



User guide for Production organisations	Doc #	UG.POA.00067-006
	Approval Date	14/02/2023

## User guide for Production organisations

### UG.POA.00067-006

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**DOCUMENT CONTROL SHEET****Reference documents****a) Contextual documents**

Commission Implementing Regulation (EU) 2019/2153 of 16 December 2019 on the fees and charges levied by the European Union Aviation Safety Agency, and repealing Regulation (EU) No 319/2014

Commission Regulation (EU) 748/2012 - Commission Regulation (EU) of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisation

ED Decision 2003/12/RM - ED Decision of 5 November 2003 on general acceptable means of compliance for airworthiness of products, parts and appliances («AMC-20»)

ED Decision 2012/020/R - On AMC and GM for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations

MB Decision 01-2004 - Decision of the Management Board of 3rd of February 2004 concerning the arrangements to be applied by the Agency for public access to documents

MB Decision 03-2004 - Decision of the Management Board of 3rd February 2004 concerning the general principles related to certification procedures to be applied by the Agency for issuing certificates for organisations (“Organisations Certification Procedure”)

Regulation (EU) 2018/1139 - Regulation (EU) 2018/1139 of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency, and amending Regulations (EC) No 2111/2005, (EC) No 1008/2008,

**b) Internal documents**

FO.POA.00161 – Application for Part 21 Production Organisation Approval (EASA Form 50)

FO.POA.00162 - Application for significant changes or variation of scope and terms of Part 21 POA (EASA Form 51)

EASA Form 55

EASA Form 4

[FO.RPRO.00099 – AltMoC Organisation Request form](#)

**Abbreviations/Definitions**

Activity: Initial investigation, significant change or continued surveillance

[AltMoC: Alternative Means of Compliance](#)

AMC: Acceptable means of compliance

Basic regulation: Regulation (EU) No 2018/1139

[CSR: Confidential safety report](#)

DO/PO: Design organisation / Production Organisation

EASA, Agency: European Union Aviation Safety Agency

EASATL: EASA Team Leader

ECOFA: Export Certificate of Airworthiness

ED: EASA Executive Director

EU: European Union

External Party: Appropriately accredited NAA/QE

GM: Guidance material





Lead auditor: POATL or, in the case POATL does not participate in the audit, the nominated person by POATL

MB: Management Board

MS: Member State

NAA: National Aviation Authority

non-EU state: Any state which is not an EU Member State or country within the meaning of Article 129 of Regulation (EU) No. 2018/1139, as last amended

OCP: Organisations Certification Procedure (MB Decision)

PE: Panel of Experts

POA: Production Organisation Approval

POA Section: EASA Production Organisation Oversight Section

POASM: Production Organisations Section Manager (EASA Staff)

POATL: POA Team Leader assigned to POA holder (EASA, NAA or QE staff)

POAT: POA Team assigned to POA holder (EASA, NAA or QE staff)

POC: Production Oversight Coordinator nominated by NAA/QE for communication with EASA

POE: Production Organisation Exposition

QE: Qualified entity

SC: Significant Change

#### Log of issues

Issue	Issue date	Change description
001	13/01/2012	First issue.
002	27/08/2015	Complete review following new logo and new Organisation chart, new flowchart for eligibility decision.
003	29/03/2019	Revision after entry into force of Regulation (EU) 2018/1139 (Basic Regulation). Endorsement of changes: table of contents, communication in electronic format with organisations, new details on correspondence and focal points, contact details for Initial Application and Significant Change.
004	03/07/2020	Revision after entry into force of Regulation (EU) 2019/2153 ("Fees and Charges Regulation"). Updated initial application process.
005	04/12/2020	Updated initial application process after the release of the EASA Portal for POA.
006	14/02/2023	<a href="#">Alignment with updated internal procedures for EASA POA</a>





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## 0. Introduction.





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## 0.2. Scope

The Production Organisation shall apply for a POA to the appropriate Competent Authority. When the Organisation is located in EASA Member State, the NAA of the corresponding Member State is by default the Competent Authority except if this state requests the Agency to handle the application. When the Organisation is located outside EASA Member State, the Competent Authority is EASA.

This user guide will describe the approval process in the case where EASA is the Competent Authority. In EASA, Production Organisations Oversight Section is responsible for managing POA related matters.

This User Guide is complementary to the requirements of Commission Regulation (EU) 748/2012 of 03 August 2012 as amended laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations, (hereinafter referred as “Regulation (EU) 748/2012”) and does not supersede or replace the information defined within it.

## 0.3. Purpose

The purpose of this user guide is to describe how the applicant should proceed when applying for an EASA Part 21 Subpart G approval and how EASA will handle the initial investigation, continued surveillance, change, limitation, suspension or revocation, or surrender of the approval of the aforementioned organisation according to Annex I (Part 21) of Regulation (EU) 748/2012.

All investigations performed by EASA of Part 21 Subpart G production organisations will be conducted in accordance with the provisions of Annex II of the Basic Regulation and Subpart G, Section A and Section B of Part 21. The process shall follow the OCP decision and EASA internal procedures.

## 0.4. Communication

All documents and correspondences between the Applicant and the Competent Authority shall be in the English language unless otherwise agreed by EASA.

## 0.5. Correspondence and focal points

- For any communication before or during the initial approval process, EASA can be contacted via “foreignPOA” mailbox address ([foreignpoa@easa.europa.eu](mailto:foreignpoa@easa.europa.eu)).
- Initial application shall be submitted to EASA through the EASA portal (<https://portal.easa.europa.eu/login>).
- Any formal application for significant change shall be directly submitted to EASA section in charge of application management ([applicant.services@easa.europa.eu](mailto:applicant.services@easa.europa.eu)).
- For any administrative issue such as those related to fees and charges, invoices, the production organisation can refer to the “EASA Fees & Charges – FAQ” or should directly contact EASA section in charge of application management ([applicant.services@easa.europa.eu](mailto:applicant.services@easa.europa.eu)).
- For the case of already approved organisations, for any technical issue related to the approval, the production organisation shall contact the designated team leader.
- EASA will directly transmit to the POA Holder or applicant, all documents linked to the POA, (e.g. POA certificate EASA Form 55, acceptance of significant change, approval continuation letter etc.) According to the EASA “General Conditions and Terms of Payment” document, all communications from EASA to applicants and approval holders will be in electronic format only (including formal notifications, approval letters, decisions for suspension, etc.). Only the original certificates (original EASA Form 55) will be sent by surface email (with an advance copy in electronic format).





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## 1. Initial approval.





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## 1.1. Pre-application or inquiry

It is recommended to approach POA section in case of any POA technical question via [foreignpoa@easa.europa.eu](mailto:foreignpoa@easa.europa.eu) before submitting an official application to EASA.

It is recommended, as far as possible, to request a meeting for the Organisation to present itself and the project and for EASA to give guidelines and requirements. This permits to perform (prior to the official application) a pre-eligibility and appropriateness check of the applicant in accordance with 21.A.133 requirements and avoid unnecessary work by EASA and the applicant.

## 1.2. Initial Application

A new application for an EASA Part 21 subpart G Production Organisation Approval shall be made through the EASA Portal ([EASA Portal \(europa.eu\)](https://easa.europa.eu)). Further information on the EASA Portal registration process is published in the EASA Website ([FO.APMAN.00127 - EASA Portal Registration Form | EASA \(europa.eu\)](#)).

Once the application has been submitted through the EASA Portal, a reference number will be provided to the applicant. EASA section in charge of application management will check the application. When an initial application dossier is incorrect or incomplete, it will be notified to the applicant as soon as possible detailing the omissions and errors.

The initial application dossier submitted through the EASA Portal must contain:

- Relevant information on the Scope of Approval that is applied for in accordance with GM 21.A.151. Information on the “Product Selection” tab is only applicable for those cases where the scope of work falls under the category of any A or B-rated product in accordance with GM 21.A.151.
- Relevant information on the privileges that are applied for in accordance with 21.A.163.
- Information on all locations directly under the control of the legal entity for which the approval is applied for. The number of staff at each location is required.
- Relevant information for the calculation of the application fee. It must include:
  - o Total number of staff to be involved in POA activity.  
The total number of staff shall be aligned with that in the “General description of man-power resources” in the organisation’s POE.  
The organisation shall identify the number of staff (headcount) related to POA activities under the scope of approval applied for (i.e., management personnel, certifying staff, incoming inspectors, manufacturing engineers, production personnel, quality inspectors, safety management team...). This list is non-exhaustive and should be adapted to each organisation.
  - o Category of the highest priced product, part or equipment included in the scope of the POA (as per catalogue). Price evidence shall be provided in order to calculate the application fees as described in Commission Implementing Regulation (EU) 2019/2153 of 16 December 2019.
- Applicant Data:
  - o Certificate address. The registered name and address/legal seat of the company as detailed in the Certificate of Incorporation.
  - o Billing address.
  - o Shipping address. Postal address for surface mail communication.
  - o Main contact person. A contact person needs to be identified as a central entry of communication during the initial investigation process.
  - o Additional contact details, such as Accountable Manager and Quality Manager.
- Information intended to demonstrate eligibility i.a.w. 21.A.133.  
The application shall include DO-PO arrangement (including information on Direct Delivery Authorisation) as per 21.A.133(c) or an evidence that the applicant holds or has applied for an approval of the applicable design data as per 21.A.133(b). **In case a DO-PO arrangement is not available at this stage, a letter of intent supported by a DOA holder (including information on Direct Delivery Authorisation) is also acceptable in order to justify eligibility of the application.**







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- Additional remarks, as applicable.
- Attachments. As a minimum, the organisation needs to attach the following documentation at the time of application:
  - o The certificate of trade registration (Certificate of Incorporation) with translation to English. The registered name and address of the company will be checked.
  - o Production organisation exposition (POE) or outline of POE, including the organisational structure, functions and responsibilities of the responsible managers. In case of outline, information related to number of sites, special processes used, criticality of parts, ratio of subcontracted work is in order to weight the work to be performed during initial investigation.
  - o Copy of DO/PO arrangement or additional information intended to demonstrate eligibility i.a.w. 21.A.133.

EASA section in charge of application management will forward the application dossier to POA section once checked and administratively complete. The POA section will proceed to technical eligibility evaluation by reviewing the documents.

When eligibility evaluation has been fully assessed, EASA section in charge of application management will inform in writing the Organisation on the decision:

- Refusal of an application: the decision will contain the reasons thereto, including a reference to the possibility for appeal as specified in Articles 105 to 114 of the Basic Regulation.
- In case of acceptance, the EASA section in charge of application management will send the “Acceptance of your application” letter detailing:
  - o The allocated team. The applicant will receive the name and contact details in case of EASA POAT Team Leader or the focal point contact details in case of allocation to NAA/QE.
  - o The preliminary approval number with a suffix “P” indicating the pending status of the approval (for example EASA.21G.XXXXP).

In case the applicant does not pay the applicable fee within the defined deadline the initial investigation will be interrupted.

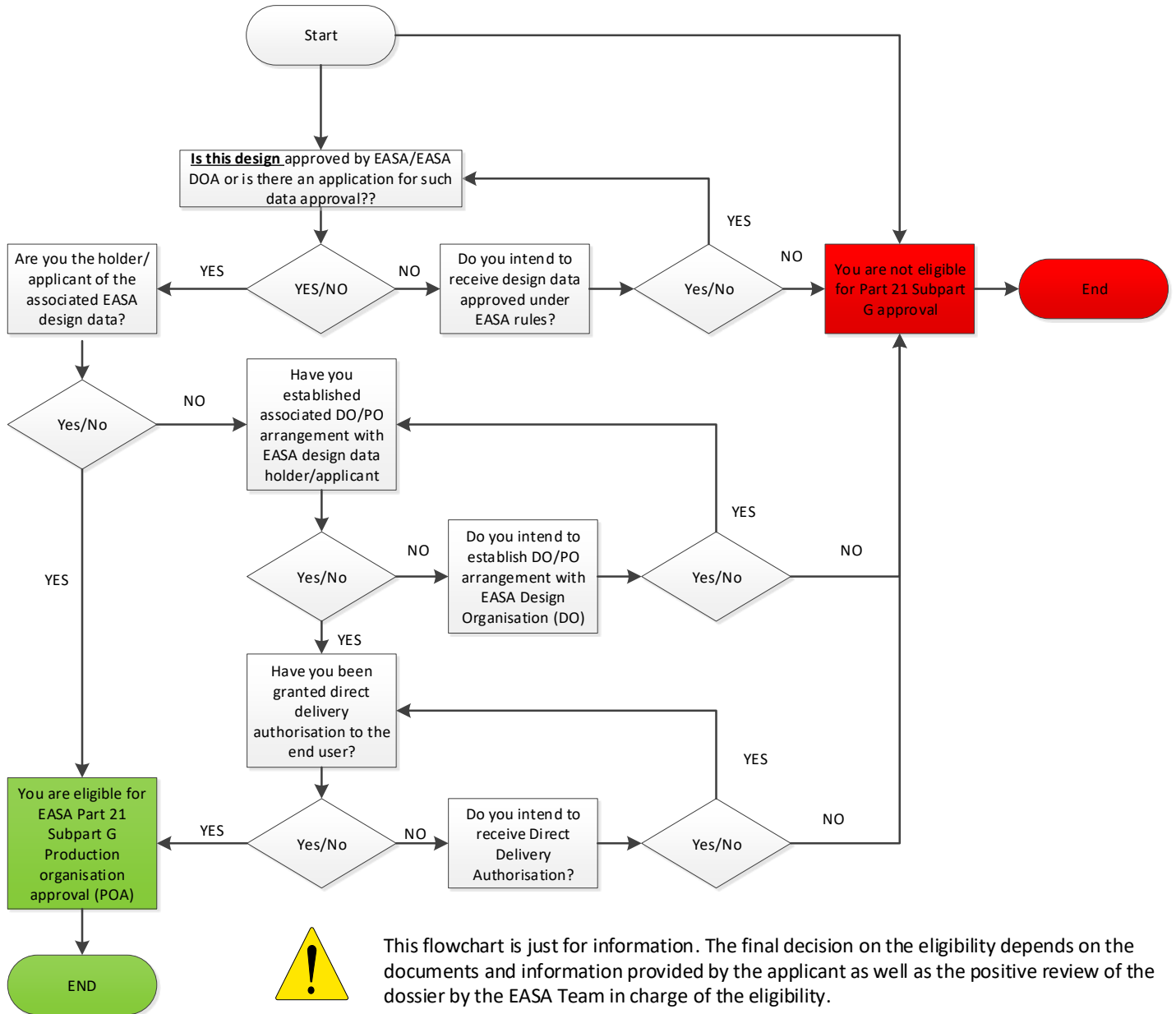
Note: In order to expedite the process the applicant is invited to provide together with the application:

- EASA Form 4 for responsible managers
- Complete draft POE.
  - o It is highly advised to complete and provide EASA with the POE compliance checklist (see Appendix 2) to build the POE and to check if the POE covers all Part 21 requirements.
  - o The POE shall be written following requirements in 21.A.143 and 21.A.139. The Production Organisation can decide to produce the POE in 2 ways:
    - One top document describing briefly the [production management system](#) and making reference to other internal documents providing more details or,
    - One document containing all information and details of the [production management system](#).





**Flowchart for the eligibility check**



**1.3. Determination of the POA team**

After the application has been recognized as technically eligible, the POASM decides if the application should be further processed internally by EASA (with EASA Team Leader) or if the technical investigation should be allocated to an external party (with NAA or QE Team Leader).

In case the technical investigation is to be performed internally, the POASM will establish an appropriate EASA team using EASA staff supported, if necessary, by a seconded staff from NAA or QE. The POASM will nominate an audit team made up of a team leader / members to carry out the investigation process. For specific technical investigations, the basic team can request one or more appropriate technical expert(s) for assistance.





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The criteria applied by EASA to determine the investigation team are as follows:

- Complexity of the organisation approval
- Number of sites to be audited
- Type of audit (initial, changes, follow up audits, findings etc.)
- Size of the organisation
- Nature of the services to be covered by the production organisation and its direct impact to aviation safety
- Appropriate technical experts (may include language needs)
- Any additional reason deemed necessary by EASA and justified by a specific situation

Trainees may participate in investigation teams at no cost to the applicant. If the NAA/QE elects to use additional staff or trainees for an audit, EASA must be informed in advance. In such cases any associated costs will be borne directly by the NAA/QE and not by the applicant or EASA.

## 1.4. Initial Investigation for Production Organisation Approval

### 1.4.1. Preparation of the investigation

POATL initiates the process by arranging a kick-off meeting with the applicant for a general presentation by the applicant of its organisation and products or parts and for the POAT to describe the investigation process, to confirm the identity of those managers who need to complete an EASA Form 4. [The kick-off meeting can take place within EASA premises, or using WebEx or other suitable means of communication, or at company facilities.](#)

The assigned POATL will provide the applicant with a POA compliance checklist (see Appendix 1) to be completed by the applicant in order to serve as cross reference checklist and evidence for compliance with the regulation before the investigation starts. In addition, a POE compliance checklist (see Appendix 2) will be provided to the applicant.

[The applicant will be requested to submit a set of documents for desktop review by the POATL: complete POE and additional underlying procedures referred in POE, DO/PO Arrangement\(s\), EASA Form 4\(s\), POA compliance checklist, POE compliance checklist, Capability List, Approved Suppliers List, Certifying Staff List – as applicable for each organisation.](#)

The POATL will review and, if necessary, give comments on the completed checklists and the latest version of the POE with associated documents.

The organisation is requested to perform an internal audit prior to the EASA on-site audit (self-assessment against EASA Part 21 Subpart G requirements). A statement of compliance should be provided to the POATL before the EASA on-site audit. The means for such statement of compliance shall be agreed with the POA Team Leader.

As soon as the documents are deemed to be mature enough, the POATL will:

- Liaise with organisation for scheduling the audit(s),
- Agree with the applicant on the investigation plan, locations/suppliers needing investigation and approximate time scale.

In case of modification of the initial application, the affected documents (as listed in paragraph 1.2.) shall be updated and resubmitted to EASA.

### 1.4.2. On site investigation(s)

Based on EASA's International relationship, EASA can inform the National Aviation Authority of the organisation who might propose to send any representative to participate to the EASA audit as an Observer.





### **Conduct audit opening meeting**

In case the POATL cannot participate in the audit, he/she nominates a Lead Auditor.

The Lead Auditor shall chair an opening meeting with the auditee's management or, where appropriate, those responsible for the functions or processes to be audited. The purpose of the opening meeting is to:

- Confirm the audit plan.
- Provide a short summary of how the audit activities will be undertaken.
- Confirm the required interviews/availability of the people involved in the process.
- Explanation of the method for dealing with findings.
- Provide an opportunity for the auditee to ask questions.

### **Verify compliance with applicable requirements**

The following activities will be carried out:

- Audits of the organisation, its organisational structure, and its procedures for compliance with Part 21 Subpart G. The details of these working processes and procedures audits will be documented in compliance audit reports / checklists. The full scope of work shall be covered,
- Interview of the key personnel nominated by EASA Form 4,
- Checking that the POE reflects the organisation, its procedures and practices,
- Sample (product) audits at working level to verify that:
  - o Work is performed in accordance with the system described in the POE and its associated procedures.
  - o Products, parts, appliances or material produced by the organisation are in conformity with the applicable design data.
  - o Facilities, working conditions, equipment and tools are in accordance with the POE and appropriate for the work being performed.
  - o Competence and numbers of personnel is appropriate for the work being performed.
  - o Co-ordination between production and design is documented and satisfactory.

At an advanced stage of the investigation the POATL will review the audit results and matters arising, in order to determine any additional areas requiring investigation.

The POATL needs to meet the POA Accountable Manager at least once during the investigation process, preferable during the closing meeting and where possible also during the opening meeting because he/she is ultimately responsible for ensuring compliance with the requirements for initial grant and subsequent maintenance of the production organisation approval.

### **Conduct audit closing meeting**

A closing meeting chaired by the Lead Auditor will be held to present the draft audit findings and conclusions to the auditees in order to ensure that they are understood. The auditees will be given the opportunity to discuss any non-compliance identified and suggest corrective actions and a timeframe for implementation. The Lead Auditor communicates the draft Audit Report to the auditee during the closing meeting.

### **Audit Report distribution and findings follow-up**

The Lead Auditor prepares the Audit Report and communicates it to the Applicant within a maximum of two weeks from the closing meeting of the audit.

Findings made during the investigation process will be handled by the Lead Auditor according to Section B of Part 21 subpart G and its associated AMC/GM. Findings will be raised and classified according to 21.A.158. During Initial Investigation, findings do not have a due date.





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The Lead Auditor will follow up the closure of all findings identified during the audit(s). When he/she is satisfied with the actions that have been taken by the Organisation in respect of the finding raised during the audit, he/she notifies the Organisation in writing that the non-compliances are considered closed. **All findings must be corrected to the satisfaction of the POATL before the certificate can be issued.**

After all planned investigations have been performed, the POATL will hold a team meeting to review findings and observations. When the need is felt, additional audits in specific areas may be planned before a final agreed file on the investigations is compiled together with an overview of all open and already closed findings.

In case of complex projects, a conclusion meeting with the applicant can be held on completion of the investigation. The meeting will be chaired by the POATL and should agree on the remaining findings, corrective action time scales, and preliminary arrangements for any follow up that may be necessary.

### 1.4.3. Recommendation for initial approval

Once compliance of the applicant with Part 21 subpart G has been established, the POATL will recommend to EASA POASM the approval of the production organisation, including recommendation for approval of the POE.

### 1.4.4. Issuance of an approval Certificate

The recommendation package is reviewed by EASA POASM for compliance and accuracy. Once satisfied EASA POASM will review and sign as applicable:

- The certificate EASA Form 55,
- The Letter of approval, stating the approval of POE together with its associated documents and lists.

EASA POA section will send:

- The original signed EASA Form 55 together with the relevant Letter of approval to the applicant by post.
- Copy of EASA Form 55 with copy of Letter of Approval, copy of the signed EASA Form 4 and copy of the first continued surveillance planning to the applicant by email copying EASA Applicant Services.

Following the issuance of the POA certificate, EASA Applicant Services will establish the invoice for the first annual surveillance fee. The first annual invoice is due immediately after the issuance of the certificate.

Once the approval is issued, the Approval number will be updated by removing the "P" from the Approval reference.

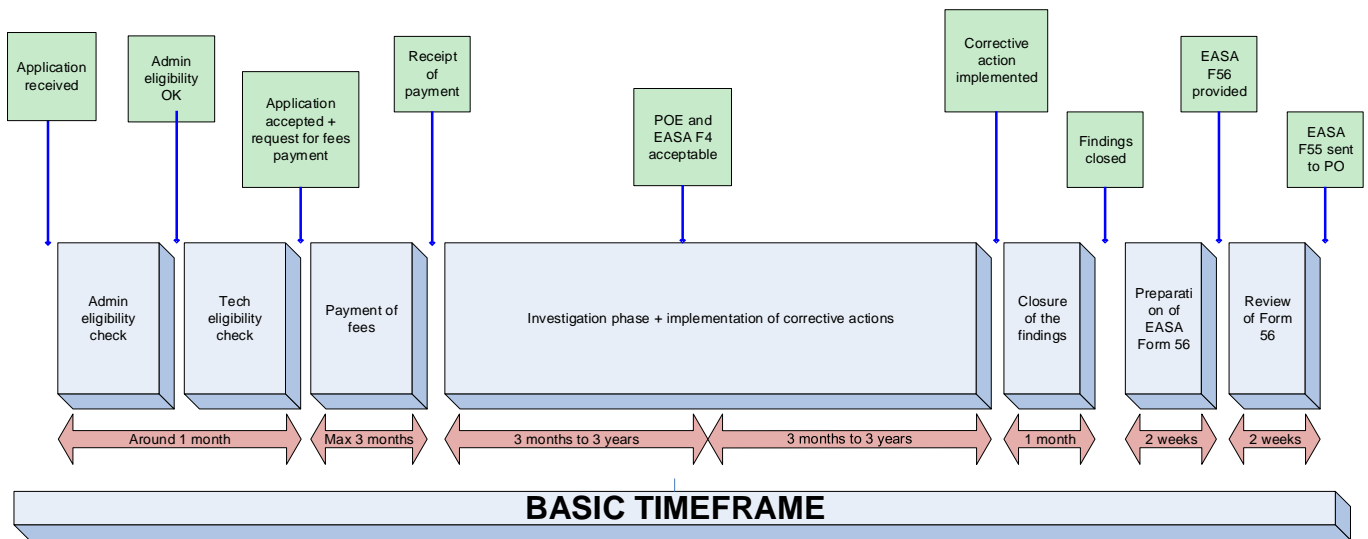
### 1.4.5. Basic time frame

The normal time frame to process a Part 21 subpart G approval is about 8 months from the allocation date; however the amount of time taken is largely dependent on the ability of the applicant to produce the documentation required and to rectify any non-conformity that may be identified during the certification process. Unless duly justified, failure to meet this time frame might lead the Agency to terminate the application.





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If after this period there are still blocking points for a recommendation for approval, the Organisation shall inform the POATL of some delays and shall agree an action plan to close all the findings. The POATL will report to EASA the situation in case of delay. EASA, via the POASM, will then decide on the way to proceed further.





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## 2. Continued surveillance.





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## 2.1. Allocation of the investigation team

After the POA is issued and in order to ensure continuous and complete compliance with Part 21 Section A Subpart G and any other applicable requirements of Part 21, a POATL in charge of the approval will be appointed by the POASM.

By default, the investigation is performed by the assigned initial investigation team. However, should it become necessary or more appropriate to change it, the POASM may decide to allocate the continued surveillance to another team. He will do the necessary communication.

## 2.2. Surveillance cycle and frequency of surveillance activities

The continued surveillance is carried out over 24-month period (called “cycle”) in accordance with the continued surveillance plan established by the POATL. **All locations listed in the POE shall be subject to surveillance activities within the cycle (including the locations listed in the POA certificate and those locations not under the control of the legal entity where the POA is permanently exercising privileges, i.e., issuance of EASA Form 1 at supplier facilities).** The continued surveillance plan is communicated to the production organisation by the POATL.

The frequency of continued surveillance activities shall consist of a minimum of one audit per year - period starting from the date the certificate was granted. This may be varied when agreed by the EASA POASM.

The criteria to be reviewed by the EASA POASM for changing audit frequency are as follows:

- Criticality
  - o Size/complexity of the organisation
  - o Complexity of the products/parts/appliances being manufactured
- Performance
  - o Outputs of audits, follow-up of audit findings
  - o Changes to the organisation
  - o Occurrences and CSR
  - o Other intelligence (from EASA colleagues, NAAs or international partners)

## 2.3. Technical Investigation

The continued surveillance activities will be controlled by the POATL and performed by the POAT according to the pre-defined investigation plan. The following activities will be carried out:

- Planned continued surveillance, consisting of several audits (at least one per year) to check compliance with Part 21 Subpart G and the effectiveness of the POE and associated procedures.
- Sample (product) audits at working level to verify that:
  - o Work is performed in accordance with the system described in the POE and its associated procedures.
  - o Products, parts, appliances or material produced by the organisation are in conformity with the applicable design data.
  - o Facilities, working conditions, equipment and tools are in accordance with the POE and appropriate for the work being performed.
  - o Competence and numbers of personnel is appropriate for the work being performed.
  - o Co-ordination between production and design is documented and satisfactory.
- **Unplanned** POA audits related to surveillance findings or external needs
- At least once during the surveillance cycle, the POATL will have a meeting with the Accountable Manager where the general situation regarding the **Production Management System** of the organisation will be reviewed based on audit results and corrective actions taken by the organisation.
- **The POATL might decide to carry out unannounced surveillance activities, as appropriate.**







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## 2.4. Audit Report and findings

Each finding will be documented against detailed references to Part 21 requirements. All audit reports will be communicated to the organisation.

Findings and observations are classified i.a.w. 21.B.225, and corrective action period is granted by the POATL as follows:

- **Finding level 1:** Findings level 1 have an impact on the validity of the approval.  
The Lead Auditor, in coordination with the POATL, decide on the appropriate deadline for actions. It is good practice to ensure that the organization has demonstrated corrective action to the satisfaction of the competent authority within 21 days.  
In case of suspected Level 1 finding, the POATL coordinates with EASA for confirmation of finding level.
  - o The EASA TL or NAA POC will inform EASA POASM regarding any Level 1 finding together with any actions it has taken. The POASM will review the finding and take appropriate action.
  - o When such finding is confirmed, the POATL will not transmit the audit report to the Organisation. However he/she will transmit audit report with his proposal to the POASM. EASA will notify the finding(s) to the Organisation together with the decision against the approval.
  - o In case of a negative decision by the Agency on the validity of approval, the POASM will notify the approval holder by letter and copy the POC, detailing the limitation, suspension or revocation of the POA.
- **Finding level 2:** the Lead Auditor grants a corrective action implementation period appropriate to the nature of the finding and in any case no longer than 3 months.
- **Observations shall be communicated in writing to the organization and recorded in the Audit Report.** Organisations shall give due consideration to the observations raised, and record the decision taken in respect to those observations.

## 2.5. Corrective Action Plan

For any finding, the **production management system** of the organisation should propose a corrective action or a corrective action plan designed in a way which allows identifying and recording:

- The finding,
- The root cause,
- The relevant immediate action,
- The long term preventive action,
- The appropriate timescales.

The corrective action period granted by EASA for any finding will need to be appropriate to the nature of the finding. During the debriefing of the audit with the POA holder, a reasonable period will be determined which should enable the POA holder to take the corrective action including root cause actions but in any case initially must not be more than 3 months. The following will be required:

- Within 15 days from the date of the formal communication of the finding (which is the same as the date of the audit report), provide to the Lead Auditor the root cause analysis and the related actions (corrective and preventive) together with implementation dates. If the root cause analysis is not yet fully completed, then provide the status and timescales for the communication of this full analysis.
- The organisation is recommended to provide evidence of the corrective/preventive action's implementation as per the agreed corrective action plan in advance of the finding due date to allow the review by the Lead Auditor within this date (e.g. 14 days in advance for a finding due date set at 3 months).

In certain circumstances and subject to the complexity and the nature of the finding, the 3 months period may be prolonged subject to a satisfactory corrective action plan agreed with the POATL. This request for extension shall formally be submitted by the quality manager detailing the corrective action plan proposed and the new proposed target date. Failure to comply within agreed time scale could lead to provisional suspension of the POA in whole or in part.





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## 2.6. Recommendation for continuation

In the end of the continued surveillance cycle, the POATL summarizes the surveillance performed and if satisfied, recommends EASA to continue the approval. For that purpose, he/she will prepare a recommendation report and a continued surveillance plan for the next cycle.

At the time of the continuation, recent findings having not reached yet the deadline may be still open. However, according to 21.B.225, the POATL in charge of the recommendation shall be satisfied with the corrective action plan of any open finding made at the time of the recommendation.

When continued validity of the certificate is accepted, the EASA POASM shall formally notify the approved production organisation.





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### 3. POA Significant Change.





### 3.1. Application for Significant Change – EASA Form 51

This chapter applies only once the approval is granted. All significant changes as detailed in 21.A.147 require an EASA Form 51, available on the EASA website. The POA holder shall address the EASA Form 51 to EASA [applicant.services@easa.europa.eu](mailto:applicant.services@easa.europa.eu) mailbox and if possible copying the POATL.

The significant change will not be recognised in front of the Production Approval as long as it is not formally approved by the POASM. Therefore, it has to be clear that any significant change shall be applied and approved by EASA before its implementation in the Organisation unless previously agreed by the POATL (as per 21.B.240(b)). **If the organisation implements a significant change without having received the approval, the POATL shall consider the need to suspend, limit or revoke the organisation's certificate**

The change application dossier shall contain:

- For any significant change, completed EASA Form 51.
- For any significant change, the draft POE taking into account the change together with other POA related documents that may be affected by the change.
- In the case of a change of Company name, Certificate of Incorporation with translation to English shall be attached to EASA Form 51.
- In the case of a change of nominated person, EASA Form 4 signed by Organisation shall be attached to EASA Form 51 (several changes of nominated personnel can be requested on the single EASA Form 51). EASA Form 4 is not required for Accountable Manager.
- In case of change of location, it is requested to send with the EASA Form 51 a coordination plan in order to agree transitional arrangements which can allow continuation of the approval (as per 21.A.148). This coordination plan shall be accepted by POATL.

### 3.2. Allocation of the investigation team

By default the investigation is performed by the assigned initial team. However, should it become necessary or more appropriate to allocate a different auditor, the POASM may decide to allocate the investigation to another team. He will do the necessary communication.

For detail please refer to paragraph 1.3.

### 3.3. Technical investigation for change and issuance of decision

To process a change, the POATL will proceed as detailed within paragraph 1.4. NOTE: Kick-off meeting is not needed.

Changes cannot be implemented prior to EASA formal approval. However, the POATL shall liaise with the POASM of all cases where the organisation wishes to operate in accordance with 21.B.240(b).

The POATL will investigate any proposed significant changes according to 21.B.240 of Part 21. The POATL will determine the extent of any subsequent review according to the impact of the proposed changes to the Organisation and/or its POE and shall carry out all necessary actions. Depending on the significance, the investigation can range from a desktop audit up to several on-site audits. If the investigation of the change falls in a period close to another investigation it may be possible, for the sake of efficiency and effectiveness, to combine the two investigations.

Based on a report issued by the POATL, the POASM will decide how to proceed with the change.

Following any Significant Change, a review of the total number of staff and highest priced product shall be performed and notified as applicable to EASA Fees and Charges, as it might have an impact on the next yearly invoice.

EASA will send the letter for acceptance or rejection of any significant change based on recommendation issued by the team responsible of the activity. In case of significant change resulting in the issuance of new revision of POA certificate, the old certificate must be returned to EASA at reception of the new one.





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## 4. Additional Provisions.





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## 4.1. Resolution of Disagreements

Every effort should be made to resolve all kinds of disagreements between investigation team and the Approval Holder/Applicant at the lowest possible level.

The investigation team (together with the POC in case of task allocation) will manage any dispute with the applicant or the POA holder. The POASM, who has the ability and power to take decisions to the largest possible extent, will be informed by the POAT.

## 4.2. Limitation, Suspension and Revocation

A Production Organisation Approval shall be limited, suspended or revoked by the Agency if the certificate becomes invalid under the conditions specified in Part 21, or fails to comply with the Agency's fees and charges Regulation.

The POASM will notify the holder of a Production Organisation Approval in writing about this limitation, suspension or revocation including the reasons thereof and the right to appeal against this decision in accordance with Articles 105 to 114 of the Basic Regulation.

After 1 year of limitation, the EASA Form 55 can be reviewed to exclude the limited activity from the scope of approval.

After 1 year of suspension without any change, the approval can be revoked according to OCP. In case of revocation the POA holder shall send back the certificate to EASA.

The POASM will make the decision to withdraw a pending limitation or suspension based on POAT investigation results.

## 4.3. Surrender

A written request to surrender or voluntary limit its approval must be submitted by the accountable manager of a POA holder. EASA will acknowledge receipt. In case of surrender, the POA holder shall send back the certificate to EASA.

## 4.4. Alternative Means of Compliance

In case an organisation wants to use alternative means of compliance compared to existing AMCs (or when there is no AMC), the organisation can propose an AltMoC to EASA as Competent Authority using the AltMoC organisation request form (FO.RPRO.00099).

EASA will manage the proposal for AltMoC as per applicable internal procedures.





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APPENDIXES

Appendix 1: POA compliance checklist (FO.POA.00009)

Appendix 2: POE compliance checklist (FO.POA.00015)

For the applicable versions please refer to documents available for download in our EASA website on Productions Organisation webpage.

