

**GENERAL CHECKLIST INFORMATION**

Number	AIR-21G-R00
Name	TKA Part-21G Questionnaire
Description	SMS requirements not included in to R00.
Possible Answers	Standard Audit Result (Yes/No/In Part/NA)

**CHECKLIST ITEMS BY SECTION**

**21.A.133 - Eligibility**

Checklist Item Number	Checklist Item Description	Reference
21.A.133	Eligibility	
1	Is the principal place of business of organisation (natural or legal person) in Lithuania?	EASA.21.A.133
21.A.133 (a)	Justification scope of work	
2	Does the the applicant produces or intends to produce aeronautical products, parts and/or appliances intended for airborne use as part of a type-certificated product?	EASA.21.A.133, GM EASA.21.A.133(a)
21.A.133 (b)	Approval of design data	
3	Does the applicant hold or have applied for an approval of that specific design?	EASA.21.A.133
21.A.133 (c)	Agreement with holder of an approval of that specific design & coordination	
4	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:	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b), and (c) AMC2 EASA.21.A.133(b)
4.1	correct and timely transfer of up-to-date airworthiness and design data?	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.2	the responsibilities and procedures of a POA holder/applicant for developing its own manufacturing data in compliance with the airworthiness data package?	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.3	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.);	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.4	coverage Part 21 Subpart G requirements and associated AMC and GM, in particular: 21.A.145(b), 21.A.165(c), (f) and (g);	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.5	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)	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.6	the procedures to deal adequately with production deviations and non-conforming parts	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.7	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	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.8	the transfer of design data eligibility and approval status in accordance with Part 21.A.4	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.9	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	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.10	the identification of the responsible persons/offices who control the above	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
4.11	any agreement relating to Direct Delivery Authorisation, see also Part 21.A.4	EASA.21.A.133, and (c) AMC1 EASA.21.A.133(b)
5	In the case where the DOA and POA holder are part of the same legal entity, does the interfaces demonstrated by company procedures accepted by the TCA in place of agreement?	EASA.21.A.133, and (c) AMC2 EASA.21.A.133(b), AMC2-ELA EASA.21.A.133(c)

**21.A.134 - Application**

Checklist Item Number	Checklist Item Description	Reference
21.A.134	Initial application	
1	Does the application for a production organisation approval was made to TCA in a form (EASA form 50) and manner established by TCA?	EASA.21.A.134, GM EASA.21.A.134, GM1-ELA EASA.21.A.134
2	Is EASA form 50 completed correctly and signed by appropriate personnel?	EASA.21.A.134, GM EASA.21.A.134
3	Does the production organisation exposition has been provided as an attachment of application?	EASA.21.A.134, GM EASA.21.A.134
4	Does the proposed terms of approval are specified in a proper manner in POE and EASA form 50?	EASA.21.A.134, GM EASA.21.A.134

**21.A.135 - Issue of production organisation approval**

Checklist Item Number	Checklist Item Description	Reference
21.A.135	Issue of production organisation approval	
1	Does the organisation has demonstrated compliance with the applicable requirements under Part-21 subpart G?	EASA.21.A.135
2	Is organisation entitled to have a production organisation approval issued by the competent authority?	EASA.21.A.135

**21.A.139 - Quality System**

Checklist Item Number	Checklist Item Description	Reference
21.A.139 (a)	Quality System (general)	
1	Has the organisation established a quality system which includes the products, parts or appliances detailed in the scope of the organisation?	EASA.21.A.139, GM1-ELA EASA.21.A.139(a), GM1 EASA.21.A.139(a)
2	Is the quality system documented in a form which makes it easily available to personnel who need it to perform their duties?	EASA.21.A.139, GM1-ELA EASA.21.A.139(a), GM2 EASA.21.A.139(a)
3	Is the manager responsible for ensuring that the quality system is implemented and maintained identified?	EASA.21.A.139, GM1 EASA.21.A.139(a), GM1-ELA EASA.21.A.139(a)
21.A.139 (b)(1)	Quality System (procedures)	
1	Are there adequate procedures for document issue, approval & change?	
1	Are there adequate procedures for document issue, approval & change?	EASA.21.A.139
2	Are there adequate procedures for vendor & subcontractor assessment, audit & control?	EASA.21.A.139, GM2-ELA EASA.21.A.139(b)(1), AMC1 EASA.21.A.139(b)(1) (ii), AMC2 EASA.21.A.139(b)(1) (ii)
3	Are there adequate procedures for the verification of incoming materiel against applicable design data?	EASA.21.A.139, GM2-ELA EASA.21.A.139(b)(1)
3.1	Where the applicable design data specifies that parts require specific individual traceability, these parts are identified and records are kept)?	EASA.21.A.139
4	Are there adequate procedures for identification and traceability?	EASA.21.A.139
5	Are there adequate procedures for manufacturing processes?	EASA.21.A.139
6	Are there adequate procedures for inspection and test (including production flight test if applicable)?	EASA.21.A.139
7	Are there adequate procedures for calibration of tools, jigs and test equipment??	EASA.21.A.139
8	Are there adequate procedures for non-conforming item control?	EASA.21.A.139
9	Are there adequate procedures for airworthiness coordination with the applicant for, or holder of, the design approval?	EASA.21.A.139
10	Are there adequate procedures for records completion and retention?	EASA.21.A.139
11	Are there adequate procedures for personnel competence and qualification?	EASA.21.A.139

12	Are there adequate procedures for issue of airworthiness release documents (EASA form 52 / EASA form 1)?	EASA.21.A.139
13	Are there adequate procedures for handling, storage and packing (by suppliers & internally) ?	EASA.21.A.139
14	Are there adequate procedures for internal quality audits and resulting corrective actions?	EASA.21.A.139
15	Are there adequate procedures for work within the terms of approval performed at any location other than the approved facilities?	EASA.21.A.139
15.1	If YES, does the critical process parameters for the work conducted, such as the light, temperature, humidity, etc., and adequate tooling, are identified and considered?	EASA.21.A.139
16	Are there adequate procedures for work carried out after completion of production but prior to delivery, to maintain the aircraft in a condition for safe operation?	EASA.21.A.139
17	Are there adequate procedures for issue of permit to fly and approval of associated flight conditions?	EASA.21.A.139
18	Are there adequate control procedures for any critical parts?	EASA.21.A.139
21.A.139 (b)(2)	Quality System (quality assurance)	
1	Is quality assurance independent of the functions which it monitors ?	EASA.21.A.139, AMC1-ELA EASA.21.A.139(b)(2), GM1 EASA.21.A.139(b)(2)
2	Are staff able to work without technical reliance on the monitored function?	EASA.21.A.139, GM1 EASA.21.A.139(b)(2)
3	Does the quality assurance function perform planned continuing and systematic evaluations or audits of factors which affect conformity, airworthiness and safety of the product?	EASA.21.A.139, AMC1-ELA EASA.21.A.139(b)(2), GM2 EASA.21.A.139(b)(2)
4	Does this evaluation include all elements of the quality system in order to show compliance with subpart G?	EASA.21.A.139, AMC1-ELA EASA.21.A.139(b)(2), GM2 EASA.21.A.139(b)(2)
5	Are quality assurance results feedback to the manager responsible for the function and to the accountable manager to ensure adequate corrective action?	EASA.21.A.139

**21.A.143 - Exposition**

Checklist Item Number	Checklist Item Description	Reference
21.A.143 (a)	Production organisation exposition	
1	Has a POE been submitted to the TCA and verified for compliance?	EASA.21.A.143
2	Does the content of POE includes the information required by 21.A.143 (a) (1-13)?	EASA.21.A.143, 21.A.243, 21.A.14(b), 21.A.112B(b) and 21.A.432B(b) AMC EASA.21.A.143,
3	Does POE reflect the organizations' activities applicable to the scope of approval?	EASA.21.A.143, GM EASA.21.A.143
4	Does POE contains a summary of the information and an appropriate cross-references to other procedures used by POA?	EASA.21.A.143, GM EASA.21.A.143
21.A.143 (b)	Amendment of production organisation exposition	
1	Is the POE amended as necessary to remain an up-to-date to the organisation?	EASA.21.A.143, GM EASA.21.A.143
2	When changes to the organisation occurs, does POE is kept up to date as per a procedure laid down in the POE?	EASA.21.A.143, GM EASA.21.A.143
3	In case of Significant changes to the organisation (as defined in GM 21.A.147(a)) does the POE has been provided to TCA for approval?	EASA.21.A.143, GM EASA.21.A.143
4	Where the copies of all amendments supplied to TCA?	EASA.21.A.143, GM EASA.21.A.143

**21.A.145 - Approval requirements**

Checklist Item Number	Checklist Item Description	Reference
21.A.145 (a)	General approval requirements	
1	Are adequate resources available to carrying out production under the scope of approval, with regard to:	EASA.21.A.145, GM EASA.21.A.145(a)
1.1	Accommodation and working environment (cleanliness, temperature, humidity, ventilation, lighting, space/access, noise, air pollution)?	EASA.21.A.145, GM EASA.21.A.145(a), AMC1-ELA EASA.21.A.145(a)

1.2	Equipment and tools ?	EASA.21.A.145, GM EASA.21.A.145(a)
1.3	Special processes and associated materials ?	EASA.21.A.145, GM EASA.21.A.145(a)
1.4	NDT, welding equipment and facilities ?	EASA.21.A.145, GM EASA.21.A.145(a)
1.5	Inspection and test equipment and facilities ?	EASA.21.A.145, GM EASA.21.A.145(a)
1.6	Competent personnel ?	EASA.21.A.145, AMC1-ELA EASA.21.A.145(a), GM EASA.21.A.145(a)
2	Is there access and evidence of effective co-ordination between and within departments ?	EASA.21.A.145, GM EASA.21.A.145(a)
21.A.145 (b) Necessary airworthiness and environmental protection data		
1	Are necessary airworthiness and environmental protection data available to carrying out production under the scope of approval, with regard to:	EASA.21.A.145, AMC1-ELA EASA.21.A.145(b)
1.1	data from the Agency / the holder of, or applicant for, the type-certificate, restricted type-certificate or design approval?	EASA.21.A.145, AMC1-ELA EASA.21.A.145(a)
2	Does the production organisation has established a procedure to ensure that airworthiness and environmental data are correctly incorporated in its production data?	EASA.21.A.145, GM EASA.21.A.145(b)(2)
2.1	Does the organisation has procedures in order to ensure the right transcription of the original design data to its own manufacturing data from the design data package delivered by DOA?	EASA.21.A.145, GM EASA.21.A.145(b)(2)
3	Are airworthiness and environmental protection data kept up to date and made available to all personnel who need access to such data to perform their duties?	EASA.21.A.145, AMC1-ELA EASA.21.A.145(a), GM EASA.21.A.145(b)(2)
3.1	Does the procedure is established by POA in order to ensure the use of current airworthiness and environmental in production?	EASA.21.A.145, GM EASA.21.A.145(b)(2)
3.2	Does the organisation is capable to demonstrate the traceability of such data for each individual product, part or appliance produced?	EASA.21.A.145, GM EASA.21.A.145(b)(2)
21.A.145 (c) Personnel		
1	Is accountable manager nominated by the production organisation?	EASA.21.A.145, GM EASA.21.A.145(c)(1)
1.1	Is accountable manager aware of their responsibility to maintain the applicants organisation in accordance with the data and procedures identified in the POE ?	EASA.21.A.145, GM EASA.21.A.145(c)(1)
1.2	Has the authority been delegated in writing to another person (if applicable) ?	EASA.21.A.145, GM EASA.21.A.145(c)(1)
1.3	Does accountable manager have the necessary responsibility and authority to ensure production is performed to the required standard:	EASA.21.A.145, GM EASA.21.A.145(c)(1)
1.4	Does he/she ensure that all necessary resources are available and properly used in order to produce in accordance with subpart G?	EASA.21.A.145, GM EASA.21.A.145(c)(1)
1.5	Does he/she have the necessary knowledge and authority to respond to the EASA on production matters?	EASA.21.A.145, GM EASA.21.A.145(c)(1)
2	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:	EASA.21.A.145, GM EASA.21.A.145(c)(2), AMC1-ELA EASA.21.A.145(c)
2.1	do they report to, or have formally established direct access to, the accountable manager?	EASA.21.A.145, GM EASA.21.A.145(c)(2)
2.2	have their responsibilities and authority been clearly identified and detailed in procedures to other staff within the organisation?	EASA.21.A.145, GM EASA.21.A.145(c)(2)
2.3	have details been made available on EASA Form 4?	EASA.21.A.145, GM EASA.21.A.145(c)(2)
2.4	Is their knowledge, background and experience appropriate to their responsibilities?	EASA.21.A.145, GM EASA.21.A.145(c)(2)
2.5	Does the manager responsible for monitoring the organisations compliance with subpart G (quality manager) have direct access to the accountable manager?	EASA.21.A.145, GM EASA.21.A.145(c)(2)
3	Do the procedures clearly identify the appropriate authority of staff at all levels?	EASA.21.A.145
3.1	Is there full and effective co-ordination between staff relating to airworthiness, noise, fuel venting and exhaust emission matters?	EASA.21.A.145
21.A.145 (d) Certifying staff		

1	Have certifying staff been clearly identified?	EASA.21.A.145, AMC1-ELA EASA.21.A.145(d)(1), AMC EASA.21.A.145(d)(1)
1.1	Is their number sufficient with regard to the complexity of the part and the production rate	EASA.21.A.145
1.2	Is their background & experience appropriate to discharge their responsibilities?	EASA.21.A.145, AMC EASA.21.A.145(d)(1)
1.3	Is their knowledge and experience of the production processes adequate	EASA.21.A.145, AMC EASA.21.A.145(d)(1)
1.4	Has adequate training been included for certifying staff?	EASA.21.A.145, AMC EASA.21.A.145(d)(1)
1.5	Is the training updated with changes in the organisation and its technology and staff re trained as necessary?	EASA.21.A.145, AMC EASA.21.A.145(d)(1)
1.6	Does training include a feedback system to maintain currency of both staff and training?	EASA.21.A.145, AMC EASA.21.A.145(d)(1)
1.7	Is their knowledge of the approval requirements adequate to make releases?	EASA.21.A.145, AMC EASA.21.A.145(d)(1), AMC1-ELA EASA.21.A.145(d)(1)
2	Are records available of all certifying staff detailing the information as required by AMC 21.A.145 (d)(2) 1.?	EASA.21.A.145, AMC EASA.21.A.145(d)(2), AMC1-ELA EASA.21.A.145(d)(2)
2.1	Are the records for certifying staff controlled as required by the approved procedure?	EASA.21.A.145, AMC EASA.21.A.145(d)(2), AMC1-ELA EASA.21.A.145(d)(2)
2.2	Are certifying staff records restricted to prevent unauthorised alteration?	EASA.21.A.145, AMC EASA.21.A.145(d)(2), AMC1-ELA EASA.21.A.145(d)(2)
2.3	Can certifying staff access their own records upon request?	EASA.21.A.145, AMC EASA.21.A.145(d)(2), AMC1-ELA EASA.21.A.145(d)(2)
2.4	Are records maintained for at least two years following cessation of the authorisation?	EASA.21.A.145, AMC EASA.21.A.145(d)(2), AMC1-ELA EASA.21.A.145(d)(2)
3	Are certifying staff provided with evidence of the scope of their authorisation?	EASA.21.A.145, AMC EASA.21.A.145(d)(3), AMC1-ELA EASA.21.A.145(d)(3)
3.1	Does the document style make clear the scope of the authorisation?	EASA.21.A.145, AMC EASA.21.A.145(d)(3)
3.2	Is the authorisation document made available in a reasonable time?	EASA.21.A.145, AMC EASA.21.A.145(d)(3), AMC1-ELA EASA.21.A.145(d)(3)

**21.A.147 - Changes to the approved production organisation**

Checklist Item Number	Checklist Item Description	Reference
21.A.147 (a)	Significant changes to the approved production organisation	
1.1	Does it was any significant changes concerning approved POA?	EASA.21.A.147, GM EASA.21.A.147(a)
1.2	Does an official application (EASA form 51) for approval was submitted in writing to the TCA?	EASA.21.A.147, GM EASA.21.A.147(a)
1.3	Does the organisation demonstrated to the TCA, before implementing the change, that it complies with Part-21 subpart G?	EASA.21.A.147, GM EASA.21.A.147(a)
21.A.147 (b)	Operations during significant changes	
2.1	Does the organisation was operating under conditions prescribed by TCA? (if any conditions where prescribed by TCA)	EASA.21.A.147

**21.A.148 - Changes of location**

Checklist Item Number	Checklist Item Description	Reference

1	21.A.148 Changes of location	
1.1	Has organisation made any changes to their location since last TKA audit?	EASA.21.A.148
1.2	If Yes, does the change has been notified to TCA in advance prior to the change?	EASA.21.A.148, AMC EASA.21.A.148
1.3	If yes, does the suitable transitional arrangements was agreed with the TCA in advance of the relocation?	EASA.21.A.148, AMC EASA.21.A.148
1.4	Does the provided transition plan at least identifies information as per AMC 21.A.148 (3)	EASA.21.A.148, AMC EASA.21.A.148

**21.A.149 - Transferability**

Checklist Item Number	Checklist Item Description	Reference
21.A.149	Change in ownership	
1	Is the change in ownership happened which resulted in the fact that a different legal entity is now conducting the approved production functions?	EASA.21.A.149, and 21.A.249 GM EASA.21.A.149
1.1	If yes, does the change contains only change in ownership area and no any other changes have been performed?	EASA.21.A.149, and 21.A.249 GM EASA.21.A.149
2	Does the change related wit the event of receivership (bankruptcy, insolvency or another equivalent legal process)?	EASA.21.A.149, and 21.A.249 GM EASA.21.A.149
2.1	If yes, does the change ensures that there is no change to the production organisation, except that the custodial responsibility for its property, including its tangible and intangible assets and rights, transferred to a receiver or insolvency administrator?	EASA.21.A.149, and 21.A.249 GM EASA.21.A.149

**21.A.151 - Terms of approval**

Checklist Item Number	Checklist Item Description	Reference
21.A.151	Terms of approval	
1	Does the terms of approval clearly identifies the scope of work, the products or the categories of parts and appliances, or both, for which the POA is entitled to exercise the privileges?	EASA.21.A.151, GM EASA.21.A.151
2	Does the terms of approval listed in the POE complies with ToFA issued as part of a production organisation approval?	EASA.21.A.151, GM EASA.21.A.151

**21.A.153 - Changes to the terms of approval**

Checklist Item Number	Checklist Item Description	Reference
1	Changes to the terms of approval	
1.1	Does the changes to the terms of approval have been approved by the competent authority	EASA.21.A.153
1.2	Did organisation submitted application for changes?	EASA.21.A.153
1.3	Did organisation submitted for application of changes in proper manner (EASA Form 51)?	EASA.21.A.153, AMC EASA.21.A.153
1.4	Is EASA Form 51 completed correctly and signed by appropriate personnel?	EASA.21.A.153, AMC EASA.21.A.153
1.5	Does the changed POE, and details of the proposed change to POA terms of approval has been provided?	EASA.21.A.153, AMC EASA.21.A.153

**21.A.157 - Investigations**

Checklist Item Number	Checklist Item Description	Reference
21.A.157	Full and free access	
1	Does the organisation allows to TCA to make any investigations, including investigations of partners and subcontractors, necessary to determine compliance and continued compliance with the applicable requirements of Part-21 Subpart G?	EASA.21.A.157, GM EASA.21.A.157, GM1-ELA EASA.21.A.157

**21.A.158 - Findings**

Checklist Item Number	Checklist Item Description	Reference
21.A.158 (a)	Level 1 and level 2 findings	
1	Does the organisation has the procedure to classify finding as level 1 and level 2?	EASA.21.A.158
2	Does the level 1 finding is any non-compliance with this Annex I (Part 21) which could lead to uncontrolled non-compliances with applicable design data and which could affect the safety of the aircraft?	EASA.21.A.158, GM1 EASA.21.A.158(a),

		GM2 EASA.21.A.158(a), GM1-ELA EASA.21.A.158
2.1	In case of level finding, does the objective evidence has been found that this finding is an uncontrolled non-compliance that could affect the safety of the aircraft?	EASA.21.A.158, GM1 EASA.21.A.158(a), GM2 EASA.21.A.158(a)
3	Does the level 2 finding is any non-compliance with this Annex I (Part 21) which is not classified as level one?	EASA.21.A.158
21.A.158 (b)	level 3 findings	
1	Does the level 3 finding is any item where it has been identified, by objective evidence, to contain potential problems that could lead to a non-compliance under point 21.A.158 (a)?	EASA.21.A.158
21.A.158 (c)	Response to findings addressed by TCA	
1	In case of a level 1 finding, does the POA demonstrate corrective action to the satisfaction of the TCA within a period of no more than 21 working days after written confirmation of the finding?	EASA.21.A.158
2	In case of a level 2 finding, does the POA demonstrate corrective action to the satisfaction of the TCA within a period of no more than three months after written confirmation of the finding?	EASA.21.A.158
3	In case when extension is needed, does the POA provides detailed explanation why is impossible to close findings on time?	EASA.21.A.158
21.A.158 (d)	Confirmation in case of notification concerning limitation, suspension or revocation	
1	In case of POA partial or full limitation, suspension or revocation under point 21.B.245, does the confirmation of receipt of the notice of limitation, suspension or pension or revocation has been provided by POA?	EASA.21.A.158

**21.A.159 - Duration and continued validity**

Checklist Item Number	Checklist Item Description	Reference
21.A.159 (a)	Validity of an approval	
1	Does the organisation demonstrates the compliance with the applicable requirements of Part-21 Subpart G?	EASA.21.A.159
2	Does the organisation and/or any of its partners or subcontractors ensures access for TCA in order to perform the investigations in accordance with point 21.A.157?	EASA.21.A.159
3	Does there is no evidence that the production organisation cannot maintain satisfactory control of the manufacture of products, parts or appliances under the approval?	EASA.21.A.159, GM EASA.21.A.159(a)(3)
4	Does the production organisation meets the requirements of point 21.A.133?	EASA.21.A.159, EASA.21.A.133
5	Does the certificate has been not surrendered or revoked under point 21.B.245?	EASA.21.A.159, EASA.21.B.245
21.A.159 (b)	Return of Certificate	
1	Does the organisation ensures to return of certificate to TCA upon surrender or revocation?	EASA.21.A.159

**21.A.163 - Privileges**

Checklist Item Number	Checklist Item Description	Reference
21.A.163 (a)	Production activities	
1	Does the holder performs production activities in accordance with Part-21 subpart G?	EASA.21.A.163
21.A.163 (b)	Production of complete aircraft	
1	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 ?	EASA.21.A.163
2	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 ?	EASA.21.A.163
3	Are Statements of Conformity completed in accordance with Appendix VIII to Part-21?	EASA.21.A.163
4	Are they only signed by certifying staff ?	EASA.21.A.163
21.A.163 (c)	Production of parts or appliances	
1	If the applicant produces a parts or appliances, does the organisation have adequate & effective procedures for issuance authorised release certificates (EASA Form 1)?	EASA.21.A.163, AMC1 EASA.21.A.163(c)
2	Is it ensured that each item produced conforms to the type design and is in a condition for safe operation before issuing authorised release certificates (EASA Form 1)?	EASA.21.A.163
3	Are authorised release certificates (EASA Form 1) completed in accordance with AMC2 21.A.163(c) / AMC-ELA No 1 to 21.A.163(c)?	EASA.21.A.163, AMC2 EASA.21.A.163(c), AMC1-ELA EASA.21.A.163(c)
4	Are they only signed by certifying staff ?	EASA.21.A.163

21.A.163 (d)	Maintenance	
1	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?	EASA.21.A.163, AMC1 EASA.21.A.163(d)
2	Do the procedures clearly state the limitation of maintenance prior to operational rules requiring maintenance by an approved maintenance organisation?	EASA.21.A.163, AMC1 EASA.21.A.163(d)
3	Is the certificate of release to service (EASA Form 53) completed?	EASA.21.A.163, AMC1 EASA.21.A.163(d)
4	Are any maintenance activities recorded in the Aircraft Log Book?	EASA.21.A.163, AMC1 EASA.21.A.163(d)
5	Are certificate of release to service only signed by certifying staff?	EASA.21.A.163, AMC1 EASA.21.A.163(d)
21.A.163 (e)	Permit to Flight	
1	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?	EASA.21.A.163, AMC EASA.21.A.163(e)
2	If the applicant / holder has not applied for privilege of approval of associated flight condition, Who is responsible for stating it?	EASA.21.A.163
2.1	Are there any appropriate procedures / arrangements?	EASA.21.A.163
3	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) ?	EASA.21.A.163, EASA.21.A.711
4	Are changes and renewals of Permit to Fly performed according to paragraphs 21.A.713 and 21.A.725?	EASA.21.A.163, EASA.21.A.713, EASA.21.A.725
5	What period is Permit to Fly issued for? Is it in compliance with 21.A.723?	EASA.21.A.163, EASA.21.A.723
6	Are all conditions and restrictions associated with the Permit to Fly satisfied and maintained?	EASA.21.A.163, EASA.21.A.727
7	Are all produced Permit to Fly, flight conditions and associated supporting documents available to TCA and retained?	EASA.21.A.163, EASA.21.A.729
8	Are PtoF and flight conditions only signed by authorised / certifying staff?	EASA.21.A.163, AMC EASA.21.A.163(e)

**21.A.165 - Obligations of the holder**

Checklist Item Number	Checklist Item Description	Reference
21.A.165 (a)	POE & documents	
1	Are production organisation exposition and the documents to which it refers used as basic working documents within the organisation?	EASA.21.A.165, GM EASA.21.A.165(a), AMC1-ELA EASA.21.A.165(a);(b)
2	Has the applicant made the POE available to its personnel where necessary for the performance of their duties?	EASA.21.A.165, GM EASA.21.A.165(a), AMC1-ELA EASA.21.A.165(a);(b)
3	Is there a distribution list?	EASA.21.A.165, GM EASA.21.A.165(a), AMC1-ELA EASA.21.A.165(a);(b)
4	Is personnel familiar with the POE & associated documents applicable to their tasks?	EASA.21.A.165, GM EASA.21.A.165(a), AMC1-ELA EASA.21.A.165(a);(b)
21.A.165 (b)	Conformity with the data and procedures	
1	Is the production organisation maintained in accordance with the approved data and procedures?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(a);(b)
2	The organisation systematically conduct monitoring for compliance with this documentation?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(a);(b)
21.A.165 (c)		
1	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?	EASA.21.A.165, GM2 EASA.21.A.165(c), AMC1 EASA.21.A.165(c)(4)
1.1	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 ?	EASA.21.A.165, GM3 EASA.21.A.165(c)



2	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?	EASA.21.A.165, GM4 EASA.21.A.165(c), GM1 EASA.21.A.165(c)
3	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 ?	EASA.21.A.165, AMC1 EASA.21.A.165(c) (3), GM1 EASA.21.A.165(c)(3)
21.A.165 (d) Record keeping		
1	Does the organisation has implemented system for the compilation and retention of records during all stages of manufacture?	EASA.21.A.165, and (h) GM EASA.21.A.165(d)
2	Are records kept of all work in a form acceptable to the authority?	EASA.21.A.165, and (h) GM EASA.21.A.165(d), AMC1-ELA EASA.21.A.165(d)
21.A.165 (e) Internal occurrence reporting		
1	Does the organisation has the system / procedure to record and evaluate any occurrences that may affect the safety of the product?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(e);(f)
2	Does the procedures has the criteria to determine whether a production-related deficiency results in an 'unsafe condition' in accordance with point 21.A.3B?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(e);(f)
21.A.165 (f) External occurrence reporting		
1	Does the organisation has the system / procedure to record and evaluate any occurrences that may affect the safety of the product?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(e);(f)
2	Does the organisation share all of its information that is related to potential product deficiencies, observed in the field or during or after production and delivery, with the design approval holder?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(e);(f)
3	Does the production deficiencies, in which the assessment leads to a potential 'unsafe situation' reported to TCA?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(e);(f)
21.A.165 (g) Assistance to the TC / STC holder		
1	Does the organisation communicate with and assist the holder of the type certificate or the design approval when dealing with any continuing airworthiness actions that are related to the products, parts or appliances that have been produced?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(g)
21.A.165 (h) Archiving		
1	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 ?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(d);(h)
2	Does the records of production archived and preserved using an adequate archiving method as described in POE procedures?	EASA.21.A.165, AMC1-ELA EASA.21.A.165(d);(h)