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**To all Foreign Part 21 Subpart G POA  
Organisations**

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JNO/SPE/ Flight Standards Directorate  
Cologne, 14 November 2017

**Subject: Information on changes related to communication between EASA and Part 21  
Subpart G POA applicants/approval holders**

Dear Madam or Sir,

In order to harmonise the processes with other approvals section in EASA, several changes have been introduced that will affect the communication channels and methods of communication between EASA and Part 21 Subpart G POA applicants/approval holders.

The purpose of this letter is to inform all EASA part 21 Subpart G POA organisations about the following changes, before they are included in a revised guidance material (the publication date is not yet determined):

**1- Communication from EASA to applicants and approval holders**

The EASA "General Conditions and Terms of Payment" document has been amended. The following changes apply:

- From the date of this letter all the communications from EASA to applicants and approval holders will be in electronic format only (including formal notifications, approval letter, decisions for suspension, etc...)
- Only the original certificates (original EASA Form 55) will continue to be sent by surface mail (with advance copy in electronic format)

For further details, please refer to paragraph 2.3 of the EASA "General Conditions and Terms of Payment" document available to download via the following link [http://www.easa.europa.eu/system/files/dfu/TE.APMAN\\_00136\\_I1\\_FINAL\\_20160311\\_PUBLISH.pdf](http://www.easa.europa.eu/system/files/dfu/TE.APMAN_00136_I1_FINAL_20160311_PUBLISH.pdf)

**2- Corrective action plan following EASA finding**

For any finding level 2, the current EASA User Guide for applicants and approval holders, UG.POA.000067-002 paragraph 3.2 asks approved organisations to provide your POA team leader with the result of the root cause analysis, impact assessment and corrective action plan.



The following will be required:

- Within 15 days from the date of the formal communication of the finding (which should be the same as the date of the audit report), provide to the POA Team Leader 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.
- Provide evidences 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 assigned POA team leader within this date (e.g. 14 days in advance for a finding due date set at 3 months).

**3- Reporting occurrences to EASA as per 21.A.165(f)**

**a. Reminder on the reporting platform**

In order to align the specific reporting requirements under the Implementing Rules (IRs) of regulation (EC) No 216/2008 with the reporting requirements under regulation (EU) No 376/2014, the Agency would like to remind the form and manner of reporting.

Reporting occurrence to EASA shall be done directly via the European Aviation Safety Reporting portal: [www.aviationreporting.eu](http://www.aviationreporting.eu).

Please select the EASA logo flag to make a report to the Agency. In the portal, there are five reporting forms and EASA Part 21 Subpart G POA approval holders shall select the "Technical form".

**b. Reporting a case of Suspected Unapproved Parts (SUP)**

When the occurrence to be reported is related to SUP case, in addition to following the instruction of the previous point, a SUP questionnaire has to be completed which is available to download on the EASA website at the following address: <https://www.easa.europa.eu/easa-and-you/safety-management/occurrence-reporting/report-an-occurrence>

Yours faithfully,

Jiří NOVÝ

