</p> <p>In some cases the Aircraft Log Book is not available, or the production organisation prefers to use a separate form (for instance for a large work package or for delivery of the aircraft to the customer). In these cases, production organisations must use EASA Form 53 which must subsequently become part of the aircraft maintenance records.</p> <p><b>Maintenance of components outside the POA capability</b></p> <p>Such maintenance activity outside the capability of the Aircraft POA holder may still be accomplished under the production approval of the original release organisation. In such circumstances the engine(s), propeller(s), parts and appliances will require re-release in accordance with GM 21A.163(c) (EASA Form 1).</p>	
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		<p>Records relevant to continued airworthiness or retirement lives, such as engine runs, flight hours, landings, etc., which affect part retirement of maintenance schedules must be specified on any re-release.</p> <p>As an alternative the engine, propeller, part or appliance may be maintained by the holder of an approval in accordance with Part 145, classified and released as 'used'.</p>	
<p><b>AMC 21A.163(e)</b></p>	<p><b>Procedure for the issue of a permit to fly including approval of the flight Conditions</b></p>	<p><b>1 INTENT</b></p> <p>This acceptable means of compliance provides means to develop a procedure for the issue of a permit to fly including approval of the flight conditions. Each POA applicant or holder must develop its own internal procedure following this AMC, in order to obtain the privilege of 21A.163(e) to issue permits to fly for an aircraft under procedures agreed with its competent authority for production, when the production organisation itself is controlling under its POA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight.</p> <p><b>2 PROCEDURE FOR THE ISSUE OF A PERMIT TO FLY</b></p> <p>2.1 Content The procedure must address the following points:</p> <ul style="list-style-type: none"> <li>• as relevant, in accordance with 21A.710(b), the approval of flight conditions;</li> <li>• conformity with approved conditions;</li> <li>• issue of the permit to fly under the POA privilege;</li> <li>• authorised signatories;</li> <li>• interface with the local authority for the flight.</li> </ul> <p>2.2 Approval of the flight conditions (when relevant) The procedure must include the process to establish and justify the flight conditions, in accordance with 21A.708 and how compliance with 21A.710(c) is established, and include the EASA Form 18B as</p>	



		<p>defined in AMC 21A.709(b) for the approval under the POA privilege.</p> <p><b>2.3 Conformity with approved conditions</b> The procedure must indicate how conformity with approved conditions is made, documented and attested by an authorised person.</p> <p><b>2.4 Issue of the permit to fly under the POA privilege</b> The procedure must describe the process to prepare the EASA Form 20b and how compliance with 21A.711(c) and (d) is established before signature of the permit to fly.</p> <p><b>2.5 Authorised signatories</b> The person(s) authorised to sign the permit to fly under the privilege of 21A.163(e) must be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the Production Organisation Exposition.</p> <p><b>2.6 Interface with the local authority for the flight</b> The procedure must include provisions describing the communication with the local authority for compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see 21A.711(d)).</p>	
<p><b>21A.165</b></p>	<p><b>Obligations of the holder</b></p>	<p><b>Obligations of the holder of the production organisation approval.</b></p> <p>The holder of a production organisation approval shall:</p> <p>(a) Ensure that the production organisation exposition furnished in accordance with 21A.143 and the documents to which it refers, are used as basic working documents within the organisation.</p> <p>(b) Maintain the production organisation in conformity with the data and procedures approved for the production organisation approval.</p>	



		<p>(c)</p> <p><b>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 the Competent Authority</b></p> <p style="text-align: center;"><b>Or</b></p> <p><b>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 EASA Form 1 to certify airworthiness, and additionally</b> in case of <b>engines</b>, determine according to data provided by the engine type-certificate holder that <b>each completed engine is in compliance with the applicable emissions requirements</b> as defined in 21A.18(b), <b>current at the date of manufacture of the engine</b>, to certify emissions compliance.</p> <p style="text-align: center;"><b>Or</b></p> <p><b>3. Determine that other products, parts or appliances conform to the applicable data before issuing EASA Form 1 as a conformity certificate.</b></p> <p>(d) Record all details of work carried out.</p> <p>(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.</p> <p>(f)</p> <p>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 organisation and</p>	
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		<p>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.</p> <p>2. Report to the Agency and the competent authority of the Member State 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 Agency under 21A.3(b)(2) or accepted by the competent authority of the Member State.</p> <p>3. Where the holder of the production organisation approval is acting as a supplier to another production organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data.</p> <p>(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.</p> <p>(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 the Competent Authority and be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances.</p> <p>(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.</p> <p>(j) Where applicable, under the privilege of 21A.163 (e), determine the conditions under which a permit to fly can be issued.</p>	
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		(k) Where applicable, under the privilege of 21A.163 (e), establish compliance with 21A.711 (b) and (d) before issuing a permit to fly (EASA Form 20b, see Appendix) to an aircraft.	
<b>GM 21A.165(a)</b>	<b>Obligations of the holder – Basic working document</b>	<p>Compliance with the production organisation exposition (POE) is a prerequisite for obtaining and retaining a production organisation approval.</p> <p>The organisation should make the POE available to its personnel where necessary for the performance of their duties. A distribution list should therefore be established. Where the POE mainly refers to separate manuals or procedures, the distribution of the POE could be limited.</p> <p>The organisation should ensure that personnel have access to and are familiar with that part of the content of the POE or the referenced documents, which covers their activities.</p> <p>Monitoring of compliance with the POE is normally the responsibility of the quality assurance function.</p>	
<b>GM No.1 to 21A.165(c)</b>	<b>Obligations of the holder – Conformity of prototype models and test specimens</b>	<p>21A.33 requires determination of conformity of prototype models and test specimens to the applicable design data.</p> <p>The EASA Form 1 may be used as a conformity certificate as part of the assistance a POA holder/applicant provides to a design approval holder/applicant.</p>	
<b>GM No.2 to 21A.165(c)</b>	<b>Obligations of holder – Conformity with type design</b>	<p>Individual configurations are often based on the needs of the customer and improvements or changes which may be introduced by the type-certificate holder.</p> <p>There are also likely to be unintentional divergences (concessions or non-conformances) during the manufacturing process.</p>	



		<p>All these changes should have been approved by the design approval holder, or when necessary by the Agency.</p>	
<p><b>GM No.3 to 21A.165(c)</b></p>	<p><b>Obligations of the holder – Condition for safe operation</b></p>	<p>Before issue of the Statement of Conformity to the competent authority of the Member State of registry, the holder of a production organisation approval should make an investigation so as to be satisfied in respect of each of the items listed below.</p> <p>The documented results of this investigation should be kept on file by the POA holder. Certain of these items may be required to be provided (or made available) to the operator or owner of the aircraft (and in some cases the competent authority of the Member State of registry):</p> <ol style="list-style-type: none"> <li>1. Equipment or modifications which do not meet the requirements of the State of manufacture but have been accepted by the competent authority of the importing country.</li> <li>2. Identification of products, parts or appliances which:             <ol style="list-style-type: none"> <li>a. Are not new.</li> <li>b. Are furnished by the buyer or future operator (including those identified in 21A.801 and 21 A.805).</li> </ol> </li> <li>3. Technical records which identify the location and serial numbers of significant components including those identified in 21A.801 and 21A.805.</li> <li>4. Log book and a modification record book for the aircraft as required by the Agency.</li> <li>5. Log books for products identified in 21A.801 installed as part of the type design as required by the Agency.</li> </ol>	



		<p>6. A weight and balance report for the completed aircraft.</p> <p>7. A record of missing items or defects which do not affect airworthiness these for example could be furnishing or BFE (Items may be recorded in a technical log or other suitable arrangement such that the operator and Agency are formally aware).</p> <p>8. Product support information required by other implementing rules and associated CS or GM, such as a Maintenance Manual, a Parts Catalogue, or MMEL all of which are to reflect the actual build standard of the particular aircraft. Also an Electrical load analysis and a wiring diagram.</p> <p>9. Records which demonstrate completion of maintenance tasks appropriate to the test flight flying hours recorded by the aircraft. These records should show the relationship of the maintenance status of the particular aircraft to the manufacturers recommended maintenance task list and the MRB document/report.</p> <p>10. Details of the serviceability state of the aircraft in respect of a) the fuel and oil contents, b) provision of operationally required emergency equipment such as life rafts, etc.</p> <p>11. Details of the approved interior configuration if different from that approved as part of the type design.</p> <p>12. An approved Flight Manual which conforms to the build standard and modification state of the particular aircraft shall be available</p> <p>13. Show that inspections for foreign objects at all appropriate stages of manufacture have been satisfactorily performed.</p>	
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		<p>14. The registration has been marked on the exterior of the aircraft as required by national legislation. Where required by national legislation fix a fireproof owners nameplate.</p> <p>15. Where applicable there should be a certificate for noise and for the aircraft radio station.</p> <p>17. The installed compass and or compass systems have been adjusted and compensated and a deviation card displayed in the aircraft.</p> <p>18. Software criticality list.</p> <p>19. A record of rigging and control surface movement measurements.</p> <p>20. Details of installations which will be removed before starting commercial air transport operations (e.g., ferry kits for fuel, radio or navigation).</p> <p>21. Where maintenance work has been performed under the privilege of 21A.163(d) issue a release to service that includes a statement that the aircraft is in a condition for safe operation.</p> <p>22. List of all applicable Service Bulletins and airworthiness directives that have been implemented.</p>	
<p><b>GM No.4 to 21.165(c)</b></p>	<p><b>Airworthiness Release or Conformity Certificate</b></p>	<p>The EASA Form 1, when used as a release certificate as addressed in 21A.165(c)(2) and (3), may be issued in two ways:</p> <ul style="list-style-type: none"> <li>As an airworthiness release, only when by virtue of the arrangement described in 21A.133(b) and (c), it can be determined that the part conforms to the approved design data and is in condition for safe operation.</li> </ul>	



		<ul style="list-style-type: none"> <li>As a conformity Certificate, only when by virtue of the arrangement described in 21A.133(b) and (c), it can be determined that the part conforms to applicable design data which is not (yet) approved, for a reason that is indicated in Block 13. Parts released with an EASA Form 1 as a conformity Certificate are not eligible for installation in a type-certificated aircraft.</li> </ul> <p>The EASA Form 1 should only be used for Conformity release purposes when it is possible to indicate the reason that prevents its issue as for airworthiness release purposes.</p>	
<p><b>GM 21A.165 (d) and (h)</b></p>	<p><b>Obligations of the holder – Recording and archiving system</b></p>	<p>Records within a production environment satisfy two purposes. Firstly, they are required, during the production process to ensure that products, parts, or appliances are in conformity with the controlling data throughout the manufacturing cycle. Secondly, certain records of milestone events are needed to subsequently provide objective evidence that all prescribed stages of the production process have been satisfactorily completed and that compliance with the applicable design data has been achieved.</p> <p>Therefore, the approved production organisation should implement a system for the compilation and retention of records during all stages of manufacture, covering short-term and long-term records appropriate to the nature of the product and its production processes.</p> <p>The management of such information should be subject to appropriate procedures in the Quality System required by 21A.139. All forms of recording media are acceptable (paper, film, magnetic, ...) provided they can meet the required duration for archiving under the conditions provided.</p>	



		<p>The related organisation procedures should:</p> <ul style="list-style-type: none"><li>• Identify records to be kept.</li><li>• Describe the organization of and responsibility for the archiving system (location, compilation, format) and conditions for access to the information (e.g. by product, subject).</li><li>• Control access and provide effective protection from deterioration or accidental damage.</li><li>• Ensure continued readability of the records.</li><li>• Demonstrate to the Competent Authority proper functioning of the records system.</li><li>• Clearly identify the persons involved in conformity determination.</li><li>• Define an archiving period for each type of data taking into account importance in relation to conformity determination subject to the following:<ul style="list-style-type: none"><li>○ a) Data which supports conformity of a product, part, or appliance should be kept for not less than three years from the issue date of the related Statement of Conformity or Authorised Release Certificate.</li><li>○ b) Data considered essential for continuing airworthiness should be kept throughout the operational life of the product, part or appliance.</li></ul></li><li>• Ensure that the recording and record-keeping system used by the partners, supplier and sub-contractors meet the objective of conformity of the product, part or appliance with the same level of confidence as for their own manufacture. They should define in each case who is to retain the record data (organisation or partner, supplier or sub-contractor). They</li></ul>	
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		should also define method for surveillance of the recording/record keeping system of the partners, suppliers or sub-contractors.	
<b>AMC 21A.263(b)(1)</b>	<b>Compliance documents with conditions related to engine or propeller without a type-certificate or with unapproved changes and fitted on aircraft for which a permit to fly is requested</b>	<p>The establishment of flight conditions may include conditions related to engines/propellers without a type-certificate or with unapproved changes and fitted on the aircraft for which a permit to fly is requested. These conditions (i.e. installation, operating, maintenance conditions or limitations) are defined by the organisation responsible for the design of the engine/propeller and provided to the organisation responsible for the design of the aircraft.</p> <p>When the organisation responsible for the design of the engine/propeller has a DOA, the establishment and substantiation of these conditions must be done under the relevant DOA procedures. For that purpose, the associated documentation must be processed like any other compliance document. It must be provided to the organisation responsible for the design of the aircraft that will use it for the establishment of the aircraft flight conditions.</p>	
<b>SUBPART F</b>	<b>PRODUCTION WITHOUT PRODUCTION ORGANISATION APPROVAL</b>		
<b>21A.121</b>	<b>Scope</b>	<p>(a) This <b>Subpart</b> establishes the <b>procedure for demonstrating the conformity with the applicable design data of a product, part and appliance that is intended to be manufactured without a production organisation approval</b> under Subpart G.</p> <p>(b) This Subpart establishes the <b>rules governing the obligations of the manufacturer of a product, part, or appliance</b> being manufactured under this Subpart.</p>	
<b>GM No.1 to 21A.121</b>	<b>Applicability - Individual product, part or appliance</b>	In this context, "demonstrating the conformity with the applicable design data of a product, part and appliance" means that conformity with the applicable design data has to be established and shown for each and every product, part or appliance.	



<p><b>GM No.2 to 21A.121</b></p>	<p><b>Applicability – Applicable design data</b></p>	<p>Applicable design data is defined as all necessary drawings, specifications and other technical information provided by the applicant for, or holder of a design organisation approval, TC, STC, approval of repair or minor change design, or ETSO authorisation (or equivalent when Part 21 Section A Subpart F is used for production of products, parts or appliances, the design of which has been approved other than according to Part 21), and released in a controlled manner to the manufacturer producing under Part 21 Subpart F. This should be sufficient for the development of production data to enable manufacture in conformity with the design data.</p> <p>Prior to issue of the TC, STC, approval of repair or minor change design or ETSO authorisation, or equivalent, design data is defined as 'not approved', but parts and appliances may be released with an EASA Form 1 as a certificate of conformity.</p> <p>After issue of the TC, STC, approval of repair or minor change or ETSO authorisation, or equivalent, this design data is defined as 'approved' and items manufactured in conformity are eligible for release on an EASA Form 1 for airworthiness purposes.</p>	
<p><b>21A.122</b></p>	<p><b>Eligibility</b></p>	<p><b>Criteria for the eligibility of applicants to letter of agreement.</b></p> <p><b>Any natural or legal person</b> may apply to <b>show conformity of individual products, parts or appliances under this Subpart</b>, if;</p> <p>(a) it <b>holds or has applied for an approval covering the design</b> of that product, part or appliance, or</p> <p>(b) it <b>has ensured satisfactory coordination between production and design</b>, through an appropriate arrangement with the applicant for, or holder of, an approval of such a design.</p>	



<b>AMC No.1 to 21A.122</b>	<b>Eligibility – Link between design and production</b>	<p>An “arrangement” is considered suitable if it is documented and satisfies the Competent Authority that coordination is satisfactory. To achieve satisfactory co-ordination the documented arrangements must at least define the following aspects irrespective of whether the design organisation and the person producing or intending to produce under Part 21 Subpart F are separate legal entities or not:</p> <ol style="list-style-type: none"><li>1. The responsibilities of a design organisation which assure correct and timely transfer of up-to-date applicable design data (e.g., drawings, material specifications, dimensional data, processes, surface treatments, shipping conditions, quality requirements, etc.).</li><li>2. The responsibilities and procedures of the manufacturer for receiving, managing and using the applicable design data provided by the design organisation.</li><li>3. The responsibilities and procedures of the manufacturer for developing, where applicable, its own manufacturing data in compliance with the applicable design data package.</li><li>4. The responsibilities of the manufacturer to assist the design organisation in dealing with continuing airworthiness matters and for required actions (e.g., traceability of parts in case of direct delivery to users, retrofitting of modifications, traceability of processes’ outputs and approved deviations for individual parts as applicable, technical information and assistance, etc.).</li><li>5. The scope of the arrangements covering Subpart F requirements , in particular: 21A.1 26(a)(4) and 21A.129(d) and (f) and any associated GM or AMC.</li><li>6. The responsibilities of the manufacturer, in case of products prior to type certification to assist a design organisation in showing compliance with C5 (access and suitability of</li></ol>	
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		<p>production and test facilities for manufacturing and testing of prototype models and test specimen).</p> <p>7. The procedures to deal adequately with production deviations and non conforming parts.</p> <p>8. The means to achieve adequate configuration control of manufactured parts, to enable the manufacturer to make the final determination and identification for conformity or airworthiness release and eligibility status;</p> <p>9. The identification of responsible persons/offices who controls the above.</p> <p>10. The acknowledgment by the holder of the TC/5TC/repair or change approval/ET50 authorisation that the approved design data provided, controlled and modified in accordance with the arrangement are recognised as approved.</p> <p>In many cases the person producing or intending to produce under Part 21 Subpart F may receive the approved design data through an intermediate production organisation. This is acceptable provided an effective link between the design approval holder and the production organisation can be maintained to satisfy the intent of 21A.122.</p> <p>When the design organisation and the manufacturer are two separate legal entities a Direct Delivery Authorisation should be available for direct delivery to end users in order to guarantee continued airworthiness control of the released parts and appliances.</p> <p>Where there is no general agreement for Direct Delivery Authorisation, specific permissions may be granted (see AMC 21A.4).</p>	
<p><b>AMC No.2 to 21A.122</b></p>	<p><b>Eligibility – Link between design and production</b></p>	<p>In accordance with AMC No.1 to 21A.122 the person producing or intending to produce under Part 21 Subpart F should demonstrate to the authority that it has entered into an arrangement with the design</p>	



		<p>organisation. The arrangement must be documented irrespective of whether the two organisations are separate legal entities or not.</p> <p>The documented arrangement must facilitate the person producing or intending to produce under Part 21 Subpart F to demonstrate compliance with the requirement of 21A.122 by means of written documents agreed.</p> <p>In the case where the design organisation and the person producing or intending to produce under Part 21 Subpart F are part of the same legal entity these interfaces may be demonstrated by company procedures accepted by the Competent Authority.</p> <p>In all other cases to define such a design/production interface the following sample format is offered:</p>	
	<p><b>ARRANGEMENT</b> i.a.w. 21A.122</p>		
	<p>The design organisation [NAME] takes responsibility to</p> <ul style="list-style-type: none"> <li>• assure correct and timely transfer of up-to-date applicable design data (e.g., drawings, material specifications, dimensional data, processes, surface treatments, shipping conditions, quality requirements, etc.) to the person producing under Part 21 Subpart F [NAME]</li> <li>• provide visible statement(s) of approved design data</li> </ul>		
	<p>The person producing under Part 21 Subpart F [NAME] takes responsibility to</p> <ul style="list-style-type: none"> <li>• assist the design organisation [Name] in dealing with continuing airworthiness matter and for required actions</li> <li>• assist the design organisation [Name] in case of products prior to type certification in showing compliance with airworthiness requirements</li> <li>• develop, where applicable, its own manufacturing data in compliance with the airworthiness data package</li> </ul>		





		<p><b>Commitment:</b> The document must include the basic commitments between the design organisation and the manufacturer producing under Part 21 Subpart F as addressed in AMC 21A.4 and AMC No. 1 to 21A.122.</p> <p><b>Relevant Procedures:</b> Identify an entry point into the documentary system of the organisations with respect to the implementation of the arrangement (for example a contract, quality plan, handbooks, common applicable procedures, working plans etc.).</p> <p><b>Scope of arrangement:</b> The scope of arrangement must state by means of a list or reference to relevant documents those products, parts or appliances that are covered by the arrangement.</p> <p><b>Transfer of approved design data:</b> Identify the relevant procedures for the transfer of the applicable design data required by 21A.122 and AMC No. 1 to 21A.122 from the design organisation to the person producing under Part 21 Subpart F. The means by which the design organisation advises the person producing under Part 21 Subpart F whether such data is approved or not approved must also be identified (ref. 21A.4 / AMC 21A.4).</p> <p><b>Direct Delivery Authorisation:</b> Where the design organisation and the person producing under Part 21 Subpart F are separate legal entities the arrangement must clearly identify whether authorisation for direct delivery to end users is permitted or not.</p> <p>Where any intermediate production/design organisation is involved in the chain between the original design organisation and the person producing under Part 21 Subpart F, evidence must be available that this intermediate organisation has received authority from the design organisation to grant Direct Delivery Authorisation.</p> <p><b>Signature:</b> AMC No. 1 to 21A.122 requests the identification of the responsible persons/offices who control the commitments laid down in the arrangement. Therefore the basic document must be signed mutually by the authorised representatives of the design organisation</p>	
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		and the manufacturer producing under Part 21 Subpart F in this regard.	
<b>21A.124</b>	<b>Application</b>	<p><b>Content of the application for letter of agreement.</b></p> <p>(a) Each application for an agreement to the showing of conformity of individual products, parts and appliances under this Subpart shall be made in a form and manner established by the Competent Authority.</p> <p>(b) Such application shall contain:</p> <ol style="list-style-type: none"> <li>1. evidence which demonstrate, where applicable, that:             <ol style="list-style-type: none"> <li>(i) the issuance of a production organisation approval under Subpart G would be inappropriate; or</li> <li>(ii) the certification or approval of a product, part or appliance under this Subpart is needed pending the issuance of a production organisation approval under Subpart G.</li> </ol> </li> <li>2. An outline of the information required by 21A.125(b).</li> </ol>	
<b>GM 21A.124(a)</b>	<b>Application – Application form</b>	<p>EASA Form 60 (see AMC 21 B.1 20(c)(1)) should be obtained from the Competent Authority and completed by the applicant.</p> <p>An application may be accepted from:</p> <ul style="list-style-type: none"> <li>• An individual applying on his or her own behalf, or</li> <li>• In the case of an organisation, an individual with the authority to make agreements on behalf of the organisation.</li> </ul> <p>The completed form should be forwarded to the Competent Authority.</p>	



<p><b>GM 21A.124 (b)(1)(i)</b></p>	<p><b>Applicability - Inappropriate approval under Subpart G</b></p>	<p>The issue of a letter of agreement of production under Part 21 Subpart F may be agreed by the Competent Authority when:</p> <ol style="list-style-type: none"> <li>1. The applicant produces or intends to produce aeronautical products, parts, appliances intended for airborne use as part of a type-certificated product (this excludes simulators, ground equipment and tools), and</li> <li>2. The Competent Authority determines that Part 21 Section A Subpart G would be inappropriate, and consequently Part 21 Section A Subpart F applies. The main difference between Part 21 Section A Subparts G and F is that Subpart G requires the existence of a Quality System which provides the Competent Authority with the necessary confidence to grant to the manufacturer the privileges of certifying its own production. There are situations where a Quality System, including independent monitoring and continuous internal evaluation functions, is not justified and /or feasible. In making the determination that Subpart F may apply, the Competent Authority may take into account one or a combination of parameters such as the following: <ul style="list-style-type: none"> <li>• no flow production (infrequent or low volume of production).</li> <li>• simple technology (enabling effective inspection phases during the manufacturing process).</li> <li>• very small organisation.</li> </ul> </li> </ol>	
<p><b>GM 21A.124 (b)(1)(ii)</b></p>	<p><b>Certification or approval needed in advance of the issue of a POA</b></p>	<p>In cases where Part 21 Section A Subpart G is applicable, but when some time is needed for the organisation to achieve compliance with Subpart G, i.e., to establish the necessary documented quality system, the Competent Authority may agree to use Part 21 Section A Subpart F for a limited period (transient phase).</p> <p>In cases where Part 21 Section A Subpart G is applicable, such as to produce ETSO articles, a letter of agreement to produce under Part 21 Subpart F should not be given unless an application has been made for organisation approval under Subpart G, and reasonable progress is being made towards compliance with Subpart G. Long-</p>	



		term production under Part 21 Subpart F will not be permitted.	
<b>GM 21A.124 (b)(2)</b>	<b>Application - Minimum information to include with the application</b>	<p><b>Minimum information to include with the application.</b></p> <p>At this early stage, provision of the complete manual is not necessary, but at least the following items should be covered:</p> <ol style="list-style-type: none"> <li>1. Table of Contents of the Manual (including list of existing inspection system documents or procedures)</li> <li>2. Description of items to be manufactured (including intended quantities /deliveries)</li> <li>3. List of possible suppliers</li> <li>4. General description of facilities</li> <li>5. General description of production means</li> <li>6. Human resources</li> </ol>	
<b>21A.125</b>	<p><b>Issue of a letter of agreement</b></p> <p><i>By reference: Appendix XI- EASA Form 65 Letter of Agreement (Production without POA)</i></p>	<p><b>Requisites for the issuance of a letter of agreement.</b></p> <p>The <b>applicant</b> shall be <b>entitled to have a letter of agreement</b> issued by the Competent Authority agreeing to the showing of conformity of individual products, parts and appliances under this Subpart, <b>after...</b></p> <p>(a) <b>having established a production inspection system</b> that ensures that each product, part or appliance conforms to the applicable design data and is in condition for safe operation.</p> <p>(b) <b>providing a manual that contains:</b></p>	



		<p>1. a <b>description of the production inspection system</b> required under paragraph (a),</p> <p>2. a <b>description of the means</b> for making the determinations of the production inspection system,</p> <p>3. a <b>description of the tests</b> of 21A.127 and 21A.128, and the <b>names of persons authorised</b> for the purpose of 21A.130(a).</p> <p>(c) <b>demonstrating that it is able to provide assistance</b> in accordance with 21A.3 and 21A.129(d).</p>	
<b>GM No.1 to 21A.125</b>	<b>Letter of agreement - Meaning of individual</b>	<p>“Individual” means that each part number or type of item (i.e., product, part or appliance) to be produced should be specifically referenced, either directly or through a referenced capability list, in the letter of agreement from the Competent Authority. The letter may also specify any limitation in the production rate.</p>	
<b>GM No.1 to 21A.125(b)</b>	<b>Letter of agreement - Contents of the Manual</b>	<p>Contents of the Manual</p> <p>The manual referred in 21A.125(b) should include, at least the following information:</p> <p>1 Declaration by the applicant of undertaking in respect of</p> <p style="padding-left: 40px;">1.1 the requirements defined in Part 21 Section A Subpart F</p> <p style="padding-left: 40px;">1.2 the procedures contained in the manual and in the documentation mentioned herein</p> <p style="padding-left: 40px;">1.3 every legal provision laid down for the carrying on of the business activities (statutory declaration).</p> <p>2 Declaration by the applicant certifying the conformity of the manual to the requirements defined in Part 21 Section A Subpart F</p>	



		<p>3 Jobs, power and responsibilities of the accountable personnel</p> <p>4 Organisation chart, if required by the Competent Authority</p> <p>5 Description of the resources, including human resources, with an indication of the personnel qualification criteria</p> <p>6 Description of location and equipment</p> <p>7 Description of the scope of work, the production processes and techniques, and reference to the "capability list"</p> <p>8 Communications with the Competent Authority, and specifically those required by 21A.125(c)</p> <p>9 Assistance and communication with the design approval holder, and the means of compliance with 21A.125 (c)</p> <p>10 Amendments to the Manual</p> <p>11 Description of the Inspection System (including test, see GM No. 2 to 21A.125(b), and 21A.127 and 21A.128), and the procedures to meet 21A.126 and associated GM</p> <p>12 List of suppliers</p> <p>13 Issuing of the Statement of Conformity and Competent Authority inspection for validation</p> <p>If the information is listed in the Manual in a different order a cross reference to the above list should be made available in the Manual.</p>	
<p><b>GM No.2 to 21A.125(b)</b></p>	<p><b>Letter of agreement - Production Inspection System: Functional Tests</b></p>	<p>All items produced should be subject to inspection to be carried out at suitable phases which permit an effective verification of conformity with the design data.</p>	



		<p>These inspections may provide for the execution of tests to measure performances as set out in the applicable design data.</p> <p>Considerations of complexity of the item and/or its integration in the next level of production will largely determine the nature and time for these tests,</p> <p>for example:</p> <ul style="list-style-type: none"> <li>• appliances - will require full functional testing to the specifications</li> <li>• parts - will at least require basic testing to establish conformity, but due allowance may be made for further testing carried out at the next level of production</li> <li>• material - will require verification of its stated properties.</li> </ul>	
<b>GM 21A.125(c)</b>	<b>Letter of agreement - Assistance</b>	<p>The Competent Authority should be provided with material which defines the means of providing assistance as required by 21A.125(c). Suitable descriptive material should be included in the Manual, as described in GM No. 1 to 21A.125(b).</p>	
<b>21A.125B</b>	<b>Findings</b>	<p><b>Definition and classification of findings for letter of agreement.</b></p> <p>(a) When <b>objective evidence is found</b> showing <b>non-compliance</b> of the holder of a letter of agreement with the applicable requirements of this Part, the <b>finding</b> shall be <b>classified</b> as follows:</p> <ol style="list-style-type: none"> <li>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.</li> </ol>	



		<p>2. A level two finding is any non-compliance with this Part which is not classified as level one.</p> <p>(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).</p> <p>(c) After receipt of notification of findings according to 21B.143:</p> <ol style="list-style-type: none"> <li>1. In case of a level one finding, the holder of the letter of agreement shall demonstrate corrective action to the satisfaction of the Competent Authority within a period of no more than 21 working days after written confirmation of the finding;</li> <li>2. In case of level two findings, the corrective action period granted by the Competent Authority 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 Competent Authority may extend the six month period subject to a satisfactory corrective action plan agreed by the Competent Authority.</li> <li>3. A level three finding shall not require immediate action by the holder of the letter of agreement.</li> </ol> <p>(d) In case of level one or level two findings, the letter of agreement may be subject to a partial or full limitation, suspension and revocation under 21B.145. The holder of the letter of agreement shall provide confirmation of receipt of the notice of limitation, suspension or revocation of the letter of agreement in a timely manner.</p>	
<p><b>GM No.1 to 21A.125B(a)</b></p>	<p><b>Uncontrolled non-compliance with applicable design data</b></p>	<p>An uncontrolled non-compliance with applicable design data is a non-compliance:</p> <ul style="list-style-type: none"> <li>• that cannot be discovered through systematic analysis or</li> </ul>	



		<ul style="list-style-type: none"> <li>that prevents identification of affected products, parts, appliances, or material</li> </ul>	
<b>GM No.2 to 21A.125B(a)</b>	<b>Examples for level one findings</b>	<p>Examples for level 1 findings are non-compliances with any of the following paragraphs, that could affect the safety of the aircraft: 21A.126, 21A.127, 21A.128, 21A.129.</p> <p>It should be anticipated that a non-compliance with these paragraphs is only considered a level one finding when objective evidence has been found that this finding is an uncontrolled non-compliance that could affect the safety of the aircraft.</p>	
<b>21A.125C</b>	<b>Duration and continued validity</b>	<p><b>Duration and continued validity of a letter of agreement.</b></p> <p>(a) The letter of agreement shall be issued for a limited duration not exceeding one year. It shall remain valid unless:</p> <ol style="list-style-type: none"> <li>1. The holder of the letter of agreement fails to demonstrate compliance with the applicable requirements of this Subpart.</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>2. There is evidence that the manufacturer cannot maintain satisfactory control of the manufacture of products, parts, or appliances under the agreement.</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>3. The manufacturer no longer meets the requirements of 21A.122</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>4. The letter of agreement has been surrendered, revoked under 21B.145, or has expired.</li> </ol> <p>(b) Upon surrender, revocation or expiry, the letter of agreement shall be returned to the Competent Authority.</p>	



<b>21A.126</b>	<b>Production inspection system</b>	<b>Requisites of the production inspection system.</b>  (a) The production inspection system required under 21A.125 shall provide a means for determining that:  <ol style="list-style-type: none"><li>1. Incoming materials, and bought or subcontracted parts, used in the finished product are as specified in the applicable design data.</li><li>2. Incoming materials, and bought or subcontracted parts, are properly identified.</li><li>3. Processes, manufacturing techniques and methods of assembly affecting the quality and safety of the finished product are accomplished in accordance with specifications accepted by the Competent Authority.</li><li>4. Design changes, including material substitutions, have been approved under Subpart D or E and controlled before being incorporated in the finished product.</li></ol> (b) The production inspection system required by 21A.125(a), shall also be such as to ensure that:  <ol style="list-style-type: none"><li>1. <b>Parts in process are inspected for conformity</b> with the applicable design data at points in production where accurate determinations can be made.</li><li>2. <b>Materials subject to damage and deterioration are suitably stored</b> and adequately protected.</li><li>3. <b>Current design drawings are readily available</b> to manufacturing and inspection personnel, and <b>used when necessary</b>.</li><li>4. <b>Rejected materials and parts are segregated and identified</b> in a manner that precludes installation in the</li></ol>	
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		<p>finished product.</p> <p><b>5. Materials and parts</b> that are <b>withheld because of departures from design data or specifications</b>, and that are to be considered for installation in the finished product, are <b>subjected to an approved engineering and manufacturing review procedure</b>. Those materials and parts determined by this procedure to be <b>serviceable</b> shall be <b>properly identified</b> and reinspected if rework or repair is necessary. Materials and parts <b>rejected</b> by this procedure shall be <b>marked and disposed</b> of to ensure that they are not incorporated in the final product.</p> <p>6. Records produced under the production inspection system are maintained, identified with the completed product or part where practicable, and retained by the manufacturer in order to provide the information necessary to ensure the continued airworthiness of the product.</p>	
<b>GM 21A.126</b>	<b>Production Inspection System</b>	<p>GM 21A.126 (a) and (b) has been developed for persons producing under Part 21 Section A Subpart F on the long term basis as defined in 21A.124(b)(1)(i).</p> <p>For those persons producing under Part 21 Section A Subpart F as a transient phase under 21A.124(b)(1)(ii), compliance with 21A.126 may also be demonstrated to the satisfaction of the Competent Authority by using the equivalent Part 21 Section A Subpart G AMC/GM.</p>	
<b>GM 21A.126 (a)(1)</b>	<b>Production Inspection System – Conformity of supplied parts, appliances and material</b>	<p>1. The person producing under Subpart F is responsible for determining and applying acceptance standards for physical condition, configuration status and conformity, as appropriate, of raw materials, subcontracted works, and supplied products, parts, appliances or material, whether to be used in production or delivered to customers as spare parts. This responsibility also includes BFE (Buyer Furnished Equipment) items.</p>	



		<p>2. Control may be based upon use of the following techniques, as appropriate:</p> <p>2.1 first article inspection, including destruction if necessary, to verify that the article conforms to the applicable data for new production line or new supplier,</p> <p>2.2 incoming inspections and tests of supplied parts or appliances that can be satisfactorily inspected on receipt,</p> <p>2.3 identification of incoming documentation and data relevant to the showing of conformity to be included in the certification documents,</p> <p>2.4 any additional work, tests or inspection which may be needed for parts or appliances which are to be delivered as spare parts and which are not subject to the checks normally provided by subsequent production or inspection stages.</p> <p>3. The person producing under Part 21 Subpart F may rely upon an EASA Form 1 issued in accordance with Part 21 if provided as evidence of conformity with applicable design data</p> <p>4. For suppliers not holding a POA the inspection system of the person producing under Part 21 Subpart F should establish a system for control of incoming materials and bought or subcontracted items which provides for inspections and tests of such items by the person producing under Part 21 Subpart F at the supplier's facility, if the item cannot or will not be completely inspected upon receipt.</p>	
<p><b>GM 21A.126 (a)(2)</b></p>	<p><b>Production Inspection System - Identification of incoming materials and parts</b></p>	<p>All parts and materials coming from external parties should be identified and inspected to ascertain that they have not been damaged during transport or unpacking, that the incoming parts and materials have the appropriate and correct accompanying documentation and that the configuration and condition of the parts or materials is as laid down in that documentation'.</p>	



		<p>Only on completion of these checks and of any incoming further verifications laid down in the procurement specification, may the part or material be accepted for warehousing and used in production.</p> <p>This acceptance should be certified by an inspection statement.</p> <p>A suitable recording system should allow reconstruction at any time of the history of every material or part.</p> <p>The areas where the incoming checks are carried out and the materials or parts are stored pending completion of the checks should be physically segregated from other departments.</p>	
<p><b>GM No.1 to 21A.126 (a)(3)</b></p>	<p><b>Production Inspection System - List of specifications</b></p>	<p>It is the responsibility of:</p> <ol style="list-style-type: none"> <li>1. The designer, to define all necessary processes, techniques and methods to be followed during manufacture (21A.31) and this information will be provided as part of the applicable design data.</li> <li>2. The manufacturer, to ensure that all processes are carried out strictly in accordance with the specifications provided as part of the applicable design data.</li> </ol>	
<p><b>GM No.2 to 21A.126 (a)(3)</b></p>	<p><b>Production Inspection System - Means of checking of the production processes</b></p>	<p>The Production Inspection System should be provided with appropriate means of checking that production processes, whether performed by the person producing under Part 21 Subpart F or by subcontractors under its control, are carried out in accordance with applicable data, including:</p> <ol style="list-style-type: none"> <li>1. A system for the control and authorised amendment of data provided for the production, inspection and test to ensure that it is complete and up-to-date at the point of use</li> <li>2. Availability of personnel with suitable qualification, experience, and training for each required production, inspection, and test task. Special attention should be paid to tasks requiring specialised</li> </ol>	



		<p>knowledge and skill, e.g., NDT/NDI, welding...</p> <p>3. A working area where the working conditions and environment are controlled as appropriate in respect of: cleanliness, temperature, humidity, ventilation, lighting, space/access, protection against noise and pollution</p> <p>4. Equipment and tools sufficient to enable all specified tasks to be accomplished in a safe and effective manner without detrimental effect on the items under production. Calibration control of equipment and tools which affect critical dimensions and values must show compliance with, and be traceable to, recognised national or international standards.</p>	
<p><b>GM 21A.126 (a)(4)</b></p>	<p><b>Production Inspection System – Applicable design/production data procedures</b></p>	<p>1. When a person producing under Part 21 Subpart F is developing its own manufacturing data from the design data package delivered by a Design holder, procedures should demonstrate the correct transcription of the original design data.</p> <p>2. Procedures should define the manner in which applicable design data is used to issue and update the production/inspection data, which determines the conformity of products, parts, appliances and materials. The procedure should also define the traceability of such data to each individual product, part, appliance or material for the purpose of stating the condition for safe operation and for issuing a Statement of Conformity.</p> <p>3. During execution, all works should be accompanied by documentation giving either directly or by means of appropriate references, the description of the works as well as the identification of the personnel in charge of inspection and execution tasks for each of the different work phases.</p>	



<b>GM 21A.126 (b)(1)</b>	<b>Production Inspection System - Inspection of parts in process</b>	<p>The purpose of the Production Inspection System is to check at suitable points during production and provide objective evidence that the correct specifications are used, and that processes are carried out strictly in accordance with the specification.</p> <p>During the manufacturing process, each article should be inspected in accordance with a plan which identifies the nature of all inspections required and the production stages at which they occur. The plan should also identify any particular skills or qualification required of person(s) carrying out the inspections (e.g., NDT personnel). A copy of the plan should be included in, or referenced by, the manual required by 21A.125(b).</p> <p>If the parts are such that, if damaged, they could compromise the safety of the aircraft, additional inspections for such damage should be performed at the completion of each production stage.</p>	
<b>GM 21A.126 (b)(2)</b>	<b>Production Inspection System - Suitable storage and protection</b>	<ol style="list-style-type: none"><li>1. Storage areas should be protected from dust, dirt, or debris, and adequate blanking and packaging of stored items should be practised.</li><li>2. All parts should be protected from extremes of temperatures and humidity and, where needed, temperature-controlled or full air-conditioned facilities should be provided.</li><li>3. Racking and handling equipment should be provided such as to allow storage, handling and movement of parts without damage.</li><li>4. Lighting should be such as to allow safe and effective access and handling, but should also cater for items which are sensitive to light e.g., rubber items.</li><li>5. Care should be taken to segregate and shield items which can emit fumes (e.g., wet batteries), substances or radiation (e.g., magnetic items) which are potentially damaging to other stored items.</li></ol>	



		<p>6. Procedures should be in place to maintain and record stored parts identities and batch information.</p> <p>7. Access to storage areas should be restricted to authorised personnel who are fully trained to understand and maintain the storage control arrangements and procedures.</p> <p>8. Provisions should be made for segregated storage of non conforming items pending their disposition (see GM 21A.126(b)(4)).</p>	
<b>GM 21A.126 (b)(3)</b>	<b>Production Inspection System – Use of derived data instead of original design data</b>	Where derived data, e.g., worksheets, process sheets, fabrication/inspection instructions, etc., is used instead of original design drawings, documents identification and control procedures should be used to ensure that the documentation in use is always accurate and current.	
<b>GM 21A.126 (b)(4)</b>	<b>Production Inspection System – Segregation of rejected material</b>	<p>All materials and parts which have been identified at any stage in the manufacturing process as not conforming to the specific working and inspection instructions must be suitably identified by clearly marking or labelling, to indicate their non-conforming status. All such non-</p> <p>conforming material or parts should be removed from the production area and held in a restricted access segregated area until an appropriate disposition is determined in accordance with 21A.126(b)(5).</p>	
<b>GM 21A.126 (b)(5)</b>	<b>Production Inspection System – Engineering and manufacturing review procedure</b>	<p>1. The procedure should permit to record the deviation, to present it to the Design holder under the provisions of 21A.122, and to record the results of the review and actions taken consequently as regards the part/product.</p> <p>2. Any unintentional deviation from the manufacturing/inspection data should be recorded and handled in accordance with Part 21 Section A Subpart D or E as changes to the approved design.</p>	



<p><b>GM 21A.126 (b)(6)</b></p>	<p><b>Production Inspection System – Recording and record keeping</b></p>	<p>1. Records within a production environment satisfy two purposes. Firstly, they should , during the production process to ensure that products, parts, or appliances are in conformity with the controlling data throughout the manufacturing cycle. Secondly, certain records of milestone events are needed to subsequently provide objective evidence that all prescribed stages of the production process have been satisfactorily completed and that compliance with the applicable design data has been achieved.</p> <p>Therefore, the person producing under Part 21 Subpart F should implement a system for the compilation and retention of records during all stages of manufacture, covering short-term and long-term records appropriate to the nature of the product and its production processes.</p> <p>The management of such information should be subject to appropriate documented procedures in the Manual required by 21A.125(b).</p> <p>All forms of recording media are acceptable (paper, film, magnetic ...) provided they can meet the required duration for archiving under the conditions provided.</p> <p>2. The related procedures should:</p> <ul style="list-style-type: none"><li>2.1 Identify records to be kept.</li><li>2.2 Describe the organisation of and responsibility for the archiving system (location, compilation, format) and conditions for access to the information (e.g., by product, subject).</li><li>2.3 Control access and provide effective protection from deterioration or accidental damage. 2.4 Ensure continued readability of the records.</li></ul>	
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		<p>2.5 Demonstrate to the Competent Authority proper functioning of the records system. 2.6 Clearly identify the persons involved in conformity determination.</p> <p>2.7 Define an archiving period for each type of data taking into account importance in relation to conformity determination subject to the following:</p> <p style="padding-left: 40px;">a Data which supports conformity of a product, part, or appliance should be kept for not less than three years from the issue date of the related Statement of Conformity or Authorised Release Certificate.</p> <p style="padding-left: 40px;">b Data considered essential for continuing airworthiness should be kept throughout the operational life of the product, part or appliance. 2.8 Data related to supplied parts may be retained by the supplier if the supplier has a system agreed under Part 21 Section A Subpart F by the Competent Authority. The manufacturer should, in each case, define the archiving period and satisfy himself or herself and the Competent Authority that the recording media are acceptable.</p>	
<p><b>21A.127</b></p>	<p><b>Tests: aircraft</b></p>	<p><b>Requisites of the production tests for aircraft</b></p> <p>(a) Each <b>manufacturer</b> of an aircraft manufactured under this Subpart shall <b>establish an approved production ground and flight test procedure</b> and check-off forms, and in accordance with those forms, <b>test each aircraft produced</b>, as a means of establishing relevant aspects of compliance with 21A.125(a).</p> <p>(b) Each <b>production test procedure</b> shall <b>include</b> at least the following.</p> <p style="padding-left: 40px;">1. A <b>check on handling qualities</b>.</p>	



		<p>2. A <b>check on flight performance</b> (using normal aircraft instrumentation).</p> <p>3. A <b>check on the proper functioning</b> of all aircraft equipment and systems.</p> <p>4. A <b>determination</b> that <b>all instruments are properly marked</b>, and that <b>all placards and required flight manuals</b> are <b>installed after flight test</b>.</p> <p>5. A <b>check</b> of the <b>operational characteristics</b> of the aircraft <b>on the ground</b>.</p> <p>6. A <b>check on any other items peculiar to the aircraft</b> being tested.</p>	
<b>GM 21A.127</b>	<b>Approved production ground and flight tests</b>	The production ground and flight tests for new aircraft will be specified by the aircraft design organisation.	
<b>21A.128</b>	<b>Tests: engines and propellers</b>	<p><b>Requisites of the production tests for engines and propellers.</b></p> <p><b>Each manufacturer of engines, or propellers</b> manufactured under this Subpart shall <b>subject each engine, or variable pitch propeller</b>, to an <b>acceptable functional test</b> as specified</p> <p>in the type-certificate holder's documentation, <b>to determine</b> if it <b>operates properly</b> throughout the range of operation for which it is type-certificated, as a <b>means of establishing relevant aspects of compliance</b> with 21A.125(a)</p>	



<p><b>GM No.1 to 21A.128</b></p>	<p><b>Acceptable functional test - Engines</b></p>	<p>The functional test required for a new engine will be specified by the engine design organisation and will normally include at least the following:</p> <ol style="list-style-type: none"> <li>1. Break-in runs that include a determination of fuel and oil consumption and a determination of power characteristics at rated maximum continuous power or thrust and, if applicable, at rated takeoff power or thrust.</li> <li>2. A period of operation at rated maximum continuous power or thrust. For engines having a rated takeoff power or - thrust, part of that period should be at rated takeoff power or - thrust.</li> </ol> <p>The test equipment used for the test run should be capable of output determination of accuracy sufficient to assure that the engine output delivered complies with the specified rating and operation limitations.</p>	
<p><b>GM No.2 to 21A.128</b></p>	<p><b>Acceptable functional test - Variable pitch propellers</b></p>	<p>The functional tests required for a new propeller will be specified by the propeller design organisation and should normally include a number of complete cycles of control throughout the propeller pitch and rotational speed ranges. In addition, for feathering and/or reversing propellers, several cycles of feathering operation and reversing operation from the lowest normal pitch to the maximum reverse pitch, should normally be required.</p>	
<p><b>GM No.3 to 21A.128</b></p>	<p><b>Acceptable functional test - Engines and Propellers</b></p>	<p>After functional test, each engine or propeller should be inspected to determine that the engine or propeller is in condition for safe operation. Such inspection will be specified by the design organisation and should normally include internal inspection and examination. The degree of internal inspections will normally be determined on the basis of the positive results of previous inspections conducted on the first production engines, and on the basis of service experience.</p>	



<b>21A.129</b>	<b>Obligations of the manufacturer</b>	<b>Obligations of the holder of letter of agreement.</b>  Each manufacturer of a product, part or appliance being manufactured under this Subpart shall:  (a) Make each product, part or appliance available for inspection by the Competent Authority.  (b) Maintain at the place of manufacture the technical data and drawings necessary to determine whether the product conforms to the applicable design data.  (c) Maintain the production inspection system that ensures that each product conforms to the applicable design data and is in condition for safe operation.  (d) Provide assistance to the holder of the type-certificate, restricted 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.  (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, restricted type-certificate or design approval, all cases where products, parts or appliances have been released by the manufacturer and subsequently identified to have deviations from the applicable design data, and investigate with the holder of the type-certificate, restricted type-certificate or design approval to identify those deviations which could lead to an unsafe condition.	
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		<p>2. Report to the Agency and the competent authority of the Member State the deviations which could lead to an unsafe condition identified according to subparagraph (1).</p> <p>Such reports shall be made in a form and manner established by the Agency under 21A.3(b)(2) or accepted by the competent authority of the Member State.</p> <p>3. Where the manufacturer acts as supplier to another production organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data.</p>	
<b>GM 21A.129(a)</b>	<b>Availability for inspection by the Competent Authority</b>	<p>Each product, part or appliance should be made available for inspection at any time at the request of the Competent Authority.</p> <p>It is recommended that a pre-defined plan of inspection points be established and agreed with the Competent Authority to be used as a basis for such inspections.</p> <p>The manufacturer should provide such documentation, tools, personnel, access equipment etc. as necessary to enable the Competent Authority to perform the inspections.</p>	
<b>AMC No.1 to 21A.129(c)</b>	<b>Obligations of the manufacturer – Conformity of prototype models and test specimens</b>	<p>21A.33 requires determination of conformity of prototype models and test specimens to the applicable design data. For a complete aircraft a 'conformity document', that has to be validated by the Competent Authority, should be provided as part of the assistance to the design approval applicant. For products other than a complete aircraft, and for parts and appliances, an EASA Form 1 validated by the Competent Authority may be used as a conformity document as part of the assistance to the design approval applicant.</p>	



<p><b>AMC No.2 to 21A.129(c)</b></p>	<p><b>Obligations of the manufacturer – Conformity with Applicable Design Data</b></p>	<p>Individual configurations are often based on the needs of the customer and improvements or changes which may be introduced by the type-certificate holder. There are also likely to be unintentional divergences (concessions or non-conformances) during the manufacturing process. All these changes are required to have been approved by the design approval applicant/holder, or when necessary by the Agency.</p>	
<p><b>AMC No.3 to 21A.129(c)</b></p>	<p><b>Obligations of the manufacturer – Condition for safe operation</b></p>	<p>Before issue of the Statement of Conformity to the Competent Authority the manufacturer under this Subpart should make an investigation so as to be satisfied in respect to each of the items listed below. The documented results of this investigation should be kept on file by the manufacturer. Certain of these items may be required to be provided (or made available) to the operator or owner of the aircraft, and, for validation of the statement of conformity, to the Competent Authority.</p> <ol style="list-style-type: none"> <li>1. Equipment or modifications which do not meet the requirements of the state of manufacture but have been accepted by the competent authority of the importing country.</li> <li>2. Identification of products, parts or appliances which:             <ol style="list-style-type: none"> <li>2.1 Are not new</li> <li>2.2 Are furnished by the buyer or future operator (including those identified in 21A.801 and 805).</li> </ol> </li> <li>3. Technical records which identify the location and serial numbers of significant components including those identified in 21A.801 and 21A.805.</li> <li>4. Log book and a modification record book for the aircraft as required by the Agency.</li> <li>5. Log books for products identified in 21A.801 installed as part of the type design as required by the Agency.</li> </ol>	



		<p>6. A weight and balance report for the completed aircraft.</p> <p>7. A record of missing items or defects which do not affect airworthiness these for example could be furnishing or BFE (Items may be recorded in a technical log or other suitable arrangement such that the operator and Agency are formally aware).</p> <p>8. Product support information required by other associated implementing rules and CS or GM, such as a Maintenance Manual, a Parts Catalogue, or MMEL all of which are to reflect the actual build standard of the particular aircraft. Also an Electrical load analysis and a wiring diagram.</p> <p>9. Records which demonstrate completion of maintenance tasks appropriate to the test flight flying hours recorded by the aircraft. These records should show the relationship of the maintenance status of the particular aircraft to the manufacturers recommended maintenance task list and the Maintenance Review Board (MRB) document/report.</p> <p>10. Details of the serviceability state of the aircraft in respect of, a) the fuel and oil contents, b) provision of operationally required emergency equipment such as life rafts, etc.</p> <p>11. Details of the approved interior configuration if different from that approved as part of the type design.</p> <p>12. An approved Flight Manual which conforms to the build standard and modification state of the particular aircraft should be available.</p> <p>13. Show that inspections for foreign objects at all appropriate stages of manufacture have been satisfactorily performed.</p> <p>14. The registration has been marked on the exterior of the aircraft as required by national legislation. Where required by national legislation fix a fireproof owners nameplate.</p>	
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		<p>15. Where applicable, there should be a certificate for noise and, for the aircraft radio station.</p> <p>17. The installed compass and or compass systems have been adjusted and compensated and a deviation card displayed in the aircraft.</p> <p>18. Software criticality list.</p> <p>19. A record of rigging and control surface movement measurements.</p> <p>20. Details of installations which will be removed before starting commercial air transport operations (e.g., ferry kits for fuel, radio or navigation).</p> <p>21. List of all applicable Service Bulletins and airworthiness directives that have been implemented.</p>	
<p><b>21A.130</b></p>	<p><b>Statement of conformity</b></p> <p>By reference:</p> <p><i>Appendix I – EASA Form 1 Authorised Release Certificate</i></p> <p><i>Appendix VIII – EASA Form 52 Aircraft Statement of Conformity</i></p>	<p><b>Documentation of the conformity of the newly manufactured products.</b></p> <p>EASA Form 52 and parts and appliances: EASA Form 1.</p> <p>(a) <b>Each manufacturer of a product, part or appliance</b> manufactured under this Subpart shall <b>raise a Statement of Conformity, an EASA Form 52</b>, for <b>complete aircraft</b>, or <b>EASA Form 1</b>, for <b>other products, parts or appliances</b> (see Appendix). This <b>statement</b> shall be <b>signed by an authorised person</b> who holds a responsible position in the manufacturing organisation.</p> <p>(b) A statement of conformity shall include:</p> <p>1. For each product, part or appliance a statement that the product, part or appliance conforms to the approved design</p>	



		<p>data and is in condition for safe operation;</p> <p>2. For each aircraft, a statement that the aircraft has been ground and flight checked in accordance with 21A.127(a); and</p> <p>4. For each engine, or variable pitch propeller, a statement that the engine or propeller has been subjected by the manufacturer to a final functional test, in accordance with 21A.128, and additionally in case of engines, a determination according to data provided by the engine type-certificate holder that each completed engine is in compliance with the applicable emissions requirements current at the date of manufacture of the engine.</p> <p>(c) Each <b>manufacturer</b> of such a product, part or appliance shall:</p> <p>1. <b>Upon the initial transfer by it of the ownership</b> of such a product, part or appliance <b>or</b></p> <p>2. <b>Upon application for the original issue of an aircraft certificate of airworthiness</b> <b>or</b></p> <p>3. <b>Upon application for the original issue of an airworthiness release document</b> for an engine, a propeller, a part or appliance, <b>present a current statement of conformity</b>, for <b>validation</b> by the Competent Authority.</p> <p>(d) The <b>Competent Authority</b> shall <b>validate by counter-signature</b> the Statement of Conformity if it <b>finds</b> after inspection that the product, part or appliance <b>conforms to the applicable design data</b> and is <b>in condition for safe operation</b>.</p>	
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<b>AMC No. 1 to 21A.130(b)</b>	<b>Statement of Conformity for Complete Aircraft</b>	<p><b>1 PURPOSE AND SCOPE</b></p> <p>The description under this AMC refers only to the use of the aircraft Statement of Conformity issued under Part 21 Section A Subpart F. Statement of Conformity under Part 21 Subpart F for products other than complete aircraft, and for parts and appliances is described in AMC No. 2 to 21A.130(b).</p> <p>Use of the aircraft Statement of Conformity issued by an approved production organisation is described in 21A.163(b) under Part 21 Section A Subpart G and the completion instructions are to be found in the Appendices to Part 21.</p> <p>The purpose of the aircraft Statement of Conformity (EASA Form 52) issued under Part 21 Section A Subpart F is to present to the Competent Authority a complete aircraft. The Competent Authority only validates the Statement of Conformity if it finds, as described in 21A.130 and its associated GM, that the aircraft conforms with the type design and is in condition for safe operation.</p> <p><b>2 GENERAL</b></p> <p>The Statement of Conformity must comply with the format attached including block numbers and the location of each Block. The size of each Block may however be varied to suit the individual application, but not to the extent that would make the Statement of Conformity unrecognisable. If in doubt consult the Competent Authority.</p> <p>The Statement of Conformity must either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted.</p> <p>Statements of Conformity must be issued in one or more of the official language(s) of the issuing Competent Authority with translations in English shown below, if required. Completion may be</p>	
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		<p>either machine/computer printed or hand-written using block letters to permit easy reading.</p> <p>A copy of the Statement of Conformity and all referenced attachments are to be retained by the manufacturer. A copy of the validated Statement of Conformity is to be retained by the Competent Authority.</p> <p><b>3 COMPLETION OF THE AIRCRAFT STATEMENT OF CONFORMITY BY THE ORIGINATOR</b></p> <p>There must be an entry in all Blocks to make the document a valid Statement.</p> <p>A Statement of Conformity must not be issued for validation by the Competent Authority, unless the design of the aircraft and its installed products are approved.</p> <p>The information required in Blocks 9, 10, 11, 12, 13 and 14 may be by reference to separate identified documents held on file by the manufacturer, unless the Competent Authority agrees otherwise.</p> <p>This Statement of Conformity is not intended to provide for the complete equipment fit required by the applicable operational rules. However, some of these individual items may be included in Block 10 or in the approved type design. Operators are therefore reminded of their responsibility to ensure compliance with the applicable operational rules for their own particular operation.</p> <p><b>Block 1</b> Enter name of the State of manufacture.</p> <p><b>Block 2</b> The Competent Authority under which authority the Statement of Conformity is issued.</p> <p><b>Block 3</b> A unique serial number should be pre-printed in this Block for Statement control and traceability purposes. Except that in the case of a computer generated document the number need not be pre-printed where the computer is programmed to produce and print</p>	
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		<p>a unique number.</p> <p><b>Block 4</b> The full name and location address of the manufacturer issuing the statement. This Block may be pre-printed. Logos, etc., are permitted if the logo can be contained within the Block.</p> <p><b>Block 5</b> The aircraft type in full as defined in the type-certificate and its associated data sheet.</p> <p><b>Block 6</b> The type-certificate reference numbers and issue for the subject aircraft.</p> <p><b>Block 7</b> If the aircraft is registered then this mark will be the registration mark. If the aircraft is not registered then this will be such a mark that is accepted by the competent authority of the Member State and, if applicable, by the competent authority of a third country.</p> <p><b>Block 8</b> The identification number assigned by the manufacturer for control and traceability and product support. This is sometimes referred to as a Manufacturers Serial No or Constructors No.</p> <p><b>Block 9</b> The engine and propeller type(s) in full as defined in the relevant type-certificate and its associated data sheet. Their manufacturer identification No and associated location should also be shown.</p> <p><b>Block 10</b> Approved design changes to the Aircraft Definition.</p> <p><b>Block 11</b> A listing of all applicable airworthiness directives (or equivalent) and a declaration of compliance, together with a description of the method of compliance on the subject individual aircraft including products and installed parts, appliances and equipment. Any future compliance requirement time should be shown.</p> <p><b>Block 12</b> Approved unintentional deviation to the approved type design sometimes referred to as concessions, divergences, or non-</p>	
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		<p>conformances.</p> <p><b>Block 13</b> Only agreed exemptions, waivers or derogations may be included here..</p> <p><b>Block 14</b> Remarks: Any statement, information, particular data or limitation which may affect the airworthiness of the aircraft. If there is no such information or data, state; 'NONE'.</p> <p><b>Block 15</b> Enter 'Certificate of Airworthiness' or 'Restricted Certificate of Airworthiness' for the Certificate of Airworthiness requested.</p> <p><b>Block 16</b> Additional Requirements such as those notified by an importing country should be noted in this Block.</p> <p><b>Block 17</b> Validity of the Statement of Conformity is dependent on full completion of all Blocks on the form. A copy of the flight test report together with any recorded defects and rectification details should be kept on file by the manufacturer. The report should be signed as satisfactory by the appropriate certifying staff and a flight crew member, e.g., test pilot or flight test engineer. The flight tests performed are those required by 21A.127 and GM 21A.127, to ensure that the aircraft conforms to the applicable design data and is in condition for safe operation. The listing of items provided (or made available) to satisfy the safe operation aspects of this statement should be kept on file by the manufacturer.</p> <p><b>Block 18</b> The Statement of Conformity may be signed by the person authorised to do so by the manufacturer in accordance with 21A.130(a). A rubber stamp signature should not be used.</p> <p><b>Block 19</b> The name of the person signing the certificate should be typed or printed in a legible form.</p> <p><b>Block 20</b> The date the Statement of Conformity is signed must be given.</p>	
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		<p><b>Block 21</b> For production under Part 21 Subpart F, state "N/A" Additionally, for production under Part 21 Section A Subpart F, this Block must include validation by the Competent Authority. For this purpose, the validation statement below should be included in the</p> <p><b>Block 21</b> itself, and not referred in a separate document. The statement can be pre-printed, computer generated or stamped, and should be followed by the signature of the representative of the Competent Authority validating the certificate, the name and the position/identification of such representative of the Competent Authority, and the date of such validation by the Competent Authority.</p> <p><b>VALIDATION STATEMENT:</b></p> <p>"After due inspection the &lt;identify the issuing Competent Authority &gt; is satisfied that this document constitutes an accurate and valid Statement of Conformity in accordance with Part 21 Section A Subpart F."</p>	
<p><b>AMC No. 2 to 21A.130(b)</b></p>	<p><b>Statement of Conformity for Products (other than complete aircraft), parts, appliances and materials – The Authorised Release Certificate (EASA Form 1)</b></p>	<p><b>A INTRODUCTION</b></p> <p>This GM relates only to the use of the EASA Form 1 for manufacturing purposes. Attention is drawn to Part 21, and Appendix I to Part 145 which covers the use of the EASA Form 1 for maintenance purposes.</p> <p><b>1 PURPOSE AND SCOPE</b></p> <p>Under Part 21 Subpart F, the primary purpose of the certificate is to release products (other than complete aircraft), parts, appliances (hereafter referred to as 'item(s)') and/or material as identified in Blocks 7 through 11 as applicable after manufacture, or to release maintenance work carried out on items under the approval of the Competent Authority.</p>	



		<p>The EASA Form 1 is prepared and signed by the manufacturer. For production under Part 21 Subpart F it is presented for validation by the Competent Authority.</p> <p>The Certificate referenced EASA Form 1 is called the Authorised Release Certificate.</p> <p>The Certificate is to be used for import purposes, as well as for domestic and intra-Community purposes, and serves as an official certificate for the delivery of items from the manufacturer to users. The Certificate is not a delivery or shipping note.</p> <p>Under Subpart F the Certificate may only be issued by the Competent Authority. Aircraft are not to be released using the Certificate.</p> <p>A mixture of 'New' and 'Used' items is not permitted on the same Certificate.</p> <p>A mixture of items certified in conformity with 'approved data' and to 'non-approved data' is not permitted on the same Certificate, and consequently only one box in Block 14 can be ticked.</p> <p>A mixture of items released under Subpart G and under Subpart F of Part 21 is not permitted on the same Certificate.</p> <p><b>2 GENERAL</b></p> <p>By reference to Part 21, the Certificate must comply with the format attached including block numbers and the location of each Block. The size of each Block may however be varied to suit the individual application, but not to the extent that would make the Certificate unrecognisable. The overall size of the Certificate may be significantly increased or decreased so long as the Certificate remains recognisable and legible. If in doubt consult the Competent Authority.</p>	
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		<p>Please note that the User responsibility statements are normally placed on the reverse of this Certificate, but they may be added to the front of the Certificate by reducing the depth of the Form. All printing must be clear and legible to permit easy reading.</p> <p>The Certificate may either be pre-printed or computer generated but in either case the printing of lines and characters must be clear and legible. Pre-printed wording is permitted in accordance with the attached model but no other certification statements are permitted. English and, where required, one or more of the official languages of the issuing Member State are acceptable.</p> <p>The details to be entered on the Certificate may be either machine/computer printed or handwritten using block letters, and must permit easy reading. Abbreviations must be restricted to a minimum. The space remaining on the reverse side of the Certificate may be used by the originator for any additional information but must not include any certification statement.</p> <p>The original Certificate must accompany the items and correlation must be established between the Certificate and the item(s). A copy of the Certificate must be retained by the manufacturer of the item and the Competent Authority. Where the Certificate format and the data is entirely computer generated, subject to acceptance by the Competent Authority, it is permissible to retain the Certificate format and data on a secure database.</p> <p>There is no restriction in the number of copies of the Certificate sent to the customer or retained by the originator.</p> <p>The Certificate that accompanies the item may be attached to the item by being placed in an envelope for durability.</p> <p><b>3 COMPLETION OF THE RELEASE CERTIFICATE BY THE ORIGINATOR</b></p>	
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		<p>By reference to Part 21, except as otherwise stated, there must be an entry in all Blocks to make the document a valid certificate.</p> <p><b>Block 1</b> The Member State of the Competent Authority issuing the letter of agreement under which the certificate is issued as referenced in Block 16. When the Competent Authority is the Agency, "EASA" should be stated. These names may be pre-printed.</p> <p><b>Block 2</b> Pre-printed "Authorised Release Certificate/EASA Form 1".</p> <p><b>Block 3</b> A unique number must be pre-printed in this Block for Certificate control and traceability purposes except that in the case of a computer generated document, the unique number need not be pre-printed where the computer is programmed to produce the number.</p> <p><b>Block 4</b> The information in this Block needs to satisfy two objectives:</p> <ol style="list-style-type: none"><li>1. To relate the Certificate to the manufacturer, for the purposes of verifying authenticity and authority of the Certificate;</li><li>2. To provide a ready means of rapidly identifying the place of manufacture and release, to facilitate traceability and communication in the event of problems or queries.</li></ol> <p>Therefore, the name entered in the box is that of the manufacturer, who is responsible for making the final determination of conformity or airworthiness. The name must be entered in exactly the same form as appears in the letter of agreement.</p> <p>The address(es) entered in Block 4 will assist in the identification of the manufacturer AND in identifying the place of release. If the place of manufacture and release is one of the organisation addresses listed on the letter of agreement, then that is the only address needed in this Block. If the place of manufacture and release</p>	
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		<p>is a location which is NOT listed in the letter of agreement then two addresses are required. The first address will be the address of the manufacturer (as listed in the letter of agreement) and a second address entered to identify the place of manufacture and release.</p> <p>This Block may be pre-printed. Logo of the manufacturer, etc., is permitted if it can be contained within the Block.</p> <p><b>Block 5</b> The purpose of this Block is to reference work order/contract/invoice or any other internal organisational process such that a fast traceability system can be established. The use of the Block for such traceability is strongly recommended in the absence of item Serial Numbers or batch numbers. When not used, state "N/A".</p> <p><b>Block 6</b> The Block is provided for the convenience of the manufacturer issuing the Certificate to permit easy cross-reference to the 'Remarks' Block 13 by the use of line item numbers. Block 6 must be completed where there is more than one line item. Where a number of items are to be released on the Certificate, it is permissible to use a separate listing cross-referring Certificate and list to each other.</p> <p><b>Block 7</b> The name or description of the item must be given. Preference must be given to use of the Illustrated Parts Catalogue (IPC) designation. The description is to include reference to any applicable ETSO authorisation or EPA marking.</p> <p><b>Block 8</b> State the Part Number. Preference must be given to use of the IPC number designation.</p> <p><b>Block 9</b> Used to indicate the type-approved applications for which the released items are eligible for installation, based on the information provided by the design approval holder by virtue of the arrangement described in 21A.4 and 21A.122.</p> <p>The following entries are permitted:</p>	
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		<p>a At least one specific or series aircraft, propeller, or engine model as identified by the design approval holder. In case of engine or propeller release, state the aircraft approved applications, or, if application is not specific, state "type-certificated engine/propeller". In case of ETSO article state either the type-approved applications or "ETSO article N/A". In case of items to be installed in an ETSO article, state either "ETSO article N/A" or the ETSO article part number.</p> <p>b 'None', to be used only when it is known that the items do not yet have a type-approved application, for example: pending type-certificate, for test only, pending approved data. If this category is used, then appropriate explanatory information must be provided in Block 13 and new items may only be released for Conformity purposes.</p> <p>c 'Various' if known by virtue of the arrangements under 21A.122 to be eligible for installation on multiple type approved products, according to a procedure approved by the Competent Authority in charge of the manufacturer under Part 21 Subpart F surveillance. .In the case of multiple type-approved application it is acceptable for this Block to contain cross reference to an attached document which lists such applications.</p> <p>Any information in Block 9 does not constitute authority to fit the item to a particular aircraft, engine or propeller. The User/Installer must confirm via documents such as the Parts Catalogue, Service Bulletins, etc., that the item is eligible for the particular installation. Any information in Block 9 does not necessarily mean that the items are only eligible for installation on the listed model(s). Nor does it guarantee that the items are eligible for installation on all entries in</p> <p><b>Block 9.</b> Eligibility may be affected by modification or configuration changes.</p> <p>Where a part is identified by the design holder in accordance with officially recognised Standards, then the part is considered a</p>	
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		<p>Standard Part and release with an EASA Form 1 is not necessary. However where a manufacturer under Part 21 Subpart F releases a Standard Part with an EASA Form 1 then he or she should be able to demonstrate that it is in control of the manufacture of that part.</p> <p><b>Block 10</b> State the quantity of items being released.</p> <p><b>Block 11</b> State the item Serial Number or Batch Number if applicable, if neither applicable, state 'N/A'.</p> <p><b>Block 12</b> Enter one or a combination of appropriate standard words from the following table. The table lists, in quotes, the standard words permitted for use when releasing new items prior to entry into service, i.e., the items have not been previously used in operational service. It also details the circumstances and conditions under which they may be used. In all cases the certification rules relating to Block 14 apply, the appropriate box is to be marked, and Block 15 is to be signed.</p> <p><b>TABLE OF STANDARD WORDS FOR NEW ITEMS</b></p> <p><b>1 'MANUFACTURED'</b></p> <p>a. The production of a new item in conformity with the applicable design data.</p> <p>b. Re-certification by the original manufacturer after rectification work on a item, previously released under 1(a) above, which has been found to be unserviceable prior to entry into service, e.g., defective, in need of inspection or test, or shelf life expired. Details</p> <p>of the original release and the rectification work are to be entered in Block 13; or Re-certification of new items from Conformity purpose to airworthiness purpose at the time of approval of the applicable design data, provided that the items conform to the approved design data. An explanation of the basis of release and details of the original release are to be entered in Block 13.</p>	
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		<p><b>2 'INSPECTED'/'TESTED'</b></p> <p>The examination of a previously released new item:</p> <ul style="list-style-type: none"><li>a to establish conformity with the applicable design data, or</li><li>b in accordance with a customer-specified standard or specification, details of which are to be entered in Block 13, or</li><li>c to establish serviceability and condition for safe operation prior to re-release as a spare, where the item has been obtained with an EASA Form 1. An explanation of the basis of release and details of the original release are to be entered in Block 13.</li></ul> <p><b>3 'MODIFIED'</b></p> <p>The alteration, by the original manufacturer, of a previously released item prior to entry into service. Details of the alteration and the original release are to be entered in Block 13.</p> <p>The above statements must be supported by reference to the approved data/ manual/specification. Such information shall be identified in either Block 12 or 13.</p> <p><b>Block 13</b> It is necessary to state any information in this Block, either directly or by reference to supporting documentation, that identifies particular data or limitations relating to the item being released that are necessary for the User/Installer to make the final airworthiness determination of the item. The information must be clear, complete, and provided in a form and manner which is adequate for the purpose of making such a determination.</p> <p>Each statement must be clearly identified as to which item it relates. If there is no statement, state 'None'.</p> <p>Examples of conditions which would necessitate statements in Block 13 are;</p>	
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		<ul style="list-style-type: none"><li>• When the certificate is used for Conformity purposes the following statement must be entered at the beginning of Block 13:  'ONLY FOR CONFORMITY, NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE-CERTIFICATED AIRCRAFT/ENGINE/PROPELLER'.</li><li>• When the design data is not approved by the Agency , then the competent authority of a third country responsible for the approval of the design data must be identified and the following statement must be entered together with a reference identifying the approval:  "Design data approved by &lt;identify the responsible competent authority of a third country and the approval reference&gt; ".</li><li>• Re-certification of new items from Conformity purpose to airworthiness purpose at the time of approval of the applicable design data, provided that the items conform to the approved design data.  Provided that no change in design has occurred during the design data approval process, the manufacturer may state that the design data has been approved and that provided the specific component is still in the condition it was when it was shipped to the user/installer, the component is now eligible to be installed. The manufacturer must make this statement on a second EASA Form 1 where in addition to any other necessary remarks, appropriate explanatory information must be provided. The following wording must be used: 'RE-CERTIFICATION OF NEW PARTS  FROM CONFORMITY TO AIRWORTHINESS: THIS DOCUMENT ONLY CERTIFIES THE APPROVAL OF THE DESIGN DATA TO WHICH THIS ITEM (THESE ITEMS) WERE MANUFACTURED,</li></ul>	
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		<p style="text-align: center;">*****</p> <p>BUT DOES NOT COVER CONFORMITY/CONDITION AFTER RELEASE OF THE INITIAL EASA FORM 1 RE</p> <ul style="list-style-type: none"><li>• EASA Form 1 (both for 'Conformity purposes' and for 'Airworthiness purposes') must be generated by the same organisation, i.e., the original manufacturer or prime manufacturer, whichever raised the original EASA Form 1 for Conformity purposes.</li><li>• For complete engines and propellers the applicable type-certificate must be referenced.</li><li>• For complete engines and propellers, any additional export statement required by the importing country, as normally defined in the type-certificate data sheet.</li><li>• For complete engines, a statement of compliance with the applicable emissions requirements current at the date of manufacture of the engine</li><li>• For ETSO articles state the applicable ETSO authorisation number</li><li>• Usage restriction for repaired items</li><li>• Modification standard</li><li>• Alternative approved items supplied</li><li>• Concessions applicable</li><li>• Non-compliance with CS</li><li>• Details of repair work carried out or reference to a document where this is stated</li><li>• Compliance with or non-compliance with airworthiness directive's or</li></ul>	
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		<ul style="list-style-type: none"><li>• Service Bulletins</li><li>• Information on life limited items</li><li>• Condition of items or reference to a document detailing this information</li><li>• Manufacturing date or cure date</li><li>• Shelf life data</li><li>• Shortages</li><li>• Time Since New (TSN), Time Since Overhaul (TSO), etc.</li><li>• Exceptions to the notified special requirements of the importing country</li><li>• Specially configured to meet the notified special requirements of the importing country</li><li>• Re-certification of previously released 'new' items</li></ul> <p>Additionally, for production under Subpart F, this Block must include the Statement of Conformity by the manufacturer under 21A.1 30. For this purpose, the appropriate Block 14 statement must be included in the Block 13 and not referred in a separated document. The Statement may be pre-printed, computer generated or stamped, and must be followed by the signature of the manufacturer authorised person under 21A.130(a), the name and the position/identification of such person and the date of the signature.</p> <p><b>Block 14</b> This Block must only be used to indicate the status of new items.</p> <p>The main purpose of the Certificate is to release items for airworthiness purposes, which means conformity with approved design data and in condition for safe operation.</p>	
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		<p>This airworthiness certification is considered by the EU to be valid world-wide unless there are specific notified import conditions.</p> <p>When using the EASA Form 1 issued for airworthiness purposes to satisfy such notified import conditions, compliance with these import conditions is certified according to bilateral agreement or other working arrangement. As the Part number is stated in Block 8 and compliance with any specific import conditions is entered in Block 13, 'approved' then means approved by the competent authority of the importing country.</p> <p>The certificate may also be used as a Conformity Certificate when items conform to applicable design data which are not approved for a reason which is stated in Block 13 (e.g., pending type-certificate, for test only, pending approved data).</p> <p>In this case the following additional statement must be entered at the beginning of Block 13 itself and not in a separate document:</p> <p>'ONLY FOR CONFORMITY, NOT ELIGIBLE FOR INSTALLATION ON IN-SERVICE TYPE-CERTIFICATED AIRCRAFT/ENGINE/PROPELLER'.</p> <p>Mixtures of items released for Airworthiness and for Conformity purposes are not permitted in the same certificate. Also refer to the notes for completion of Block 9.</p> <p><b>Block 15</b> The hand-written normal signature of the Competent Authority representative validating the Block 13 manufacturer Statement of Conformity, under 21A.130(d). Use of a stamp instead of a signature is not permitted, but the authorised person may add a stamp impression to his or her signature to aid recognition.</p> <p><b>Block 16</b> State the full reference of the letter of agreement given by the Competent Authority to the manufacturer working under Part 21 Subpart F.</p>	
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		<p><b>Block 17</b> The name of the person signing Block 15, printed, typed, or written in a legible form.</p> <p><b>Block 18</b> The date on which Block 15 is signed, in the format day/month/year. The month must be stated in letters (sufficient letters must be used so there can be no ambiguity as to the month intended).</p> <p><b>Block 19</b> Not used and strike out for release of new items. Block 20 Not used and strike out for release of new items. Block 21 Not used and strike out for release of new items. Block 22 Not used and strike out for release of new items. Block 23 Not used and strike out for release of new items.</p>	
<b>SUBPART P PERMIT TO FLY</b>			
<p><b>AMC 21A.163(e)</b></p>	<p><b>Procedure for the issue of a permit to fly including approval of the flight conditions</b></p>	<p><b>1 INTENT</b></p> <p>This acceptable means of compliance provides means to develop a procedure for the issue of a permit to fly including approval of the flight conditions. Each POA applicant or holder must develop its own internal procedure following this AMC, in order to obtain the privilege of 21A.163(e) to issue permits to fly for an aircraft under procedures agreed with its competent authority for production, when the production organisation itself is controlling under its POA the configuration of the aircraft and is attesting conformity with the design conditions approved for the flight.</p> <p><b>2 PROCEDURE FOR THE ISSUE OF A PERMIT TO FLY</b></p> <p>2.1 Content</p> <p>The procedure must address the following points:</p> <ul style="list-style-type: none"> <li>- as relevant, in accordance with 21A.710(b), the approval of flight conditions;</li> <li>- conformity with approved conditions;</li> <li>- issue of the permit to fly under the POA privilege;</li> <li>- authorised signatories;</li> <li>- interface with the local authority for the flight.</li> </ul>	



		<p>2.2 Approval of the flight conditions (when relevant) The procedure must include the process to establish and justify the flight conditions, in accordance with 21A.708 and how compliance with 21A.710(c) is established, and include the EASA Form 18B as defined in AMC 21A.709(b) for the approval under the POA privilege.</p> <p>2.3 Conformity with approved conditions The procedure must indicate how conformity with approved conditions is made, documented and attested by an authorised person.</p> <p>2.4 Issue of the permit to fly under the POA privilege The procedure must describe the process to prepare the EASA Form 20b and how compliance with 21A.711(c) and (d) is established before signature of the permit to fly.</p> <p>2.5 Authorised signatories The person(s) authorised to sign the permit to fly under the privilege of 21A.163(e) must be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the Production Organisation Exposition.</p> <p>2.6 Interface with the local authority for the flight The procedure must include provisions describing the communication with the local authority for compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see 21A.711(d)).</p>	
<p><b>AMC 21A.263 (b)(1)</b></p>	<p><b>Compliance documents with conditions related to engine or propeller without a type-certificate or with unapproved changes and fitted on aircraft for which a permit to fly is requested</b></p>	<p>The establishment of flight conditions may include conditions related to engines/propellers without a type-certificate or with unapproved changes and fitted on the aircraft for which a permit to fly is requested. These conditions (i.e. installation, operating, maintenance conditions or limitations) are defined by the organisation responsible for the design of the engine/propeller and provided to the organisation responsible for the design of the aircraft.</p>	



		<p>When the organisation responsible for the design of the engine/propeller has a DOA, the establishment and substantiation of these conditions must be done under the relevant DOA procedures. For that purpose, the associated documentation must be processed like any other compliance document. It must be provided to the organisation responsible for the design of the aircraft that will use it for the establishment of the aircraft flight conditions.</p>	
<p><b>AMC 21A.263(c)(6)</b></p>	<p><b>Procedure for the approval of the conditions for issue of a permit to fly</b></p>	<p><b>1 INTENT</b></p> <p>This AMC provides means to develop a procedure to determine that an aircraft can fly, under the appropriate restrictions compensating for non compliance with the certification specifications applicable to the aircraft category. Each DOA applicant or holder must develop its own internal procedure following this AMC, in order to obtain the privilege to make this determination and approve associated conditions without Agency involvement, under 21A.263(c)(6). When the privilege does not apply, the DOA holder will prepare all necessary data required for the determination in accordance with the same procedure required for the privilege, and will apply for Agency approval.</p> <p><b>2 PROCEDURE FOR THE APPROVAL OF THE CONDITIONS FOR ISSUE OF A PERMIT TO FLY</b></p> <p>2.1 Content</p> <p>The procedure must address the following points:</p> <ul style="list-style-type: none"> <li>- decision to use the privilege;</li> <li>- management of the aircraft configuration;</li> <li>- determination of the conditions that must be complied with to perform safely a flight;</li> <li>- documentation of flight conditions substantiations;</li> <li>- approval under the DOA privilege, when applicable;</li> <li>- authorised signatories.</li> </ul>	



		<p>2.2 Decision to use the privilege of 21A.263(c)(6) The procedure must include a decision to determine:</p> <ul style="list-style-type: none"><li>- flights for which the privilege of 21A.263(c)(6) will be exercised; and</li><li>- flights for which the approval of flight conditions by the Agency will be required according to the criteria of 21A.263(c)(6).</li></ul> <p>2.3 Management of the aircraft configuration The procedure must indicate:</p> <ul style="list-style-type: none"><li>- how the aircraft, for which an application for permit to fly is made, is identified;</li><li>- how changes to the aircraft will be managed.</li></ul> <p>2.4 Determination of the conditions that must be complied with to perform safely a flight</p> <p>The procedure must describe the process used by the DOA holder to justify that an aircraft can perform the intended flight(s) safely. This process should include:</p> <ul style="list-style-type: none"><li>- identification of deviations from applicable certification specifications or non-compliance with Part 21 conditions for the issue of a certificate of airworthiness;</li><li>- analysis, calculations, tests or other means used to determine under which conditions or restrictions the aircraft can perform safely a flight;</li><li>- the establishment of specific maintenance instructions and conditions to perform these instructions;</li><li>- independent technical verification of the analysis, calculations, tests or other means used to determine under which conditions or restrictions the aircraft can perform the intended flight(s) safely;</li><li>- statement by the office of airworthiness (or equivalent), that the determination has been made in accordance with the procedure and that the aircraft has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions;</li><li>- approval by an authorised signatory.</li></ul>	
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		<p>2.5 Documentation of flight conditions substantiations</p> <p>1.The analysis, calculations, tests, or other means used to determine under which conditions or restrictions the aircraft can perform safely a flight, must be compiled in compliance documents. These documents must be signed by the author and by the person performing the independent technical verification.</p> <p>2.Each compliance document must have a number and issue date. The various issues of a document must be controlled.</p> <p>3.The data submitted and approved by the type-certificate holder can be used as substantiations. In that case, the independent technical verification referred to in 2.4 is not required.</p> <p>2.6 Approval under the DOA privilege</p> <p>2.6.1 Initial approval The procedure must include the following EASA Form 18A to support the approval under the DOA privilege:</p>	
	<p><b>FLIGHT CONDITIONS FOR A PERMIT TO FLY – APPROVAL FORM</b></p>		
<p>1. Applicant approval nr. [Name and organisation approval number of organisation providing the flight conditions and associated substantiations]</p>	<p>2. Approval form nr. Issue: [number and issue, for traceability purpose]</p>		
<p>3. Aircraft manufacturer/type</p>	<p>4. Serial number(s)</p>		
<p>Aircraft configuration The above aircraft for which a permit to fly is requested is defined in [add reference to the document(s) identifying the detailed configuration of the aircraft] [For change(s) affecting the initial approval form: description of change(s). This form must be re-issued]</p>			



<p><b>Substantiations</b>          [References to the document(s) justifying that the aircraft (as described in 5.) can perform the intended flight(s) safely under the defined conditions or restrictions.]          [For change(s) affecting the initial approval form: reference(s) to additional substantiation(s). This form must be re-issued]</p>			
<p><b>Conditions/Restrictions</b>          The above aircraft must be used with the following conditions or restrictions:          [Details of these conditions/restrictions, or reference to relevant document, including specific maintenance instructions and conditions to perform these instructions]</p>			
<p><b>Statement</b>          The determination of the flight conditions has been made in accordance with the relevant DOA procedure agreed by the Agency.          The aircraft has no features and characteristics making it unsafe for the intended operation under the identified conditions and restrictions.</p>			
<p>[strikethrough what is not applicable]          Approved under the authority of DOA EASA.21J.xyz [when privilege of 21A.263(c)(6) applies]          Submitted under the authority of DOA EASA.21J. xyz [when privilege of 21A.263(c)(6) does not apply]</p>			
10. Date of issue	11. Name and signature [Authorised signatory]		
12. EASA approval and date [when privilege of 21A.263(c)(6) does not apply]			
		<p><b>EASA Form 18A</b>          When the privilege of 21A.263(c)(6) is not applicable, the signed form should be presented by the office of airworthiness (or equivalent) to the Agency.</p>	



		<p>2.6.2 Approval of changes Except for changes that do not affect the conditions approved for the issue of the permit to fly, the procedure must specify how changes will be approved by the DOA Holder. The form of paragraph 2.6.1 must be updated.</p> <p>2.7 Authorised signatories The person(s) authorised to sign the approval form must be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the DOA handbook.</p>	
<p><b>AMC 21A.263 (c)(7)</b></p>	<p><b>Procedure for the issue of a permit to fly</b></p>	<p><b>1 INTENT</b></p> <p>This acceptable means of compliance provides means to develop a procedure for the issue of a permit to fly. Each DOA applicant or holder must develop its own internal procedure following this AMC, in order to obtain the privilege of 21A.263(c)(7) to issue permits to fly for aircraft it has designed or modified, when the design organisation itself is controlling under its DOA the configuration</p> <p>of the aircraft and is attesting conformity with the design conditions approved for the flight.</p> <p><b>2 PROCEDURE FOR THE ISSUE OF A PERMIT TO FLY</b></p> <p>2.1 Content The procedure must address the following points: - conformity with approved conditions; - issue of the permit to fly under the DOA privilege; - authorised signatories; - interface with the local authority for the flight.</p> <p>2.2 Conformity with approved conditions The procedure must indicate how conformity with approved conditions is made, documented and attested by an authorised person.</p>	



		<p>2.3 Issue of the permit to fly under the DOA privilege The procedure must describe the process to prepare the EASA Form 20b and how compliance with 21A.711(b) and (d) is established before signature of the permit to fly.</p> <p>2.4 Authorised signatories The person(s) authorised to sign the permit to fly under the privilege of 21A.263(c)(7) must be identified (name, signature and scope of authority) in the procedure, or in an appropriate document linked to the DOA handbook.</p> <p>2.5 Interface with the local authority for the flight The procedure must include provisions describing the communication with the local authority for compliance with the local requirements which are outside the scope of the conditions of 21A.708(b) (see 21A.711(d)).</p>	
<p><b>21A.165</b></p>	<p><b>Obligations of the holder</b></p>	<p>21A.165 Obligations of the holder</p> <p>The holder of a production organisation approval shall:</p> <p>(a) Ensure that the production organisation exposition furnished in accordance with 21A.143 and the documents to which it refers, are used as basic working documents within the organisation.</p> <p>(b) Maintain the production organisation in conformity with the data and procedures approved for the production organisation approval.</p> <p>(c)</p> <ol style="list-style-type: none"> <li>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 the Competent Authority</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>2. Determine that other products, parts or appliances are complete and conform to the approved design data and are in</li> </ol>	



		<p>condition for safe operation before issuing EASA Form 1 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</p> <p>21A.18(b), current at the date of manufacture of the engine, to certify emissions compliance,</p> <p style="text-align: center;"><b>or</b></p> <p>3. Determine that other products, parts or appliances conform to the applicable data before issuing EASA Form 1 as a conformity certificate.</p> <p>(d) Record all details of work carried out.</p> <p>(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.</p> <p>(f)</p> <ol style="list-style-type: none"><li>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 organisation 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.</li><li>2. Report to the Agency and the competent authority of the Member State 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 Agency under 21A.3(b)(2) or accepted by the competent authority of the Member State.</li></ol>	
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		<p>3. Where the holder of the production organisation approval is acting as a supplier to another production organisation, report also to that other organisation all cases where it has released products, parts or appliances to that organisation and subsequently identified them to have possible deviations from the applicable design data.</p> <p>(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.</p> <p>(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 the Competent Authority and be retained in order to provide the information necessary to ensure the continuing airworthiness of the products, parts or appliances.</p> <p>(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.</p> <p>(j) Where applicable, under the privilege of 21A.163(e), determine the conditions under which a permit to fly can be issued.</p> <p>(k) Where applicable, under the privilege of 21A.163(e), establish compliance with 21A.711(b) and (d) before issuing a permit to fly (EASA Form 20b, see Appendix) to an aircraft.</p>	
<p><b>GM 21A.165(a)</b></p>	<p><b>Obligations of the holder – Basic working document</b></p>	<p>Compliance with the production organisation exposition (POE) is a prerequisite for obtaining and retaining a production organisation approval.</p>	



		<p>The organisation should make the POE available to its personnel where necessary for the performance of their duties. A distribution list should therefore be established. Where the POE mainly refers to separate manuals or procedures, the distribution of the POE could be limited.</p> <p>The organisation should ensure that personnel have access to and are familiar with that part of the content of the POE or the referenced documents, which covers their activities.</p> <p>Monitoring of compliance with the POE is normally the responsibility of the quality assurance function.</p>	
<b>GM No. 1 to 21A.165(c)</b>	<b>Obligations of the holder – Conformity of prototype models and test specimens</b>	21A.33 requires determination of conformity of prototype models and test specimens to the applicable design data. The EASA Form 1 may be used as a conformity certificate as part of the assistance a POA holder/applicant provides to a design approval holder/applicant.	
<b>GM No. 2 to 21A.165(c)</b>	<b>Obligations of holder – Conformity with type design</b>	Individual configurations are often based on the needs of the customer and improvements or changes which may be introduced by the type-certificate holder. There are also likely to be unintentional divergences (concessions or non-conformances) during the manufacturing process. All these changes should have been approved by the design approval holder, or when necessary by the Agency.	
<b>GM No. 3 to 21A.165(c)</b>	<b>Obligations of the holder – Condition for safe operation</b>	Before issue of the Statement of Conformity to the competent authority of the Member State of registry, the holder of a production organisation approval should make an investigation so as to be satisfied in respect of each of the items listed below. The documented results of this investigation should be kept on file by the POA holder. Certain of these items may be required to be provided (or made available) to the operator or owner of the aircraft (and in some cases the competent authority of the Member State of	



		<p>registry):</p> <ol style="list-style-type: none"><li>1. Equipment or modifications which do not meet the requirements of the State of manufacture but have been accepted by the competent authority of the importing country.</li> <li>2. Identification of products, parts or appliances which:<ol style="list-style-type: none"><li>a Are not new.</li> <li>b Are furnished by the buyer or future operator (including those identified in 21A.801 and 21 A.805).</li></ol></li> <li>3. Technical records which identify the location and serial numbers of significant components including those identified in 21A.801 and 21A.805.</li> <li>4. Log book and a modification record book for the aircraft as required by the Agency.</li> <li>5. Log books for products identified in 21A.801 installed as part of the type design as required by the Agency.</li> <li>6. A weight and balance report for the completed aircraft.</li> <li>7. A record of missing items or defects which do not affect airworthiness these for example could be furnishing or BFE (Items may be recorded in a technical log or other suitable arrangement such that the operator and Agency are formally aware).</li> <li>8. Product support information required by other implementing rules and associated CS or GM, such as a Maintenance Manual, a Parts Catalogue, or MMEL all of which are to reflect the actual build standard of the particular aircraft. Also an Electrical load analysis and a wiring diagram.</li></ol>	
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		<p>9. Records which demonstrate completion of maintenance tasks appropriate to the test flight flying hours recorded by the aircraft. These records should show the relationship of the maintenance status of the particular aircraft to the manufacturers recommended maintenance task list and the MRB document/report.</p> <p>10. Details of the serviceability state of the aircraft in respect of</p> <ul style="list-style-type: none"><li>a) the fuel and oil contents,</li><li>b) provision of operationally required emergency equipment such as life rafts, etc.</li></ul> <p>11. Details of the approved interior configuration if different from that approved as part of the type design.</p> <p>12. An approved Flight Manual which conforms to the build standard and modification state of the particular aircraft shall be available</p> <p>13. Show that inspections for foreign objects at all appropriate stages of manufacture have been satisfactorily performed.</p> <p>14. The registration has been marked on the exterior of the aircraft as required by national legislation. Where required by national legislation fix a fireproof owners nameplate.</p> <p>15. Where applicable there should be a certificate for noise and for the aircraft radio station.</p> <p>17. The installed compass and or compass systems have been adjusted and compensated and a deviation card displayed in the aircraft.</p> <p>18. Software criticality list.</p>	
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		<p>19. A record of rigging and control surface movement measurements.</p> <p>20. Details of installations which will be removed before starting commercial air transport operations (e.g., ferry kits for fuel, radio or navigation).</p> <p>21. Where maintenance work has been performed under the privilege of 21A.163(d) issue a release to service that includes a statement that the aircraft is in a condition for safe operation.</p> <p>22. List of all applicable Service Bulletins and airworthiness directives that have been implemented.</p>	
<p><b>GM 21A.165 (d) and(h)</b></p>	<p><b>Obligations of the holder – Recording and archiving system</b></p>	<p>Records within a production environment satisfy two purposes. Firstly, they are required, during the production process to ensure that products, parts, or appliances are in conformity with the controlling data throughout the manufacturing cycle. Secondly, certain records of milestone events are needed to subsequently provide objective evidence that all prescribed stages of the production process have been satisfactorily completed and that compliance with the applicable design data has been achieved.</p> <p>Therefore, the approved production organisation should implement a system for the compilation and retention of records during all stages of manufacture, covering short-term and long-term records appropriate to the nature of the product and its production processes.</p> <p>The management of such information should be subject to appropriate procedures in the Quality System required by 21A.139.</p> <p>All forms of recording media are acceptable (paper, film, magnetic, ...) provided they can meet the required duration for archiving under the conditions provided.</p>	



		<p>The related organisation procedures should:</p> <ul style="list-style-type: none"><li>• Identify records to be kept.</li><li>• Describe the organization of and responsibility for the archiving system (location, compilation, format) and conditions for access to the information (e.g. by product, subject).</li><li>• Control access and provide effective protection from deterioration or accidental damage.</li><li>• Ensure continued readability of the records.</li><li>• Demonstrate to the Competent Authority proper functioning of the records system.</li><li>• Clearly identify the persons involved in conformity determination.</li><li>• Define an archiving period for each type of data taking into account importance in relation to conformity determination subject to the following:<ul style="list-style-type: none"><li>a Data which supports conformity of a product, part, or appliance should be kept for not less than three years from the issue date of the related Statement of Conformity or Authorised Release Certificate.</li><li>b Data considered essential for continuing airworthiness should be kept throughout the operational life of the product, part or appliance.</li></ul></li></ul> <ul style="list-style-type: none"><li>• Ensure that the recording and record-keeping system used by the partners, supplier and sub-contractors meet the objective of conformity of the product, part or appliance with the same level of confidence as for their own manufacture. They should define in each case who is to retain the record data (organisation or partner, supplier or sub-contractor). They should also define method for surveillance of the recording/record keeping system of the partners, suppliers or sub-contractors.</li></ul>	
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<b>21A.701</b>	<b>Scope</b>	<p>Permits to fly shall be issued in accordance with this Subpart to aircraft that do not meet, or have not been shown to meet, applicable airworthiness requirements but are capable of safe flight under defined conditions and for the following purposes:</p> <ol style="list-style-type: none"><li>1. development;</li><li>2. showing compliance with regulations or certification specifications</li><li>3. design organisations or production organisations crew training;</li><li>4. production flight testing of new production aircraft;</li><li>5. flying aircraft under production between production facilities;</li><li>6. flying the aircraft for customer acceptance;</li><li>7. delivering or exporting the aircraft;</li><li>8. flying the aircraft for Authority acceptance;</li><li>9. market survey, including customer's crew training;</li><li>10. exhibition and air show;</li><li>11. flying the aircraft to a location where maintenance or airworthiness review are to be performed, or to a place of storage;</li><li>12. flying an aircraft at a weight in excess of its maximum certificated takeoff weight for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available;</li><li>13. record breaking, air racing or similar competition;</li><li>14. flying aircraft meeting the applicable airworthiness requirements before conformity to the environmental requirements has been found;</li></ol>	
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		<p>15. for non-commercial flying activity on individual non-complex aircraft or types for which a certificate of airworthiness or restricted certificate of airworthiness is not appropriate.</p>	
<p><b>GM21A.701 (a)</b></p>	<p><b>Permit to fly when certificate of airworthiness or restricted certificate of airworthiness is not appropriate</b></p>	<p>A CofA or restricted category CofA may not be appropriate for an individual aircraft or aircraft type when it is not practicable to comply with the normal continued airworthiness requirements and the aircraft is to a design standard that is demonstrated to be capable of safe flight under defined conditions.</p> <p>§ 21A.701 identifies cases where the issuance of a (Restricted) CofA may not be possible or appropriate and this § provides further information and typical examples for clarification where appropriate.</p> <p><u>Note:</u> This list of examples is not exhaustive.</p> <p><u>Note:</u> List = cases when a PtF MAY be issued; it does not mean that in such cases a PtF MUST be issued. If other legal means are available to allow the intended flight(s) they can also be used.</p> <p>(1) Development:          -testing of new aircraft or modifications          -testing of new concepts of airframe, engine, propeller, equipment          -testing of new operating techniques</p> <p>(2) Showing compliance with regulations or certification specifications:          - certification flight testing for type certification, supplemental type          - certificates, changes to type certificates or ETSO authorisation</p> <p>(3) Design organisations or production organisations crew training:          -Flights for training of crew that will perform design or production flight testing before the design approval and CofA can be issued</p>	



		<p>(4) Production flight testing of new production aircraft: -For establishing conformity with the approved design, typically this would be the same program for a number of similar aircraft</p> <p>(5) Flying aircraft under production between production facilities: -green aircraft ferry for follow on final production.</p> <p>(6) Flying the aircraft for customer acceptance: - Before the aircraft is sold and/or registered.</p> <p>(7) Delivering or exporting the aircraft: -Before the a/c is registered in the State where CofA will be issued.</p> <p>(8) Flying the aircraft for Authority acceptance: -In the case of inspection flight test by the authority before the CofA is issued.</p> <p>(9) Market survey, including customer's crew training: -Flights for the purpose of conducting market survey, sales demonstrations and customer crew training with non type certificated aircraft or aircraft for which conformity has not yet been established or for non-registered a/c and before CofA is issued</p> <p>(10) Exhibition and air show: - Flying the aircraft to an exhibition or show and participating to the exhibition or show before the design approval is issued or before conformity with the approved design has been shown.</p> <p>(11) Flying the aircraft to a location where maintenance or airworthiness review are to be performed, or to a place of storage: -Ferry flights in cases where maintenance is not performed i.a.w. approved programmes, where an AD has not been complied with, where certain equipment outside the MEL is</p>	
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		<p>unserviceable or when the aircraft has sustained damage beyond the applicable limits.</p> <p>(12) Flying an aircraft at a weight in excess of its maximum certificated takeoff weight for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available:          -Overseas ferry flights with additional fuel capacity.</p> <p>(13) Record breaking, air racing or similar competition:          -Training flight and positioning flight for this purpose are included</p> <p>(14) Flying aircraft meeting the applicable airworthiness requirements before conformity to environmental requirements has been found:          -Flying an aircraft which has been shown to comply with all applicable airworthiness requirements but not with environmental requirements.</p> <p>(15) For non-commercial flying activity on individual non-complex aircraft or types for which a CofA or restricted CofA is not appropriate.          -For aircraft which cannot practically meet all applicable airworthiness requirements, such as certain aircraft without TC-holder (generically termed "orphan aircraft") or aircraft which have been under national systems of PtF and have not been shown to meet all applicable requirements.          -The option of a PtF for such an aircraft should only be used if a CofA or restricted CofA cannot be issued due to conditions which are outside the direct control of the aircraft owner, such as the absence of properly certified spare parts.</p>	
<p><b>GM 21A.701</b></p>	<p><b>Scope</b></p>	<p>An aircraft registered outside the Member States and used for flight testing by an organisation which has its principle place of business in a Member State, remains under the authority of its state of registry. The Agency or an appropriately approved design organisation can provide, on request, technical assistance to the state of registry for</p>	



		the issue of a permit to fly, or equivalent authorisation, under the state of registry applicable regulations.	
<b>21A.703</b>	<b>Eligibility</b>	<p><b>Requisites for the eligibility of applicants for a permit to fly.</b></p> <p>Any natural or legal person shall be eligible as an applicant for a permit to fly except for a permit to fly requested for the purpose of 21A.701 (a) (15) where the applicant shall be the owner.</p> <p>A person eligible for an application for permit to fly is also eligible for application for the approval of the flight conditions.</p>	
<b>GM 21A.703</b>	<b>Applicant for a permit to fly</b>	<p>1. The applicant for a PtF may be a person other than the registered owner of the aircraft. As the holder of this permit will be responsible for ensuring that all the conditions and limitations associated with the PtF are continuously satisfied, the applicant for the permit should be a person or organisation suitable for assuming these responsibilities. In particular, the organisations designing, modifying or maintaining the aircraft should normally be the holder of the associated PtF.</p> <p>2. An appropriately approved design organisation can apply for the approval of the flight conditions when using its privilege in accordance with 21A.263 (b) (1).</p>	
<b>21A.705</b>	<b>Competent Authority</b>	<p><b>Definition of Competent Authority in the context of the issuance of a permit to fly.</b></p> <p>Notwithstanding 21.1, for the purpose of this Subpart, the "Competent Authority" shall be:</p> <p>(a) the authority designated by the Member State of registry</p> <p style="text-align: center;"><b>or</b></p>	



		(b) for unregistered aircraft, the authority designated by the Member State which prescribed the identification marks.	
<b>GM 21A.705</b>	<b>Competent Authority</b>	<p>An aircraft registered in a Member State is under the responsibility of this Member State for continuing airworthiness aspects. Consequently, any PtF under Part 21 should be issued by that Member State, including cases where the aircraft will fly in another State.</p> <p>The PtF contains all the conditions and restrictions to ensure safe flight but other airspace and operational rules remain the competence of the authority of the State where the flight will take place.</p> <p>The applicant should therefore also ensure compliance with the relevant regulations of that State.</p>	
<b>21A.707</b>	<b>Application for permit to fly</b>	<p><b>Content of the application for a permit to fly.</b></p> <p>(a) Pursuant to 21A.703 and when the applicant has not been granted the privilege to issue a permit to fly, an application for a permit to fly shall be made to the Competent Authority in a form and manner established by that authority.</p> <p>(b) Each application for a permit to fly shall include:</p> <ol style="list-style-type: none"> <li>1. the purpose(s) of the flight(s), in accordance with 21A.701;</li> <li>2. the ways in which the aircraft does not comply with the applicable airworthiness requirements;</li> <li>3. the flight conditions approved in accordance with 21A.710.</li> </ol> <p>(c) Where the flight conditions are not approved at the time of application for a permit to fly, an application for approval of the flight conditions shall be made in accordance with 21A.709.</p>	



<b>GM 21A.707(b)</b>	<b>Application</b>	<b>EASA form 21</b>	
<b>21A.708</b>	<b>Flight conditions</b>	<p><b>Content of the flight conditions to approve in relation to the issuance of a permit to fly.</b></p> <p><b>Flight conditions include:</b></p> <p>(a) the configuration(s) for which the permit to fly is requested.</p> <p>(b) any condition or restriction necessary for safe operation of the aircraft, including:</p> <ol style="list-style-type: none"><li>1. the conditions or restrictions put on itineraries or airspace, or both, required for the flight(s).</li><li>2. the conditions and restrictions put on the flight crew to fly the aircraft.</li><li>3. the restrictions regarding carriage of persons other than flight crew.</li><li>4. the operating limitations, specific procedures or technical conditions to be met.</li><li>5. the specific flight test programme (if applicable);</li><li>6. the specific continuing airworthiness arrangements including maintenance instructions and regime under which they will be performed.</li></ol> <p>(c) the substantiation that the aircraft is capable of safe flight under the conditions or restrictions of subparagraph (b).</p> <p>(d) the method used for the control of the aircraft configuration, in order to remain within the established conditions.</p>	



<p><b>GM 21A.708 (b)(6)</b></p>	<p><b>Continuing airworthiness</b></p>	<p>In most cases a simple reference to existing maintenance requirements will suffice for aircraft that have a temporarily invalid CofA.</p> <p>For other aircraft it will have to be proposed by the applicant as part of the flight conditions.</p> <p>For approved organisations they can be included in their procedures.</p>	
<p><b>GM No. 1 to 21A.708(c)</b></p>	<p><b>Safe flight</b></p>	<p>Safe flight normally means continued safe flight and landing but in some limited cases (e.g. higher risk flight testing) it can mean that the aircraft is able to fly in a manner that will primarily ensure the safety of overflown third parties, the flight crew and, if applicable other occupants.</p> <p>This definition of “safe flight” should not be interpreted as allowing a test pilot, equipped with a parachute and operating over a sparsely populated area, to set out on a test flight in the full knowledge that there is a high probability of losing the aircraft. The applicant should take reasonable care to minimise safety risks and to be satisfied that there is a reasonable probability that the aircraft will carry out the flight without damage or injury to the aircraft and its occupants or to other property or persons whether in the air or on the ground.</p>	
<p><b>GM No. 2 to 21A.708(c)</b></p>	<p><b>Substantiations</b></p>	<p>The substantiations should include analysis, calculations, tests or other means used to determine under which conditions or restrictions the aircraft can perform safely a flight.</p>	
<p><b>GM No. 3 to 21A.708(c)</b></p>	<p><b>Operation of Overweight Aircraft</b></p>	<p>This GM provides information and guidance with respect to PtF for operating an aircraft &gt; its maximum certificated takeoff weight, for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available.</p>	



		<p><b>1. GENERAL</b></p> <p>The excess weight that may be authorized for overweight operations should be limited to additional fuel, fuel carrying facilities, and navigational equipment necessary for the flight. It is recommended that the applicant discuss the proposed flight with the TC holder of the aircraft to determine availability of technical data on the installation of additional fuel carrying facilities and/or navigational equipment.</p> <p><b>2 CRITERIA USED TO DETERMINE THE SAFETY OF ADDITIONAL FACILITIES</b></p> <p>In evaluating the installation of additional facilities, the Agency or the design organisation must find that the changed aircraft is safe for operation. To assist in arriving at such a determination, the following questions are normally considered:</p> <ul style="list-style-type: none"><li>a. Does the technical data include installation drawings, structural substantiating reports, weight, balance, new centre of gravity limits computations, and aircraft performance limitations in sufficient detail to allow a conformity inspection of the aircraft to be made?</li><li>b. In what ways does the aircraft not comply with the applicable airworthiness requirements?</li><li>c. Are the fuel tanks vented to the outside? Are all areas in which tanks are located ventilated to reduce fire, explosion, and toxicity hazards?</li><li>d. Are the tanks even when empty strong enough to withstand the differential pressure at maximum operating altitude for a pressurized aircraft?</li><li>e. Have means been provided for determining the fuel quantity in each tank prior to flight?</li></ul>	
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		<p>f. Are shutoff valves, accessible to the pilot, provided for each additional tank to disconnect these tanks from the main fuel system?</p> <p>g. Are the additional fuel tank filler connections designed to prevent spillage within the aircraft during servicing?</p> <p>h. Is the engine oil supply and cooling adequate for the extended weight and range?</p> <p><b>3. LIMITATIONS</b></p> <p>The following types of limitations may be necessary for safe operation of the aircraft:</p> <p>a. Revised operational airspeeds for use in the overweight condition.</p> <p>b. Increased pilot skill requirements.</p> <p>c. A prescribed sequence for using fuel from various tanks as necessary to keep the aircraft within its centre of gravity range.</p> <p>d. Notification to the control tower of the overweight takeoff condition to permit use of a runway to minimize flight over congested areas.</p> <p>e. Avoidance of severe turbulence. If encountered, the aircraft should be inspected for damage as soon as possible.</p> <p><b>EXAMPLE</b> of operating limitations which may be prescribed as part of the PtF:</p> <p>Aircraft type: xxxxxx Model: yyyy</p> <p>Limitations:</p> <ol style="list-style-type: none"><li>1. Maximum weight must not exceed 8,150 pounds.</li><li>2. Maximum quantity of fuel carried in auxiliary tanks must not</li></ol>	
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		<p>exceed 106 gallons in fwd tank, 164 gl. in centre tank, and 45 gl. in aft tank</p> <p>3. Centre of gravity limits must not exceed (fwd) +116.8 and (aft) +124.6.</p> <p>4. Aerobatics are prohibited.</p> <p>5. Use of autopilot while in overweight condition is prohibited.</p> <p>6. Weather conditions with moderate to severe turbulence should be avoided.</p> <p>7. When an overweight landing is made or the aircraft has been flown through moderate or severe turbulence while in an overweight condition, the aircraft must be inspected for damage after landing. The inspections performed and the findings must be entered in the aircraft log. The pilot must determine, before the next takeoff, that the aircraft is airworthy.</p> <p>8. When operated in the overweight condition, the cruising speed (Vc) shall not exceed 185 m.p.h. and the maximum speed (Vne) shall not exceed 205 m.p.h.</p> <p>9. Operation in the overweight condition must be conducted to avoid areas having heavy air traffic, to avoid cities, towns, villages, and congested areas, or any other areas where such flights might create hazardous exposure to person or property on the ground.</p>	
<p><b>GM 21A.708(d)</b></p>	<p><b>Control of aircraft configuration</b></p>	<p>The applicant should establish a method for the control of any change or repair made to the aircraft, for changes and repairs that do not invalidate the conditions established for the PtF.</p> <p>All other changes should be approved i.a.w. 21A.713 and when necessary a new PtF should be issued i.a.w. 21A.711</p>	



<p><b>21A.709</b></p>	<p><b>Application for approval of flight conditions</b></p>	<p><b>Content of the application for the approval of flight conditions in the context of the approval of a permit to fly.</b></p> <p>(a) Pursuant to 21A.707(c) and when the applicant has not been granted the privilege to approve the flight conditions, an application for approval of the flight conditions shall be made:</p> <ol style="list-style-type: none"> <li>1. when approval of the flight conditions is related to the safety of the design, to the Agency in a form and manner established by the Agency;</li> </ol> <p style="text-align: center;"><b>or</b></p> <ol style="list-style-type: none"> <li>2. when approval of the flight conditions is not related to the safety of the design, to the Competent Authority in a form and manner established by that authority.</li> </ol> <p>(b) Each application for approval of the flight conditions shall include:</p> <ol style="list-style-type: none"> <li>1. the proposed flight conditions</li> <li>2. the documentation supporting these conditions</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>3. a declaration that the aircraft is capable of safe flight under the conditions or restrictions of paragraph 21A.708(b).</li> </ol>	
<p><b>AMC 21A.709(b)</b></p>	<p><b>Submission of documentation supporting the establishment of flight Conditions</b></p>	<p>Together with the application, the documentation required by 21A.709 (b) must be submitted with the approval form (<b>EASA Form 18B</b>) defined below, completed with all relevant information.</p> <p>If the complete set of data is not available at the time of application, the missing elements can be provided later. In such cases, the approval form must be provided only when all data are available, to allow the applicant to make the statement required in box 8 of the form.</p>	



<p><b>21A.710</b></p>	<p><b>Approval of flight conditions</b></p>	<p>(a) When approval of the flight conditions is related to the safety of the design, the flight conditions shall be approved by:</p> <p style="text-align: center;">1. the Agency</p> <p style="text-align: center;"><b>or</b></p> <p style="text-align: center;">2. an appropriately approved design organisation, under the privilege of 21A.263(c)(6).</p> <p>(b) When approval of the flight conditions is not related to the safety of the design, the flight conditions shall be approved by the Competent Authority or the appropriately approved organisation that will also issue the permit to fly.</p> <p>(c) Before approving the flight conditions, the Agency, the Competent Authority or the approved organisation must be satisfied that the aircraft is capable of safe flight under the specified conditions and restrictions. The Agency or the Competent Authority may make or require the applicant to make any necessary inspections or tests for that purpose.</p>	
<p><b>GM 21A.710</b></p>	<p><b>Approval of flight conditions</b></p>	<p><b>1. The approval of flight conditions is related to the safety of the design, when:</b></p> <p>a. the aircraft does not conform to an approved design</p> <p style="text-align: center;"><b>or</b></p> <p>b. an Airworthiness Limitation, a Certification Maintenance Requirement or an Airworthiness Directive has not been complied with</p> <p style="text-align: center;"><b>or</b></p> <p>c. the intended flight(s) are outside the approved envelope</p> <p>d. the permit to fly is issued for the purpose of 21A.701(a)(15).</p>	



		<p><b>2. Examples when the approval of flight conditions is not related to the safety of the design are:</b></p> <p>a. production flight testing for the purpose of conformity establishment;</p> <p>b. delivery / export flight of a new aircraft the design of which is approved;</p> <p>c. demonstrating continuing conformity with the standard previously accepted by the Agency for the aircraft or type of aircraft to qualify or re-qualify for a (restricted) <b>CofA</b>.</p>	
<p><b>21A.711</b></p>	<p><b>Issue of a permit to fly</b></p> <p><i>By reference: Appendix III – EASA Form 20a Permit to Fly Appendix III – EASA Form 20b Permit to Fly (issued by approved organisations)</i></p>	<p><b>Requisites for the issuance of a permit to fly.</b></p> <p>(a) The Competent Authority shall issue a permit to fly:</p> <ol style="list-style-type: none"> <li>1. upon <b>presentation of the data</b> required by 21A.707</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>2. when the conditions of 21A.708 have been approved in accordance with 21A.710</li> </ol> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>3. when the Competent Authority, through its own investigations, which may include inspections, or through procedures agreed with the applicant, is satisfied that the aircraft conforms to the design defined under 21A.708 before flight.</li> </ol> <p>(b) An appropriately approved design organisation may issue a permit to fly (EASA Form 20b, see Appendix) under the privilege granted under 21A.263(c)(7), when the conditions of 21A.708 have been approved in accordance with 21A.710.</p>	



		<p>(c) An appropriately approved production organisation may issue a permit to fly (EASA Form 20b, see Appendix) under the privilege granted under 21A.163(e), when the conditions of 21A.708 have been approved in accordance with 21A.710.</p> <p>(d) The permit to fly shall specify the purpose(s) and any conditions and restrictions approved under 21A.710.</p> <p>(e) For permits issued under subparagraph (b) or (c), a copy of the permit to fly shall be submitted to the Competent Authority.</p> <p>(f) Upon evidence that any of the conditions specified in 21A.723(a) are not met for a permit to fly that an organisation has issued pursuant to subparagraph (b) or (c), that organisation shall revoke that permit to fly.</p>	
<b>GM 21A.711(d)</b>	<b>Additional conditions and restrictions</b>	The conditions and restrictions prescribed by the Competent Authority may include airspace restrictions to make the conditions approved under 21A.710 more concrete, or conditions outside the scope of the ones mentioned in 21A.708(b) such as a radio station license	
<b>21A.713</b>	<b>Changes</b>	<p><b>Possibility of having changes to a permit to fly. Cases and requisites.</b></p> <p>(a) Any change that invalidates the flight conditions or associated substantiation established for the permit to fly shall be approved in accordance with 21A.710. When relevant an application shall be made in accordance with 21A.709.</p> <p>(b) A change affecting the content of the permit to fly requires the issuance of a new permit to fly in accordance with 21A.711.</p>	
<b>GM 21A.713</b>	<b>Changes</b>	Changes to the conditions or associated substantiations that are approved but do not affect the text on the permit to fly do not require issuance of a new permit to fly.	



		In case a new application is necessary, the substantiation for approval of the flight conditions only needs to address the change.	
<b>21A.715</b>	<b>Language</b>	The manuals, placards, listings, and instrument markings and other necessary information required by applicable certification specifications shall be presented in one or more of the official language(s) of the European Community acceptable to the Competent Authority.	
<b>21A.719</b>	<b>Transferability</b>	<p><b>Conditions for the transferability of a permit to fly.</b></p> <p>(a) A permit to fly is not transferable.</p> <p>(b) Notwithstanding subparagraph (a) for a permit to fly issued for the purpose of 21A.701 (a)(15), where ownership of an aircraft has changed, the permit to fly shall be transferred together with the aircraft provided the aircraft remains on the same register, or issued only with the agreement of the competent authority of the Member State of registry to which it is transferred.</p>	
<b>GM 21A.719</b>	<b>Transfer of a permit to fly</b>	<p>Except for PtF issued under 21A.701 (a)(15), like aircraft without TC holder, a PtF is issued based upon the applicant's declaration of many aspects of the proposed flight or flights, some of which are specific to the applicant.</p> <p>Accordingly, the basis upon which a PtF has been issued necessarily is no longer fully in place when the holder of a PtF changes, ownership changes, and/or there is a change of register. Such changes necessitate a new application under 21A.707.</p>	
<b>21A.721</b>	<b>Inspections</b>	The holder of, or the applicant for, a permit to fly shall provide access to the aircraft concerned at the request of the Competent Authority.	



<p><b>21A.723</b></p>	<p><b>Duration and continued validity</b></p>	<p><b>Duration and requisites for the validity of a permit to fly.</b></p> <p>(a) A permit to fly shall be issued for a maximum of 12 months and shall remain valid subject to:</p> <ol style="list-style-type: none"> <li>1. compliance with the conditions and restrictions of 21A.711(d) associated to the permit to fly;</li> <li>2. the permit to fly not being surrendered or revoked under 21B.530;</li> <li>3. the aircraft remaining on the same register.</li> </ol> <p>(b) Notwithstanding subparagraph (a), a permit to fly issued for the purpose of 21A.701(a)(15) may be issued for unlimited duration.</p> <p>(c) Upon surrender or revocation, the permit to fly shall be returned to the Competent Authority.</p>	
<p><b>21A.725</b></p>	<p><b>Renewal of permit to fly</b></p>	<p><b>Possibility and procedure.</b></p> <p>Renewal of the permit to fly shall be processed as a change in accordance with 21A.713.</p>	
<p><b>21A.727</b></p>	<p><b>Obligations of the holder of a permit to fly</b></p>	<p>The holder of a permit to fly shall ensure that all the conditions and restrictions associated with the permit to fly are satisfied and maintained.</p>	
<p><b>21A.729</b></p>	<p><b>Recordkeeping</b></p>	<p>(a) All documents produced to establish and justify the flight conditions shall be held by the holder of the approval of the flight conditions at the disposal of the Agency and Competent Authority and shall be retained in order to provide the information necessary to ensure the continued airworthiness of the aircraft.</p>	



		(b) All documents associated to the issue of permits to fly under the privilege of approved organisations, including inspection records, documents supporting the approval of flight conditions and the permit to fly itself, shall be held by the related approved organisation at the disposal of the Agency or the Competent Authority and shall be retained in order to provide the information necessary to ensure the continued airworthiness of the aircraft.	
<b>Section B</b>			
<b>SUBPART A</b>	<b>GENERAL PROVISIONS</b>		
<b>21B.5</b>	<b>Scope</b>	<p>(a) This Section establishes the procedure for the competent authority of the Member State when exercising its tasks and responsibilities concerned with the issuance, maintenance, amendment, suspension and revocation of certificates, approvals and authorisations referred to in this Part.</p> <p>(b) The Agency shall develop in accordance with Article 14 of the basic Regulation certification specifications and guidance material to assist Member States in the implementation of this Section.</p>	
<b>21B.20</b>	<b>Obligations of the competent authority</b>	<p><b>General applicability of section B:</b></p> <p>Each competent authority of the Member State is responsible for the implementation of Section A, Subparts F, G, H, I and P only for applicants, or holders, whose principal place of business is in its territory.</p>	
<b>21B.25</b>	<b>Requirements for the organisation of the competent authority</b>	<p><b>General requirements</b></p> <p>(a) General: The Member State shall designate a competent authority with allocated responsibilities for the implementation of Section A, Subparts F, G, H, I and P with documented procedures, organisation</p>	



		<p>structure and staff.</p> <p>(b) Resources:</p> <ol style="list-style-type: none"> <li>1. The number of staff shall be sufficient to perform the allocated tasks.</li> <li>2. The competent authority of the Member State shall appoint a manager, or managers, who are responsible for the execution of the related task(s) within the authority, including the communication with the Agency and the other national authorities as appropriate.</li> </ol> <p>(c) Qualification and training: All staff shall be appropriately qualified and have sufficient knowledge, experience and training to perform their allocated task.</p>	
<b>21B.30</b>	<b>Documented procedures</b>	<p><b>Need to have documented procedures.</b></p> <p>(a) The competent authority of the Member State shall <b>establish documented procedures</b> to describe its <b>organisation, means and methods to fulfil the requirements of this Part</b>. The <b>procedures</b> shall be <b>kept up to date</b> and <b>serve as the basic working documents</b> within that authority for all related activities.</p> <p>(b) A <b>copy of the procedures</b> and their <b>amendments</b> shall be <b>available to the Agency</b>.</p>	
<b>21B.35</b>	<b>Changes in organisation and procedures</b>	<p><b>Possibility to introduce changes into the organisation and procedure to introduce them.</b></p> <p>(a) The competent authority of the Member State shall <b>notify any significant change in its organisation and documented procedures to the Agency</b>.</p> <p>(b) The competent authority of the Member State shall <b>update its documented procedures</b> relating to any <b>change to regulations</b> in</p>	



		a timely manner <b>to ensure effective implementation.</b>	
<b>21B.40</b>	<b>Resolution of disputes</b>	<p><b>Need of having a procedure for resolution of disputes.</b></p> <p>(a) The competent authority of the Member State shall establish a <b>process for the resolution of disputes within its organisation</b> documented procedures.</p> <p>(c) Where a <b>dispute</b>, which cannot be resolved, exists <b>between the competent authorities of the Member States</b> it is the responsibility of the managers as defined in 21B.25(b)(2) <b>to raise the issue with the Agency for mediation.</b></p>	
<b>21B.45</b>	<b>Reporting/coordination</b>	<p><b>Need of reporting and coordination.</b></p> <p>(a) The competent authority of the Member State shall <b>ensure coordination as applicable with other related certification, investigation, approval or authorisation teams of that authority, other Member States and the Agency</b> to ensure <b>efficient exchange of information relevant for safety</b> of the products, parts and appliances.</p> <p>(b) The competent authority of the Member State shall <b>notify any difficulty in the implementation of this Part to the Agency.</b></p>	
<b>21B.55</b>	<b>Record keeping</b>	<p><b>Need of record keeping.</b></p> <p>The competent authority of the Member State shall <b>keep, or maintain access to, the appropriate records related to the certificates, approvals and authorisations it has granted</b> in accordance with the <b>respective national regulations</b>, and for which <b>responsibility is transferred to the Agency</b>, as long as these records <b>have not been transferred to the Agency.</b></p>	



21B.60	Airworthiness directives	<p><b>Actions to be performed by the competent authority in relation to the airworthiness directives received from third countries.</b></p> <p>When the a competent authority of a Member State <b>receives an airworthiness directive from the competent authority of a non-member State</b>, that airworthiness directive shall <b>be transferred to the Agency for dissemination</b> in accordance with Article 15 of the basic Regulation.</p>	
<b>SUBPART G PRODUCTION ORGANISATION APPROVAL</b>		<p><b>Need to perform an investigation for applications for a production organisation approval and the conditions and main elements.</b></p> <p>(a) The Competent Authority shall <b>appoint a production organisation approval team for each applicant, or holder of, a production organisation approval</b> to conduct all relevant <b>tasks related to this production organisation approval, consisting of a team leader</b> to manage and lead the approval team and, <b>if required, one or more team members</b>. The team leader reports to the manager responsible for the activity as defined in 21B.25(b)(2).</p> <p>(b) The Competent Authority shall <b>perform sufficient investigation activities</b> for an applicant for, or holder of, a production organisation approval to <b>justify recommendations for the issuance, maintenance, amendment, suspension or revocation of the approval</b>.</p> <p>(c) The Competent Authority shall <b>prepare procedures</b> for the <b>investigation</b> of a production organisation approval as <b>part of the documented procedures</b> covering at <b>least the following elements</b>:</p>	
21B.220	Investigation		



		<ol style="list-style-type: none"> <li>1. evaluation of applications received;</li> <li>2. determination of production organisation approval team;</li> <li>3. investigation preparation and planning;</li> <li>4. evaluation of the documentation (production organisation exposition, procedures, etc.);</li> <li>5. auditing;</li> <li>6. follow up of corrective actions;</li> <li>7. recommendation for issuance, amendment, suspension or revocation of production organisation approval;</li> <li>8. continued surveillance.</li> </ol>	
<p><b>21B.225</b></p>	<p><b>Notification of findings</b></p>	<p><b>Procedure for the notification of findings to a production organisation approval.</b></p> <p>(a) When objective evidence is found showing non compliance of the holder of a production organisation approval with the applicable requirements of this Part, this finding shall be classified in accordance with 21A.158(a)</p> <p style="text-align: center;"><b>and</b></p> <ol style="list-style-type: none"> <li>1. A level one finding shall be notified to the holder of a production organisation approval immediately and shall be confirmed in writing within 3 working days after determination.</li> <li>2. A level two finding shall be confirmed in writing to the holder of the production organisation approval within 14 <b>working days after determination.</b></li> </ol>	



		(b) The Competent Authority shall <b>identify to the holder</b> of the production organisation approval <b>any level three finding</b> , as defined in 21A.158(b), by <b>appropriate means, at its convenience</b> .	
<b>21B.230</b>	<b>Issue of certificate</b>	<p><b>Procedure for the issuance of a production organisation approval.</b></p> <p>(a) When <b>satisfied that the production organisation is in compliance</b> with the applicable requirements of Section A, Subpart G, the Competent Authority shall <b>issue a Production Organisation Approval</b> (EASA Form 55, see Appendix) <b>without undue delay</b>.</p> <p><b>(d)</b>The <b>reference number</b> shall be <b>included on the EASA Form 55</b> in a manner specified by the Agency.</p>	
<b>21B.235</b>	<b>Continued surveillance</b>	<p><b>Actions to be performed for continued surveillance of the production organisation approval.</b></p> <p>(a) In order to <b>justify the maintenance of the production organisation approval</b> the Competent Authority competent authority shall <b>perform continued surveillance</b>:</p> <p>1. to verify that the production organisation approval holder's quality system still complies with Section A, Subpart G</p> <p style="text-align: center;"><b>and</b></p> <p>2. to verify that the organisation of the production organisation approval holder operates in accordance with the production organisation exposition</p> <p style="text-align: center;"><b>and</b></p>	



		<p>3. to verify the effectiveness of the production organisation exposition procedures</p> <p style="text-align: center;"><b>and</b></p> <p>4. to monitor by sample the standards of the product, part or appliance.</p> <p>(b) <b>Continued surveillance</b> shall be <b>performed</b> in accordance with 21B.220.</p> <p>(c) The Competent Authority shall provide through planned continued surveillance that a production organisation approval is completely reviewed for compliance with this Part during a period of 24 months. The continued surveillance may be made up of several investigation activities during this period. The number of audits may vary depending upon the complexity of the organisation, the number of sites and the criticality of the production. As a minimum the holder of a production organisation approval shall be subject to continued surveillance activity by the Competent Authority at least once every year.</p>	
<p><b>21B.240</b></p>	<p><b>Amendment of a production organisation approval</b></p>	<p><b>Procedure for handling the amendments to a production organisation approval.</b></p> <p>(a) The Competent Authority shall <b>monitor any minor change</b> through the <b>continued surveillance activities</b>.</p> <p>(b) The Competent Authority shall <b>investigate as appropriate</b> in accordance with 21B.220 <b>any significant change of a production organisation approval or application</b> by the holder of a production organisation approval <b>for an amendment of the scope and terms of approval</b>.</p> <p>(c) When the Competent Authority is satisfied that the requirements of Section A, Subpart G continue to be complied with it shall amend the production organisation approval accordingly.</p>	



<p><b>21B.245</b></p>	<p><b>Suspension and revocation of a production organisation approval</b></p>	<p><b>Procedure for the suspension and revocation of production organisation approval.</b></p> <p>(a) In case of a <b>level one or level two finding</b>, the Competent Authority shall <b>partly or fully limit, suspend or revoke</b> a production organisation approval as follows:</p> <ol style="list-style-type: none"> <li>1. In case of a <b>level one finding</b> the production organisation approval shall be <b>immediately limited or suspended</b>. If the <b>holder</b> of the production organisation approval <b>fails to comply</b> with 21A.158(c)(1), the production organisation approval shall <b>be revoked</b>.</li> <li>2. In case of a <b>level two finding</b>, the Competent Authority shall <b>decide on any restriction to the scope of approval by temporary suspension</b> of the production organisation approval or parts thereof. If the <b>holder</b> of a production organisation approval <b>fails to comply</b> with 21A.158(c)(2), the production organisation approval shall <b>be revoked</b>.</li> </ol> <p>(b) The limitation, suspension or revocation of the production organisation approval shall be communicated in writing to the holder of the production organisation approval. The Competent Authority shall state the reasons for the suspension or revocation and inform the holder of the production organisation approval on its right to appeal.</p> <p>(c) When a production organisation approval has been suspended it shall only be reinstated after compliance with Section A, Subpart G has been re established.</p>	
<p><b>21B.260</b></p>	<p><b>Record keeping</b></p>	<p><b>Records needed to be kept in relation to the issuance of a production organisation approval.</b></p> <p>(a) The Competent Authority shall <b>establish a system of record keeping</b> that <b>allows adequate traceability</b> of the process to issue, maintain, amend, suspend or revoke each individual production</p>	



		<p>organisation approval.</p> <p>(b) The <b>records</b> shall <b>at least contain</b>:</p> <ol style="list-style-type: none"> <li>1. the <b>documents provided by the applicant for, or holder of</b>, a production organisation approval certificate,</li> <li>2. <b>documents established during the investigation</b>, in which the activities and the final results of the elements defined in 21B.220 are stated, including findings established in accordance with 21B.225</li> <li>3. the <b>continued surveillance programme</b>, including records of investigations performed</li> <li>4. the production organisation <b>approval certificate, including changes</b></li> <li>5. <b>minutes of the meetings with the holder</b> of the production organisation approval.</li> </ol> <p>(c) The <b>records</b> shall be <b>archived for a minimum retention period of six years</b>.</p>	
<b>SUBPART F</b>	<b>PRODUCTION WITHOUT PRODUCTION ORGANISATION APPROVAL</b>		
<b>21B.120</b>	<b>Investigation</b>	<p><b>Need to perform an investigation for applications for a letter of agreement and the conditions and main elements.</b></p> <p>(a) The Competent Authority shall <b>appoint an investigation team for each applicant for, or holder of, a letter of agreement</b> to conduct all relevant tasks related to this letter of agreement, <b>consisting of a team-leader to manage</b> and lead the investigation team and, <b>if required, one or more team members</b>. The team-leader reports to the manager responsible for the activity, as defined in 21B.25 (b)(2).</p>	



		<p>(b) The Competent Authority shall perform sufficient investigation activities for an applicant for, or holder of, a letter of agreement to justify recommendations for the issuance, maintenance, amendment, suspension or revocation of the letter of agreement.</p> <p>(c) The Competent Authority shall <b>prepare procedures for the investigation of applicants for, or holders of, a letter of agreement</b> as part of the <b>documented procedures</b> covering at least the <b>following elements</b>:</p> <ol style="list-style-type: none"> <li>1. <b>evaluation of applications</b> received</li> <li>2. determination of <b>investigation team</b></li> <li>3. investigation <b>preparation and planning</b></li> <li>4. <b>evaluation of the documentation</b> (manual, procedures, etc.)</li> <li>5. <b>auditing and inspection</b></li> <li>6. <b>follow up of corrective actions</b></li> <li>7. <b>recommendation for issuance, amendment, suspension or revocation</b> of the letter of agreement.</li> </ol>	
<p><b>21B.130</b></p>	<p><b>Issue of letter of agreement</b></p>	<p><b>Procedure for the issuance of a letter of agreement.</b></p> <p>(a) When <b>satisfied</b> that the <b>manufacturer is in compliance with the applicable requirements</b> of Section A, Subpart F, the <b>Competent Authority</b> shall <b>issue a letter of agreement</b> to the showing of conformity of individual products, parts or appliances (EASA Form 65, see Appendix) without undue delay.</p> <p>(b) The <b>letter of agreement</b> shall <b>contain the scope of the agreement, a termination date</b> and, where applicable, the <b>appropriate limitations relating to the authorisation.</b></p> <p>(c) The <b>duration</b> of the letter of agreement shall <b>not exceed one year.</b></p>	



<b>21B.135</b>	<b>Maintenance of the letter of agreement</b>	<p><b>Actions to be performed for maintenance of the letter of agreement.</b></p> <p>The Competent Authority shall <b>maintain the letter of agreement</b> as long as:</p> <p>(a) The <b>manufacturer is properly using the EASA Form 52</b> (see Appendix) as a Statement of Conformity <b>for complete aircraft</b>, and the <b>EASA Form 1</b> (see Appendix) for <b>products other than complete aircraft, parts and appliances</b></p> <p style="text-align: center;"><b>and</b></p> <p>(b) <b>Inspections performed</b> by the Competent Authority of the Member State before validation of the EASA Form 52 (see Appendix) or the EASA Form 1 (see Appendix), as per 21A.130(c) and <b>did not reveal any findings of non-compliance against the requirements or the procedures as contained in the manual provided by the manufacturer, or against the conformity of the respective products, parts or appliances.</b></p> <p>These <b>inspections</b> shall <b>check</b> at least that:</p> <ol style="list-style-type: none"><li>1. The <b>agreement covers the product, part or appliance being validated, and remains valid.</b></li><li>2. The <b>manual</b> described in 21A.125(b) and its <b>change status</b> referred in the letter of agreement <b>is used as basic working document by the manufacturer.</b> Otherwise, the inspection shall not continue and therefore the release certificates shall not be validated;</li><li>3. <b>Production has been carried out under the conditions prescribed</b> in the letter of agreement and satisfactorily performed.</li><li>4. <b>Inspections and tests</b> (including flight tests, if appropriate), as per 21A.130(b)(2) and/or (b)(3), have been</li></ol>	
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		<p><b>carried out under the condition prescribed</b> in the letter of agreement and satisfactorily performed.</p> <p>5. The <b>inspections by the Competent Authority</b> described or addressed in the letter of agreement have been <b>performed and found acceptable</b>.</p> <p>6. The <b>statement of conformity complies with 21A.130</b>, and the <b>information provided by it does not prevent its validation</b></p> <p style="text-align: center;"><b>and</b></p> <p>(c) Any <b>termination date</b> for the letter of agreement has <b>not been reached</b>.</p>	
<b>21B.140</b>	<b>Amendment of a letter of agreement</b>	<p><b>Procedure for handling the amendments to a letter of agreement.</b></p> <p>(a) The Competent Authority shall <b>investigate</b>, as appropriate, in accordance with 21B.120 any amendment of the letter of agreement.</p> <p>(b) When the Competent Authority is satisfied that the requirements of Section A, Subpart F continue to be complied with it shall amend the letter of agreement accordingly.</p>	
<b>21B.143</b>	<b>Notification of findings</b>	<p><b>Procedure for the notification of findings to a holder of a letter of agreement.</b></p> <p>(a) When <b>objective evidence is found by the Competent Authority</b>, showing <b>non compliance of the holder of a letter of agreement</b> with the applicable requirements of this Part, this <b>finding</b> shall be <b>classified</b> in accordance with 21A.125B and:</p>	



		<p>1. A <b>level one finding</b> shall <b>be notified to the holder</b> of the letter of agreement <b>immediately</b> and shall <b>be confirmed in writing within 3 working days after determination.</b></p> <p>2. A level <b>two finding</b> shall be <b>confirmed in writing to the holder</b> of the letter of agreement <b>within 14 working days after determination.</b></p> <p>(b) The Competent Authority shall <b>identify to the holder</b> of the letter of agreement <b>any level three finding</b>, as defined in 21A.125B (b), <b>by appropriate means, at its convenience.</b></p>	
<p><b>21B.145</b></p>	<p><b>Suspension and revocation of a letter of agreement</b></p>	<p><b>Procedure for the suspension and revocation of letters of agreement.</b></p> <p>(a) In case of <b>level one or level two findings</b>, the Competent Authority shall <b>partly or fully limit, suspend or revoke a letter of agreement</b> as follows:</p> <p>1. In case of a <b>level one finding</b> the letter of agreement shall be <b>immediately limited or suspended.</b> If the <b>holder</b> of the letter of agreement <b>fails to comply</b> with 21A.125B(c)(1), the <b>letter of agreement shall be revoked.</b></p> <p>2. In case of a <b>level two finding</b>, the Competent Authority shall <b>decide on any restriction to the letter of agreement by temporary suspension</b> of the letter of agreement or parts thereof. If the <b>holder</b> of the letter of agreement <b>fails to comply</b> with 21A.125B(c)(2), the <b>letter of agreement shall be revoked.</b></p> <p>(b) The <b>suspension or revocation</b> of the letter of agreement shall be <b>communicated in writing</b> to the holder of the letter of agreement. The Competent Authority shall <b>state the reasons</b> for the limitation, suspension or revocation and <b>inform the holder</b> of the letter of agreement on its <b>right to appeal.</b></p>	



		<p>(c) When a letter of agreement has been <b>suspended</b> it shall <b>only be reinstated after compliance with Section A, Subpart F has been re-established.</b></p>	
<p><b>21B.150</b></p>	<p><b>Record keeping</b></p>	<p><b>Records needed to be kept in relation to the issuance of a letter of agreement.</b></p> <p>(a) The Competent Authority shall <b>establish a system of record keeping</b> that allows <b>adequate traceability of the process</b> to issue, maintain, amend, suspend or revoke each individual letter of agreement.</p> <p>(b) The <b>records</b> shall at least <b>contain</b>:</p> <ol style="list-style-type: none"> <li>1. the <b>documents provided by the applicant for, or holder of,</b> a letter of agreement,</li> <li>2. <b>documents established during investigation and inspection,</b> in which the activities and the final results of the elements defined in 21B.120 are stated,</li> <li>3. the <b>letter of agreement, including changes,</b> and</li> <li>4. <b>minutes of the meetings with the manufacturer.</b></li> </ol> <p>(c) The <b>records</b> shall be <b>archived for a minimum retention period of six years after termination of the letter of agreement.</b></p> <p>(d) The Competent Authority shall <b>also maintain records</b> of all <b>Statements of Conformity</b> (EASA Form 52, see Appendix) and <b>Authorised Release Certificates</b> (EASA Form 1, see Appendix) that it has <b>validated.</b></p>	



SUBPART H	CERTIFICATES OF AIRWORTHINESS AND RESTRICTED CERTIFICATES OF AIRWORTHINESS		
21B.320	Investigation	<p><b>Need to perform an investigation for applications for an airworthiness certificate.</b></p> <p>(a) The <b>competent authority of the Member State of registry</b> shall <b>perform sufficient investigation activities for an applicant for, or holder of,</b> an airworthiness certificate to <b>justify the issuance, maintenance, amendment, suspension or revocation of the certificate or permit.</b></p> <p>(b) The competent authority of the Member State of registry shall <b>prepare evaluation procedures</b> covering <b>at least the following</b> elements:</p> <ol style="list-style-type: none"> <li>1. <b>evaluation of eligibility</b> of the <b>applicant;</b></li> <li>2. <b>evaluation of the eligibility</b> of the <b>application;</b></li> <li>3. <b>classification of airworthiness certificates;</b></li> <li>4. <b>evaluation of the documentation received</b> with the application;</li> <li>5. <b>inspection of aircraft;</b></li> <li>6. <b>determination</b> of necessary `</li> </ol>	
21B.325	Issue of airworthiness certificates	<p><b>Procedure for the issuance of a certificate of airworthiness or restricted certificate of airworthiness.</b></p> <p>a) The <b>competent authority of the Member State of registry</b> shall, as applicable, <b>issue, or amend a Certificate of Airworthiness</b> (EASA Form 25, see Appendix) <b>or Restricted Certificate of Airworthiness</b> (EASA Form 24, see Appendix) <b>without undue delay</b> when it is <b>satisfied</b> that the <b>applicable requirements of Section A, Subpart H are met.</b></p>	



		(b) In <b>addition to an airworthiness certificate</b> for a new aircraft or used aircraft originating from a non-member State, the <b>competent authority of the Member State of registry</b> shall <b>issue an initial airworthiness review certificate</b> (EASA Form 15a, see Appendix).	
<b>21B.330</b>	<b>Suspension and revocation of certificates</b>	<p><b>Procedure for the suspension and revocation of certificates of airworthiness and restricted certificates of airworthiness.</b></p> <p>(a) Upon evidence that any of the conditions specified in 21A.181 (a) is not met, the competent authority of the Member State of registry shall suspend or revoke an airworthiness certificate.</p> <p>(b) Upon issuance of the notice of suspension and revocation of a certificate of airworthiness or restricted certificate of airworthiness the competent authority of the Member State of registry shall state the reasons for the suspension or revocation and inform the holder of the certificate on its right to appeal.</p>	
<b>21B.345</b>	<b>Record keeping</b>	<p><b>Records needed to be kept in relation to the issuance of a certificate of airworthiness or restricted certificate of airworthiness.</b></p> <p>(a) The <b>competent authority of the Member State of registry</b> shall <b>establish a system of record keeping</b> that allows <b>adequate traceability</b> of the process to <b>issue, maintain, amend, suspend or revoke each individual airworthiness certificate.</b></p> <p>(b) The <b>records</b> shall <b>at least contain:</b></p> <ol style="list-style-type: none"> <li>1. the <b>documents provided by the applicant,</b></li> <li>2. <b>documents established</b> during the investigation, in which the activities and the final results of the elements defined in 21B.320(b) are stated,</li> </ol>	



		<p><b>And</b></p> <p>3. a <b>copy of the certificate or permit</b>, including <b>amendments</b>.</p> <p>(c) The <b>records</b> shall be <b>archived for a minimum retention period of six years after leaving that national register</b>.</p>	
<b>SUBPART I</b>	<b>NOISE CERTIFICATES</b>		
<b>21B.420</b>	<b>Investigation</b>	<p><b>Need to perform an investigation for applications for a noise certificates.</b></p> <p>(a) The <b>competent authority of the Member State of registry</b> shall <b>perform sufficient investigation activities for an applicant for, or holder of</b>, a noise certificate <b>to justify the issuance, maintenance, amendment, suspension or revocation of the certificate</b>.</p> <p>(b) The competent authority of the Member State of registry shall <b>prepare evaluation procedures</b> as part of the documented procedures <b>covering at least</b> the following elements:</p> <ol style="list-style-type: none"> <li>1. <b>evaluation of eligibility</b></li> <li>2. <b>Evaluation of the documentation</b> received with the application.</li> <li>3. <b>Inspection of aircraft.</b></li> </ol>	
<b>21B.425</b>	<b>Issue of noise certificates</b>	<p><b>Procedure</b></p> <p>The <b>competent authority of the Member State of registry</b> shall, as applicable, <b>issue, or amend noise certificates</b> (EASA Form 45, see Appendix) <b>without undue delay</b> when it is <b>satisfied</b> that the <b>applicable requirements of Section A, Subpart I are met</b>.</p>	



<b>21B.430</b>	<b>Suspension and revocation of a noise certificate</b>	<b>Procedure</b>  (a) Upon <b>evidence</b> that <b>some of the conditions</b> specified in 21A.211 (a) are <b>not met</b> , the competent authority of the Member State of registry shall <b>suspend or revoke a noise certificate</b> .  (b) Upon <b>issuance of the notice of suspension and revocation of a noise certificate</b> the competent authority of the Member State of registry shall <b>state the reasons</b> for the suspension and revocation and shall <b>inform the holder of the certificate on its right to appeal</b> .	
<b>21B.445</b>	<b>Record keeping</b>	<b>Records needed to be kept in relation to the issuance of a noise certificates.</b>  (a) The competent authority of the Member State of registry shall <b>establish a system of record keeping with minimum retention criteria</b> that allows <b>adequate traceability</b> of the process to <b>issue, maintain, amend, suspend or revoke each individual noise certificate</b> .  (b) The <b>records</b> shall <b>at least contain</b> :  <ol style="list-style-type: none"><li>1. the <b>documents provided by the applicant</b>,</li><li>2. <b>documents established</b> during the investigation, in which the activities and the final results of the elements defined in 21B.420(b) are stated,</li><li>3. a <b>copy of the certificate including amendments</b>.</li></ol> (c) The <b>records</b> shall be <b>archived for a minimum retention period of six years after leaving that national register</b> .	



<b>SUBPART P PERMIT TO FLY</b>			
<b>21B.520</b>	<b>Investigation</b>	<p><b>Need to perform an investigation for applications for a permit to fly.</b></p> <p>(a) The Competent Authority shall perform sufficient investigation activities to justify the issuance, or revocation of the permit to fly.</p> <p>(b) The Competent Authority shall prepare evaluation procedures covering at least the following elements:</p> <ol style="list-style-type: none"> <li>1. evaluation of the eligibility of the applicant</li> <li>2. evaluation of the eligibility of the application</li> <li>3. evaluation of the documentation received with the application</li> <li>4. inspection of the aircraft</li> <li>5. approval of the flight conditions in accordance with 21A.710(b).</li> </ol>	
<b>21B.525</b>	<b>Issue of permits to fly</b>	<p><b>Procedure for the issuance of a permit to fly.</b></p> <p>The Competent Authority shall issue a permit to fly (EASA Form 20a, see Appendix) when it is satisfied that the applicable requirements of Section A, Subpart P are met.</p>	
<b>21B.530</b>	<b>Revocation of permits to fly</b>	<p><b>Procedure for the suspension and revocation of a permit to fly.</b></p> <p>(a) Upon evidence that any of the conditions specified in 21A.723 (a) are not met for a permit to fly it has issued, the Competent Authority shall revoke that permit to fly.</p>	



		(c) Upon issuance of the notice of revocation of a permit to fly the Competent Authority shall state the reasons for the revocation and inform the holder of the permit to fly on the right to appeal.	
<b>21B.545</b>	<b>Record keeping</b>	<b>Records needed to be kept in relation to the issuance of a permit to fly.</b>  (a) The Competent Authority shall <b>operate a system of record keeping</b> that provides <b>adequate traceability</b> of the process for the <b>issue and revocation of each individual permit to fly.</b>  (b) The <b>records</b> shall <b>at least contain:</b>  1. the <b>documents provided by the applicant</b>  2. <b>documents established during the investigation</b> , in which the activities and the final results of the elements defined in 21B.520(b) are stated  <b>and</b>  3. a copy of the permit to fly.  (c) The <b>records</b> shall be kept for a <b>minimum of six years after the permit ceases to be valid.</b>	