**SHT 21 SUBPART G PRODUCTION ORGANISATION EXPOSITION (POE) INDEX COMPLIANCE CHECK LIST**

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| **Organisation:** |  |
| **Application date:** |  | **Application Ref.:** |  |
| **Isuue/Revision No:** |  | **Issue/Revision Date:** |  |
| **Reason for Revision** |  |

|  | **Reference to SHT 21** | **Ref to POE paragraph** | **Comment for applicant** | **Comment for Competent Authority** |
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| **General information that should be in the first page** |  |  |  |  |
| SHT 21 subpart G Production Organisation Exposition |  |  |  |  |
| Name and address of the Organisation complying with official name (as per business registration) |  |  |  |  |
| Approval reference of the POA |  |  |  |  |
| Reference of the Exposition with issue number  |  |  |  |  |
| Approval date |  |  |  |  |
|  |  |  |  |  |
| **General information for each page** |  |  |  |  |
| Name of the organisation  |  |  |  |  |
| POE identification  |  |  |  |  |
| Amendment/revision number of the POE |  |  |  |  |
| Page number |  |  |  |  |
|  |  |  |  |  |
| **General chapters** |  |  |  |  |
| Table of content  |  |  |  |  |
| History of revision |  |  | Including status of the revision. Please ensure that the changes are somehow highlighted and that they are easy to identify. |  |
| List of effectives pages  |  |  |  |  |
| Distribution list |  |  |  |  |
| Terms and abbreviation |  |  | This can be removed from general chapters if any abbreviations are defined every time it is used in the document |  |
| Introduction / Description of the Organisation |  |  | This is to present the organisation |  |
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| **Management Procedures** |  |  |  |  |
| Signed corporate commitment by the Accountable Manager | 21.A.143(a)(1) |  | Shall confirm 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. |  |
| Nomination of Accountable Manager with reference to delegation letter when the AM is nominated by top management | 21.A.143(a)(2)21.A.145(c)(1) |  | The letter of nomination of AM by top management shall be included in the POE (e.g., as an attachment) |  |
| Management personnel | 21.A.143(a)(2)21.A.145(c)(2) |  | Shall list the title and names of all the nominated persons in front of the POA, as well as deputies as applicable  |  |
| Duties and responsibilities of: | 21.A.143(a)(3)21.A.145(c)(1)21.A.145(c)(2) |  | Shall also include matters on which they may deal directly with the competent authority on behalf of the Organisation. |  |
| * Accountable manager
 |  |  |  |  |
| * Quality manager
 |  |  |  |  |
| * Production manager
 |  |  |  |  |
| * Safety manager
 |  |  |  |  |
| * Any other manager related to POA
 |  |  |  |  |
| Organisational chart  | 21.A.143(a)(4)21.A.145(c) |  | The org chart shall identify the reporting lines and nominated managers |  |
| List of SHT 21 certifying staff | 21.A.143(a)(5)21.A.145(d) |  | This can also be an appendix |  |
| General description of the man-power resources | 21.A.143(a)(6) |  | The general description of man-power resources shall identify the number of staff (headcount) related to POA activities under the scope of approval (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) |  |
| General description of the facilities  | 21.A.9(a)21.A.143(a)(7)21.A.145(a)  |  | Containing the address and details of each facility included in the scope of the POA (in the production organisation’s certificate of approval). A readable facility layout plan shall be included.If the organisation exercises privileges at any location that is not directly under the control of the legal entity and therefore not listed in the POA certificate (i.e., issuance of EASA Form 1 at subcontractor facility), such locations also need to be identified under this chapter. |  |
| Scope of work | 21.A.133(a)21.A.143(a)(8)21.A.151 |  | The general scope of work relevant to the terms of approval shall be described here. 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. |  |
| Notification procedure of organisational changes to Competent Authority. | 21.A.143(a)(9)21.A.14721.A.14821.A.14921.A.153 |  | 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… |  |
| Amendment procedure of the exposition | 21.A.143(a)(10)21.A.143(c)21.A.165(a) |  | It shall describe how and by whom are the Exposition and the associated documents updated. |  |
| Description of the production management system  | 21.A.139(a)21.A.139(b)21.A.143(a)(11) |  | Overall description of the production management system, including both the quality management and the safety management element (i.e., structure of the documentation, policy, processes and procedures…) |  |
| Supplier/subcontractor list | 21.A.143(a)(12) |  | It shall include the main suppliers list plus the reference to the full suppliers list if the list is too big. A change of such a main subcontractor may be treated as a significant change (21.A.147). Can also be put as an appendix.  |  |
| Flight test operations manual defining the organisation's policies and procedures in relation to flight test | 21.A.143(a)(13) |  | If flight tests are to be conducted |  |
| Alternative means of compliance | 21.A.134A |  | If an organisation wishes to use alternative means of compliance, a procedure in the POE needs to describe the process for developing such AltMoC. The organisation may use those alternative means of compliance subject to prior approval from the competent authority. Mark this chapter as not applicable (N/A) if not intended to make use of AltMoC.  |  |
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| **Production management system –** **Quality management element** |  |  |  |  |
| Distribution of the documents | 21.A.139(a)21.A.165(a) |  |  |  |
| Document issue, approval or change | 21.A.139(d)(2)(i) |  | The creation of document (by whom, to whom, numbering, document structure…) shall also be covered in this paragraph.How the changes are followed and highlighted shall also be covered. |  |
| Vendor and subcontractor assessment audit and control | 21.A.9(b)21.A.139(d)(2)(ii) |  | Shall also include the evaluation and the acceptance criteria. |  |
| 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 | 21.A.139(d)(2)(iii) |  | It is the description of the incoming material inspection |  |
| Identification and traceability | 21.A.139(d)(2)(iv)21.A.80121.A.80421.A.80521.A.807 |  |  |  |
| Manufacturing processes | 21.A.139(d)(2)(v)21.A.145(a)21.A.163(a)21.A.165(b) |  | Shall also include the management of the production documentation. |  |
| Special processes | 21.A.139(d)(2)(v)21.A.145(a) |  | The special processes shall be mentioned and described if any. |  |
| Inspection and testing, including production flight tests | 21.A.139(d)(2)(vi) |  |  |  |
| Calibration of tools, jigs and test equipment | 21.A.139(d)(2)(vii)21.A.145(a) |  | Shall include the acceptance, the use, the control and the calibration of the tools and equipment |  |
| Non-conforming item control | 21.A.139(d)(2)(viii) |  | Including concessions |  |
| Airworthiness co-ordination with applicant for, or holder of, the design approval | 21.A.133(b)21.A.133(d)(1)21.A.139(d)(2)(ix)(A)21.A.145(b)21.A.165(d) |  | This paragraph shall also refer to the DO/PO arrangement if any (unless this is included in the “scope of work” chapter). |  |
| Completion and retention of records | 21.A.5(b)21.A.5(c) 21.A.139(d)(2)(x)  |  | It is dealing with technical records and it shall include the management of electronic records if any. |  |
| Competence and qualifications of personnel | 21.A.5(d)21.A.5(e)(1)21.A.5(e)(2)21.A.139(d)(2)(xi)21.A.145(c)21.A.145(d)  |  | 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. |  |
| Certifying staff qualification and training | 21.A.5(d)21.A.5(e)(1)21.A.145(d) |  | This paragraph is specifically reserved for certifying staff, with qualification requirements, training needs, nomination, records and authorization. |  |
| Issue of airworthiness release documents | 21.A.139(d)(1)21.A.139(d)(2)(xii)21.A.16321.A.165(c)21.A.165(e) |  |  |  |
| Handling, storage and packing | 21.A.139(d)(2)(xiii) |  |  |  |
| Internal quality audits and resulting corrective actions | 21.A.139(d)(2)(xiv)21.A.139(e)21.A.158 |  |  |  |
| * Quality audit of processes
* Quality audit of product
* Quality audit remedial action procedure
* Quality audit personnel
* Planning for POA compliance audits
 |  |  | The quality audit of processes shall also cover the audit of special processes if any.These are the audits procedures to cover the scope of SHT 21 applicable subparts in order to prove the compliance with the regulation |  |
| Work within the terms of approval performed at any location other than the approved facilities | 21.A.139(d)(2)(xv) |  | Also called outlocated work. |  |
| Work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation | 21.A.139(d)(2)(xvi)21.A.165(e) |  | This is applicable only for complete aircraft. |  |
| Issue of permit to fly and approval of associated flight conditions | 21.A.139(d)(2)(xvii)21.A.165(f)21.A.165(g) |  | This is applicable only for complete aircraft. |  |
| Control of critical parts | 21.A.139(d)(3) |  |  |  |

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| **Production management system –****Safety management element** |  |  |  |  |
| Safety management element | 21.A.139(a)21.A.139(b) |  | The safety management element shall be documented and tailored to each organisation |  |
| Safety policy and related safety objectives | 21.A.139(c)(1) |  |  |  |
| Key safety personnel | 21.A.139(c)(2)21.A.145(c) |  | Safety manager and safety board, and safety action group as applicable |  |
| Safety risk management | 21.A.139(c)(3) |  | Identification of safety hazards, evaluation and management of associated risks, including actions to mitigate the risks and verify their effectiveness. |  |
| Safety assurance process | 21.A.139(c)(4) |  | Effective management of changes in the organisational structure, facilities, scope of work, personnel, documentation, policies and procedures, etc.  |  |
| Safety promotion | 21.A.139(c)(5) |  | Training and education, communication |  |
| Occurrence reporting | 21.A.3A(b)21.A.3A(c)21.A.3A(d)21.A.3A(e)21.A.3A(f)21.A.139(c)(6) |  |  |  |
| Independent monitoring function | 21.A.139(e) |  |  |  |
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| **Appendixes** |  |  |  |  |
| Capability List |  |  | If applicable |  |
| Cross reference table between SHT 21 requirements and internal documents. |  |  | This is not applicable in case there are no other internal POA documents than POE. |  |
| SHGM Form 1 template | Appendix I |  | The template shall be adapted to each organisation |  |
| SHGM Form 20b template | Appendix IV |  | If applicable.The template shall be adapted to each organisation |  |
| SHGM Form 52 template | Appendix VIII |  | If applicable.The template shall be adapted to each organisation |  |
| SHGM Form 53 template | Appendix IX |  | If applicable.The template shall be adapted to each organisation |  |

| **Inspected by Name Surname-Title** | **Signature** | **Date** |
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