

Viešosios įstaigos Transporto kompetencijų  
agentūros prižiūrimų ūkio subjektų veiklos  
priežiūros taisyklių  
1 priedas

(patikrinimo klausimyno forma)

1. Bendroji dalis						
Patikrinimo data:			Patikrinimo tipas (planinis / neplaninis):			
Patikrinimo numeris:			Patikrinimo grupės vadovas: (vardas, pavardė)			
Klausimyno/ ataskaitos numeris:			Tikrintojas 1: (vardas, pavardė)			
Tikrinamo ūkio subjekto atstovas: (vardas, pavardė)			Tikrintojas 2: (vardas, pavardė)			
Nuoroda į standartą/ teisės aktą/ procedūrą/ kt.:			Tikrinamas ūkio subjektas (struktūrinis padalinys):			
2. Klausimynas				Išvados		
Eil. Nr.	Nuoroda	Klausimas	Detalizacija/ tikrintojo veiksmi	Įvertinimas	Radiniai/ komentarai	
Design links						
1.	21.A.133	Does the POA holder/applicant have suitably documented arrangements (see AMC No 2 to 21.A.133b&c) with a DOA to ensure satisfactory co-ordination including:		Atiti nka	Neat itink a	
1.1	AMC No 1 to 21.A.133 b/c	correct and timely transfer of up-to-date airworthiness and design data				
1.2	AMC No 1 to	the responsibilities and procedures of a POA holder/applicant for developing its own				

	21.A.133 b/c	manufacturing data in compliance with the airworthiness data package				
1.3	AMC No 1 to 21.A.133 b/c	the responsibilities of a POA holder/applicant to assist the DOA with continuing airworthiness matters (e.g., traceability of parts in case of direct delivery to users, retrofitting of modifications, traceability of processes' outputs and approved deviations for individual parts as applicable, technical information and assistance, etc.);				
1.4	AMC No 1 to 21.A.133 b/c	Part 21 requirements such as 21.A.145b, 21.A165(c),(f)&(g)				
1.5	AMC No 1 to 21.A.133 b/c	the arrangements to assist the DOA in showing compliance prior to type certification (access and suitability of production and test facilities for manufacturing and testing of prototype models and test specimen)				
1.6	AMC No 1 to 21.A.133 b/c	the procedures to deal adequately with production deviations and non-conforming parts				
1.7	AMC No 1 to 21.A.133 b/c	the procedures to achieve adequate configuration control of manufactured parts, to enable the final determination and identification for conformity or airworthiness release and eligibility status				
1.8	AMC No 1 to 21.A.133 b/c	the transfer of design data eligibility and approval status in accordance with Part 21.A.4				

1.9	AMC No 1 to 21.A.133 b/c	the acknowledgment by the holder of the TC/STC/repair or change approval/ETSO authorisation that the approved design data provided, controlled and modified in accordance with the arrangement are recognised as approved				
1.10	AMC No 1 to 21.A.133 b/c	the identification of the responsible persons/offices who control the above				
1.11	AMC No 1 to 21.A.133 b/c	any agreement relating to Direct Delivery Authorisation, see also Part 21.A.4				
Application and Approval						
2.	21.A.134	Is application for a production organisation approval made to the competent authority in The established form and manner, including an outline of the information required by point 21.A.143 and the terms of approval requested to be issued under point 21.A.151.?				
3.	21.A.135	Is organisation entitled to have a production organisation approval issued by the competent authority ?				
Quality System						
4.	21.A.139 (a)	Has the applicant established a quality system which includes the products, parts or appliances detailed in the scope of the organisation ?				
4.1	GM No 1 to 21.A.39 9a)	Is the quality system documented in a form which makes it easily available to personnel who need it to perform their duties ?				
4.2	GM No 1 to 21.A.39 9a)	Is the manager responsible for ensuring that the quality system is implemented and maintained identified ?				

5.	21.A.139 (b1)	Are there adequate procedures for document issue, approval & change ?				
6.	21.A.139 (b1)	Are there adequate procedures for work performed at any location other than the approved facilities (critical process parameters for the work conducted, such as the light, temperature, humidity, etc., and adequate tooling, are identified and considered.?				
7.	21.A.139 (b1)	Are there adequate control procedures for any critical parts ?				
8.	21.A.139 (b1/b2)	Is there an adequately proceduralised independent quality assurance function to monitor compliance with, and adequacy of, the procedures of the quality system ?				
9.	21.A.139 (b2)	Is quality assurance independent of the functions which it monitors ?				
10.	21.A.139 (b2)	Are staff able to work without technical reliance on the monitored function ?				
11.	21.A.139 (b2)	Does the quality assurance function perform planned continuing and systematic evaluations or audits of factors which affect conformity, airworthiness and safety of the product ?				
12.	21.A.139 (b2)	Does this evaluation include all elements of the quality system in order to show compliance with subpart G ?				
13.	21.A.139 (b2)	Are quality assurance results fed back to the manager responsible for the function and to the accountable manager to ensure adequate corrective action ?				
14.	21.A.139 (b1)	Are there adequate procedures for the completion and retention of records ?				
15.	21.A.139 (b1) 21.A.145 (a)	Is personnel competent and qualified ? Are there adequate resources and procedures with regard to personnel competence and qualification ?				

16.	21.A.165 (d)	Are records kept of all work in a form acceptable to the authority ?				
17.	21.A.165 (h)	Are there adequate & effective procedures for instituting an archiving system, including suppliers/partners/sub-contractors data, used for the purposes of conformity release and continued airworthiness ?				
<b>Supplier Control</b>						
18.	21.A.139 (b1)	Are there adequate procedures for vendor & subcontractor assessment, audit & control ?				
19.	21.A.139 (a)	Are external suppliers identified by the quality system ?				
20.	21.A.139 (a)	Are external suppliers controlled by using the following techniques as appropriate to ensure conformity:				
20.1	21.A.139 (a)	Qualification and auditing of the suppliers system				
20.2	21.A.139 (a)	Evaluation of capability to establish conformity to applicable design data				
20.3	21.A.139 (a)	First article inspection to verify conformity to applicable data				
20.4	21.A.139 (a)	Incoming inspection and test where appropriate				
20.5	21.A.139 (a)	A vendor rating system which gives confidence in performance and reliability				
20.6	21.A.139 (a)	Additional work, including inspection and checks needed to enable parts to be delivered as spares, which are not included in the normal production cycle.				
20.7	21.A.139 (a)	Supplier personnel satisfy the competency standards of the applicants quality system as appropriate				
20.8	21.A.139 (a)	Quality measurements are clearly identified by the supplier				
20.9	21.A.139 (a)	Supplier records and reports showing conformity are available for review and audit				

20.10	21.A.139 (a)	Does the applicant rely on suitable documentation ( EASA Form 1) from suppliers with a POA and are they identified				
20.11	21.A.139 (a)	Is the control of buyer furnished equipment included in the Quality system				
21.	21.A.139 (b1)	Are there adequate procedures for the verification of incoming materiel against applicable design data ?				
22.	21.A.139 (b1)	Are there adequate procedures for handling, storage & packaging (by suppliers & internally) ?				
23.	21.A.139 (b1)	Are there adequate procedures for identification and traceability ?				
24.	21.A.139 (b1)	Are there adequate procedures for manufacturing processes ?				
25.	21.A.139 (b1)	Are there adequate procedures for inspection and test (including production flight test if applicable) ?				
26.	21.A.139 (b1) 21.A.145 (a)	Are there adequate procedures for calibration of tools, jigs and test equipment (traceable to national standards) and are they implemented				
27.	21.A.145 (a)	Are adequate resources available to carrying out production under the scope of approval, with regard to:				
27.1	21.A.145 (a)	Accommodation and working environment (cleanliness, temperature, humidity, ventilation, lighting, space/access, noise, air pollution)				
27.2	21.A.145 (a)	Equipment and tools				
27.3	21.A.145 (a)	Special processes and associated materials				
27.4	21.A.145 (a)	NDT, welding equipment and facilities				
27.5	21.A.145 (a)	Inspection and test equipment and facilities				

27.6	21.A.145 (a)	Competent personnel				
28.	21.A.145 (a)	Is there access and evidence of effective co-ordination between and within departments ?				
Exposition						
18.	21.A.143 (a)	Has a POE been submitted to the EASA and verified for compliance ? Does it reflect the organizations' activities applicable to the scope of approval applied for ?				
19.	21.A.143 (b)	Is the POE amended as necessary to remain an up-to-date description of the organisation and copies of amendments supplied to the EASA ?				
20.	21.A.147 (a)	Each change to the approved production organisation that is significant to the showing of conformity or to the airworthiness and environmental characteristics of the product, part or appliance, particularly changes to the quality system, shall be approved by the competent authority.				
21.	21.A.148	Changes in location of the manufacturing facilities must be notified to the competent authority prior to the change and as soon as practicable.				
22.	21.A.165 (a)	Are production organisation exposition and the documents to which it refers used as basic working documents within the organisation ?				
22.1	21.A.165 (a)	Has the applicant made the POE available to its personnel where necessary for the performance of their duties ?				
22.2	21.A.165 (a)	Is there a distribution list ?				
22.3	21.A.165 (a)	Is personnel familiar with the POE & associated documents applicable to their tasks ?				

23.	21.A.165 (b)	Is the production organisation maintained in accordance with the approved data and procedures ?				
Personnel						
24.	21.A.145 (c1)	Is accountable manager nominated by the production organisation ?				
25.	21.A.145 (c1)	Is accountable manager aware of their responsibility to maintain the applicants organisation in accordance with the data and procedures identified in the POE ?				
26.	21.A.145 (c1)	*Has the authority been delegated in writing to another person (if applicable) ?				
27.	21.A.145 (c1)	Does accountable manager have the necessary responsibility and authority to ensure production is performed to the required standard:				
27.1	21.A.145 (c1)	Does he/she ensure that all necessary resources are available and properly used in order to produce in accordance with subpart G ?				
27.2	21.A.145 (c1)	Does he/she have the necessary knowledge and authority to respond to the EASA on production matters ?				
28.	21.A.145 (c2)	Have a group of managers been identified as responsible to the accountable manager to ensure the organisation is, and remains, in compliance with the approval requirements:				
28.1	21.A.145 (c2)	do they report to, or have formally established direct access to, the accountable manager ?				
28.2	21.A.145 (c2)	have their responsibilities and authority been clearly identified and detailed in procedures to other staff within the organisation				
28.3	21.A.145 (c2)	have details been made available on EASA Form 4 ?				
28.4	21.A.145 (c2)	Is their knowledge, background and experience appropriate to their responsibilities ?				



28.5	21.A.145 (c2)	Does the manager responsible for monitoring the organisations compliance with subpart G (quality manager) have direct access to the accountable manager ?				
29.	21.A.145 (c3)	Do the procedures clearly identify the appropriate authority of staff at all levels ?				
30.	21.A.145 (c3)	Is there full and effective co-ordination between staff relating to airworthiness, noise, fuel venting and exhaust emission matters ?				
31.	21.A.145 (a)	Are there adequate resources and procedures with regard to personnel competence and qualification (part of the quality system)				
Certifying staff						
32.	21.A.145 (d1)	Have certifying staff been clearly identified (EASA Form 1 signatories):				
32.1	21.A.145 (d1)	Is their background & experience appropriate to discharge their responsibilities ?				
32.2	21.A.145 (d1)	Is their number sufficient with regard to the complexity of the part and the production rate				
32.3	21.A.145 (d1)	Is their knowledge and experience of the production processes adequate				
32.4	21.A.145 (d1)	Is their knowledge of the approval requirements adequate to make releases				
33.	21.A.145 (d1)	Has adequate training been included for certifying staff ?				
34.	21.A.145 (d1)	Is the training updated with changes in the organisation and its technology and staff re trained as necessary ?				
35.	21.A.145 (d1)	Does training include a feedback system to maintain currency of both staff and training ?				
36.	21.A.145 (d2)	Are records available of all certifying staff detailing the following:				
36.1	21.A.145 (d2)	Name				
36.2	21.A.145 (d2)	Date of birth				
36.3	21.A.145 (d2)	Basic training and standard attained				

36.4	21.A.145 (d2)	Specific training and standard attained				
36.5	21.A.145 (d2)	Continued training ( as appropriate )				
36.6	21.A.145 (d2)	Experience				
36.7	21.A.145 (d2)	Scope of authorisation				
36.8	21.A.145 (d2)	Date of first issue				
36.9	21.A.145 (d2)	Expiry date, if appropriate				
36.10	21.A.145 (d2)	Identification (number) of the authorisation				
36.11	21.A.145 (d2)	Documented acceptance of the nomination				
37.	21.A.145 (d2)	Are the records for certifying staff detailed as a procedure in the quality system ?				
38.	21.A.145 (d2)	Are certifying staff records restricted to prevent unauthorised alteration ?				
39.	21.A.145 (d2)	Can certifying staff access their own records upon request ?				
40.	21.A.145 (d2)	Are records maintained for at least two years following cessation of the authorisation ?				
41.	21.A.145 (d3)	Are certifying staff provided with evidence of the scope of their authorisation:				
41.1	21.A.145 (d3)	Does the document style make clear the scope of the authorisation ?				
41.2	21.A.145 (d3)	Is the authorisation document made available in a reasonable time ?				
42.	21.A.139 (b1) 21.A.163 (c)	Are there adequate procedures for the issue of airworthiness certifications (EASA Form 1) ?				
42.1	Appendix I to Part-21	Are EASA Forms 1 completed in accordance with Part 21 Appendix I ?				
42.2	21.A.163 (c)	Are they only signed by certifying staff ?				
42.3	21.A.163 (c)	Are copies of the EASA Forms 1 held on file ?				

43.	21.A.165 (c2)	Is it ensured that each product, part or appliance is complete, conforms to the approved design data and is in a condition for safe operation before issuing a EASA Form 1 for airworthiness				
44.	21.A.165 (c3)	In the case of engines is it determined that emissions requirements current at the date of manufacture are complied with when raising an EASA Form 1 ?				
<b>Production</b>						
45.	21.A.139 (b1)	Are there adequate procedures for identification and traceability of parts and material in stock, in completed parts or in parts in process (where the applicable design data specifies that parts require specific individual traceability, these parts are identified and records are kept) ?				
46.	21.A.139 (b1)	Are there adequate procedures for manufacturing processes ?				
47.	21.A.139 (b1)	Are there adequate procedures for inspection and test (including production flight test if applicable) ?				
48.	21.A.139 (b1) 21.A.145 (a)	Are there adequate procedures for calibration of tools, jigs and test equipment (traceable to national standards) and are they implemented ?				
49.	21.A.145 (a)	Are adequate resources available to carrying out production under the scope of approval, with regard to:				
49.1	21.A.145 (a)	Accommodation and working environment ?				
49.2	21.A.145 (a)	Equipment and tools ?				
49.3	21.A.145 (a)	Special processes and associated materials ?				
49.4	21.A.145 (a)	NDT, welding equipment and facilities ?				
49.5	21.A.145 (a)	Inspection and test equipment and facilities ?				
49.6	21.A.145 (a)	Competent personnel ?				

50.	21.A.145 (a)	Is there access and evidence of effective co-ordination between and within departments ?				
Aircraft production						
51.	21.A.163 (b)	If the applicant produces a complete aircraft, does the organisation have adequate & effective procedures for the production of a Statement of Conformity (EASA Form 52) to obtain an aircraft Certificate of Airworthiness & Noise Certificate ?				
52.	Appendix VIII to Part-21	Are Statements of Conformity completed in accordance with Appendix VIII to Part-21 ?				
53.	21.A.165 (c)	Is it ensured that each completed Aircraft conforms to the type design and is in a condition for safe operation before issuing a Statement of Conformity ?				
54.	21.A.165 (c)	Is it ensured that the items listed in GM No 3 to 21.A.165(c) are in place prior to issue of a Statement of Conformity ?				
55.	21.A.163 (d) 21.A.139 (b1)	If the applicant has applied for the privilege to maintain a complete aircraft, after completion but prior to delivery, under their subpart G approval are appropriate procedures available.				
56.	21.A.163 (d)	Do the procedures clearly state the limitation of maintenance prior to operational rules requiring maintenance by an approved maintenance organisation ?				
57.	21.A.165 (i)	Where a Certificate of Release to Service is issued is it determined that the aircraft has had all necessary maintenance and is in a condition for safe operation ?				
58.	21.A.163 (e)	Are appropriate procedures available in case the applicant/holder has applied for the privilege to issue Permit to Fly and approval of associated flight conditions under their subpart G approval?				

59.	21.A.163 (e)	If the applicant/holder has not applied for privilege of approval of associated flight condition. Who is responsible for stating it? Are there any appropriate procedures/arrangements ?				
60.	21.A.711 (b), (d)	Where Permit to Fly issued, is established compliance with 21.A.711(b) and (d) before issuing PtoF to an aircraft? (Inspection of issued documents) ?				
61.	21.A.713 21.A.725	Are changes and renewals of Permit to Fly performed according to paragraphs 21.A.713 and 21.A.725?				
62.	21.A.723	What period is Permit of Fly issued for? Is it in compliance with 21.A.723?				
63.	21.A.727	Are all conditions and restrictions associated with the Permit to Fly satisfied and maintained ?				
64.	21.A.729	Are all produced Permit to Fly, flight conditions and associated supporting documents available to the competent authority and retained?				

### 3. Išvados

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