



CAOIRI PART 21 DOH APPROVAL CHECKLIST

Initial Approval

Change

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

Satisfactory or Not applicable with 21.A.243(a) Handbook			
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 J Design Organisation Handbook
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 DOA
0.4	<input type="checkbox"/>	<input type="checkbox"/>	Reference of the Handbook 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 DOH identification
1.2	<input type="checkbox"/>	<input type="checkbox"/>	Amendment record list/revision number of the DOH and Page number
2	<input type="checkbox"/>	<input type="checkbox"/>	General
2.1	<input type="checkbox"/>	<input type="checkbox"/>	Table of Contents
2.2	<input type="checkbox"/>	<input type="checkbox"/>	Amendment History
2.3	<input type="checkbox"/>	<input type="checkbox"/>	Distribution List
2.4	<input type="checkbox"/>	<input type="checkbox"/>	Abbreviations and Definitions
3	<input type="checkbox"/>	<input type="checkbox"/>	Organization
3.1	<input type="checkbox"/>	<input type="checkbox"/>	Objective of handbook and binding statement
3.2	<input type="checkbox"/>	<input type="checkbox"/>	Responsible person for administration of handbook
3.3	<input type="checkbox"/>	<input type="checkbox"/>	Design Assurance System changes, handbook amendment procedure
3.3.1	<input type="checkbox"/>	<input type="checkbox"/>	Classification of changes to the Design Assurance System
3.3.2	<input type="checkbox"/>	<input type="checkbox"/>	Handbook amendment procedure
3.4	<input type="checkbox"/>	<input type="checkbox"/>	Presentation of Design Organization

3.4.1	<input type="checkbox"/>	<input type="checkbox"/>	Company history and background and Design experience
3.5	<input type="checkbox"/>	<input type="checkbox"/>	Terms of approval (Scope of work & Privilege)
3.6	<input type="checkbox"/>	<input type="checkbox"/>	Organization charts
3.7	<input type="checkbox"/>	<input type="checkbox"/>	Human resources
3.7.1	<input type="checkbox"/>	<input type="checkbox"/>	Design Engineer (Responsibility & Qualification & Experience)
3.7.2	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Verification Engineer (Responsibility & Qualification & Experience)
3.8	<input type="checkbox"/>	<input type="checkbox"/>	Management staff (Responsibility & Qualification & Experience)
3.8.1	<input type="checkbox"/>	<input type="checkbox"/>	Chief Executive (Responsibility & Qualification & Experience)
3.8.2	<input type="checkbox"/>	<input type="checkbox"/>	Head of Design Organization (Responsibility & Qualification & Experience)
3.8.3	<input type="checkbox"/>	<input type="checkbox"/>	Head of Office of Airworthiness (Responsibility & Qualification & Experience)
3.8.4	<input type="checkbox"/>	<input type="checkbox"/>	Head of Independent System Monitoring (Responsibility & Qualification & Experience)
3.9	<input type="checkbox"/>	<input type="checkbox"/>	Authorized signatories
3.10	<input type="checkbox"/>	<input type="checkbox"/>	Training of Staff (Part 21, CS 25, EWIS, HF,.....)
3.11	<input type="checkbox"/>	<input type="checkbox"/>	Design Organization Location & Department Layout
3.12	<input type="checkbox"/>	<input type="checkbox"/>	General Description of Facilities
3.12.1	<input type="checkbox"/>	<input type="checkbox"/>	Equipment
3.12.2	<input type="checkbox"/>	<input type="checkbox"/>	Office Accommodation
3.12.3	<input type="checkbox"/>	<input type="checkbox"/>	Software
4	<input type="checkbox"/>	<input type="checkbox"/>	Independent System Monitoring
4.1	<input type="checkbox"/>	<input type="checkbox"/>	Scope of ISM & Audit Plan & Performance of compliance
4.2	<input type="checkbox"/>	<input type="checkbox"/>	Determination and monitoring of findings and corrective action
5	<input type="checkbox"/>	<input type="checkbox"/>	New Type Certificate
5.1	<input type="checkbox"/>	<input type="checkbox"/>	Application, product specification, description
5.2	<input type="checkbox"/>	<input type="checkbox"/>	Type Certification Basis of new product
5.3	<input type="checkbox"/>	<input type="checkbox"/>	Certification Programme
5.4	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Demonstration (Compliance Documents)
5.5	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Summary (Compliance Check List)
5.6	<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Compliance
6	<input type="checkbox"/>	<input type="checkbox"/>	Changes to Type Design
6.1	<input type="checkbox"/>	<input type="checkbox"/>	Specification and description of the Change
6.2	<input type="checkbox"/>	<input type="checkbox"/>	Classification of Design Changes (Major Changes & Minor Changes)
6.3	<input type="checkbox"/>	<input type="checkbox"/>	Type Certification Basis for a Change to Type Design
6.4	<input type="checkbox"/>	<input type="checkbox"/>	Certification Programme
6.5	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Demonstration (Compliance Documents)
6.6	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Summary (Compliance Check List)
6.7	<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Compliance
6.8	<input type="checkbox"/>	<input type="checkbox"/>	Approval of Changes (Approval of Minor Changes & Approval of Major Changes)

7	<input type="checkbox"/>	<input type="checkbox"/>	Repairs
7.1	<input type="checkbox"/>	<input type="checkbox"/>	Damage description (Damage Identification)
7.2	<input type="checkbox"/>	<input type="checkbox"/>	Repair description
7.3	<input type="checkbox"/>	<input type="checkbox"/>	Unrepaired Damage
7.4	<input type="checkbox"/>	<input type="checkbox"/>	Classification of Repairs (Minor Repairs & Major Repairs)
7.5	<input type="checkbox"/>	<input type="checkbox"/>	Type Certification Basis for a Repair Design
7.6	<input type="checkbox"/>	<input type="checkbox"/>	Certification Programme
7.7	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Demonstration (Compliance Documents)
7.8	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Summary (Compliance Check List)
7.9	<input type="checkbox"/>	<input type="checkbox"/>	Declaration of Compliance
7.10	<input type="checkbox"/>	<input type="checkbox"/>	Approval of Repairs (Approval of Minor Repairs & Approval of Major Repairs)
8	<input type="checkbox"/>	<input type="checkbox"/>	Design Process
8.1	<input type="checkbox"/>	<input type="checkbox"/>	Initiation of Design Process
8.2	<input type="checkbox"/>	<input type="checkbox"/>	Management of Design Project
8.3	<input type="checkbox"/>	<input type="checkbox"/>	Drawings, Bill of Material
8.4	<input type="checkbox"/>	<input type="checkbox"/>	Configuration Control & Marking & etc
9	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Demonstration
9.1	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Statements
9.2	<input type="checkbox"/>	<input type="checkbox"/>	Analysis
9.3	<input type="checkbox"/>	<input type="checkbox"/>	Investigation and Testing (Test Plan , Conformity Inspection, Conformity Statement , Witnessing , Laboratory Tests , Ground Tests , Flight Tests , Test Report)
9.4	<input type="checkbox"/>	<input type="checkbox"/>	Compliance Demonstration Document
10	<input type="checkbox"/>	<input type="checkbox"/>	Permit to Fly
10.1	<input type="checkbox"/>	<input type="checkbox"/>	Establishment (and Approval) of Flight Conditions
10.2	<input type="checkbox"/>	<input type="checkbox"/>	Application for / Issue of Permit to Fly
11	<input type="checkbox"/>	<input type="checkbox"/>	Coordination between design and PO/MO
11.1	<input type="checkbox"/>	<input type="checkbox"/>	Coordination between design and Production
11.2	<input type="checkbox"/>	<input type="checkbox"/>	Data exchange and Production deviations, concessions
11.3	<input type="checkbox"/>	<input type="checkbox"/>	Coordination between design and MRO
12	<input type="checkbox"/>	<input type="checkbox"/>	Documentation control
12.1	<input type="checkbox"/>	<input type="checkbox"/>	Documents used as reference data
12.2	<input type="checkbox"/>	<input type="checkbox"/>	Distribution of design data
12.3	<input type="checkbox"/>	<input type="checkbox"/>	Documents for Maintenance and Operating Instructions
12.4	<input type="checkbox"/>	<input type="checkbox"/>	Documentation and Drawings Numbering System
12.5	<input type="checkbox"/>	<input type="checkbox"/>	Configuration Control

12.6	<input type="checkbox"/>	<input type="checkbox"/>	Record Keeping
13	<input type="checkbox"/>	<input type="checkbox"/>	Continued Airworthiness
13.1	<input type="checkbox"/>	<input type="checkbox"/>	Manuals (AFM, AMM, IPC, W&B, SRM, FCOM, SM, WM, etc)
13.2	<input type="checkbox"/>	<input type="checkbox"/>	Instructions for Continued Airworthiness
13.3	<input type="checkbox"/>	<input type="checkbox"/>	Service Bulletins (SB) or Alert Service Bulletins (SB) or Repair Approval Sheet (RAS)
13.4	<input type="checkbox"/>	<input type="checkbox"/>	Failures, malfunctions and defects
13.4.1	<input type="checkbox"/>	<input type="checkbox"/>	Monitoring occurrences
13.4.2	<input type="checkbox"/>	<input type="checkbox"/>	Classification and investigation of occurrences
13.4.3	<input type="checkbox"/>	<input type="checkbox"/>	Occurrence Report
13.4.4	<input type="checkbox"/>	<input type="checkbox"/>	Reporting to the Agency
13.4.5	<input type="checkbox"/>	<input type="checkbox"/>	Airworthiness directives (AD)
14	<input type="checkbox"/>	<input type="checkbox"/>	Design Suppliers
14.1	<input type="checkbox"/>	<input type="checkbox"/>	Selection criteria for design suppliers
14.1.1	<input type="checkbox"/>	<input type="checkbox"/>	Subcontracting to design suppliers without DOA
14.1.2	<input type="checkbox"/>	<input type="checkbox"/>	contracting to design suppliers with DOA
14.2	<input type="checkbox"/>	<input type="checkbox"/>	Design supplier, CVE nomination
14.2.1	<input type="checkbox"/>	<input type="checkbox"/>	CVE at a design supplier without DOA
14.2.2	<input type="checkbox"/>	<input type="checkbox"/>	CVE at a design supplier with DOA
15	<input type="checkbox"/>	<input type="checkbox"/>	OSD
15.1	<input type="checkbox"/>	<input type="checkbox"/>	Operational Suitability Data Classification
15.2	<input type="checkbox"/>	<input type="checkbox"/>	Data for training of Pilots (FCD)
15.3	<input type="checkbox"/>	<input type="checkbox"/>	Data for qualification of simulators (SIMD)
15.4	<input type="checkbox"/>	<input type="checkbox"/>	Data for cabin crew (CCD)
15.5	<input type="checkbox"/>	<input type="checkbox"/>	Data for training of maintenance certifying staff (MCSD)
15.6	<input type="checkbox"/>	<input type="checkbox"/>	MMEL
15.7	<input type="checkbox"/>	<input type="checkbox"/>	Other type-related operational suitability elements
16	<input type="checkbox"/>	<input type="checkbox"/>	Appendices
16.1	<input type="checkbox"/>	<input type="checkbox"/>	List of referenced Procedures
16.2	<input type="checkbox"/>	<input type="checkbox"/>	List of forms and templates
16.3	<input type="checkbox"/>	<input type="checkbox"/>	Flight Test Operation Manual (if applicable)
<p>Note: Each non compliance as a finding should be recorded in Audit Report Finding & Corrective Action Request Form (CAOIRI Form 6) and should be sent to the organization (auditee) for the necessary corrective action.</p>			

Review & acceptance by auditor(s):

Name & signature:

Date of checklist completion: