

CAOIRI PART 21 POE APPROVAL CHECKLIST

Initial Approval

Change

General	
Name of organization:	Address of facility audited:
POA reference:	Date of Approval:
POE Approval reference:	POE Rev. No./ Date:
Contact person name:	Email/phone No.:

Satisfactory or Not applicable with 21.A.143 Exposition			
Part	Organization & Procedures		
	S	N/A	Content
0	<input type="checkbox"/>	<input type="checkbox"/>	General information that should be in the first page
0.1	<input type="checkbox"/>	<input type="checkbox"/>	Part 21 subpart G Production Organisation Exposition
0.2	<input type="checkbox"/>	<input type="checkbox"/>	Name and address of the Organization complying with official name (business registration)
0.3	<input type="checkbox"/>	<input type="checkbox"/>	Approval reference of the POA
0.4	<input type="checkbox"/>	<input type="checkbox"/>	Reference of the Exposition with issue number and Approval date
1	<input type="checkbox"/>	<input type="checkbox"/>	General information for each page
1.1	<input type="checkbox"/>	<input type="checkbox"/>	Name of the organization and POE identification
1.2	<input type="checkbox"/>	<input type="checkbox"/>	Amendment/revision number of the POE and Page number
2	<input type="checkbox"/>	<input type="checkbox"/>	General
2.1	<input type="checkbox"/>	<input type="checkbox"/>	Table of content
2.2	<input type="checkbox"/>	<input type="checkbox"/>	History of revision
2.3	<input type="checkbox"/>	<input type="checkbox"/>	List of effectives pages
2.4	<input type="checkbox"/>	<input type="checkbox"/>	Distribution list
2.5	<input type="checkbox"/>	<input type="checkbox"/>	Terms and abbreviation
2.6	<input type="checkbox"/>	<input type="checkbox"/>	Introduction / Description of the Organization
3	<input type="checkbox"/>	<input type="checkbox"/>	Management Procedures
3.1	<input type="checkbox"/>	<input type="checkbox"/>	Signed corporate commitment by the Accountable Manager
3.2	<input type="checkbox"/>	<input type="checkbox"/>	Nomination of Accountable Manager with reference to delegation letter when the AM is nominated by top management
3.3	<input type="checkbox"/>	<input type="checkbox"/>	Management personnel (Shall list the title and names of all the nominated persons in front of the POA with identification of CAO Form 4 holders)
3.4	<input type="checkbox"/>	<input type="checkbox"/>	Duties and responsibilities of : Accountable manager, Quality manager, Production manager, Any other manager related to POA

3.5	<input type="checkbox"/>	<input type="checkbox"/>	Organisation chart
3.6	<input type="checkbox"/>	<input type="checkbox"/>	List of Part 21 certifying staff
3.7	<input type="checkbox"/>	<input type="checkbox"/>	General description of the man-power resources
3.8	<input type="checkbox"/>	<input type="checkbox"/>	General description of the facilities (Containing the address and details of each facility layout plan)
3.9	<input type="checkbox"/>	<input type="checkbox"/>	Scope of work (The general scope of work relevant to the terms of approval, Additionally it should refer to the full list of P/N (part number) produced under the production approval , the capability list or to the database that gives the list. For the products, it should refer to the type certificate number. In case of various DO/PO arrangements, a list of all DO/PO arrangements shall be included
3.10	<input type="checkbox"/>	<input type="checkbox"/>	Notification procedure of organisational changes to CAOIRI (Shall list all the changes identified as significant changes. Shall describe how each type (significant or not) of changes are managed. It includes change of accountable manager, change of other nominated managers, change of location of facility or change of activity (scope) etc...
3.11	<input type="checkbox"/>	<input type="checkbox"/>	Amendment procedure of the exposition (It shall describe how and by whom are the Exposition and the associated documents updated)
3.12	<input type="checkbox"/>	<input type="checkbox"/>	Supplier/subcontractor list (main suppliers list and main subcontractor. A change of such a main subcontractor may be treated as a significant change (21.A.147 (a))
3.13	<input type="checkbox"/>	<input type="checkbox"/>	Flight test operations manual defining the organisation's policies and procedures in relation to flight test (If flight tests are to be conducted)
4	<input type="checkbox"/>	<input type="checkbox"/>	Quality System
4.1	<input type="checkbox"/>	<input type="checkbox"/>	Description of the quality system
4.2	<input type="checkbox"/>	<input type="checkbox"/>	Distribution of the documents
4.3	<input type="checkbox"/>	<input type="checkbox"/>	Document issue, approval or change (The creation of document (by whom, to whom, numbering, document structure...))
4.4	<input type="checkbox"/>	<input type="checkbox"/>	Vendor and subcontractor assessment audit and control
4.5	<input type="checkbox"/>	<input type="checkbox"/>	Verification that incoming products, parts, materials, and equipment, including items supplied new or used by buyers of products, are as specified in the applicable design data (It is the description of the incoming material inspection
4.6	<input type="checkbox"/>	<input type="checkbox"/>	Identification and traceability
4.7	<input type="checkbox"/>	<input type="checkbox"/>	Manufacturing processes
4.8	<input type="checkbox"/>	<input type="checkbox"/>	Special processes (The special processes shall be mentioned and described if any)
4.9	<input type="checkbox"/>	<input type="checkbox"/>	Inspection and testing, including production flight tests
4.10	<input type="checkbox"/>	<input type="checkbox"/>	Calibration of tools, jigs and test equipment
4.11	<input type="checkbox"/>	<input type="checkbox"/>	Non-conforming items control
4.12	<input type="checkbox"/>	<input type="checkbox"/>	Airworthiness co-ordination with applicant for, or holder of, the design approval (This paragraph shall also refer to the DO/PO arrangement if any)
4.13	<input type="checkbox"/>	<input type="checkbox"/>	Records completion and retention
4.14	<input type="checkbox"/>	<input type="checkbox"/>	Personnel competence and qualification (This should describe the general requirement for accepting anybody working in POA holder organisation. The training process of these persons shall be described (minimum training and also regular training). If there are special process or NDT in the scope, the specific requirements for training and qualification should also be described.)
4.15	<input type="checkbox"/>	<input type="checkbox"/>	Certifying staff qualification and training (This paragraph is specifically reserved for certifying staff, with qualification requirements, training needs, nomination, records and authorization)

4.16	<input type="checkbox"/>	<input type="checkbox"/>	Issue of airworthiness release documents
4.17	<input type="checkbox"/>	<input type="checkbox"/>	Handling, storage and packing
4.18	<input type="checkbox"/>	<input type="checkbox"/>	Internal quality audits and resulting corrective actions Quality audit of processes Quality audit of product Quality audit remedial action procedure Quality audit personnel Planning for POA compliance audits
4.19	<input type="checkbox"/>	<input type="checkbox"/>	Work within the terms of approval performed at any location other than the approved facilities (Also called outlocated work)
4.20	<input type="checkbox"/>	<input type="checkbox"/>	Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation (This is applicable only for complete aircraft)
4.21	<input type="checkbox"/>	<input type="checkbox"/>	Issue of permit to fly and approval of associated flight conditions (This is applicable only for complete aircraft)
4.22	<input type="checkbox"/>	<input type="checkbox"/>	Occurrence reporting
4.23	<input type="checkbox"/>	<input type="checkbox"/>	Control of critical parts
5	<input type="checkbox"/>	<input type="checkbox"/>	Appendixes
5.1	<input type="checkbox"/>	<input type="checkbox"/>	Capability List (If applicable)
5.2	<input type="checkbox"/>	<input type="checkbox"/>	Cross reference table between Part 21 subpart G requirements and internal documents (This is not applicable in case there are no other internal POA documents than POE)

Review & acceptance by auditor(s):

Name & signature:

Date of checklist completion: