Evaluation Questionnaire of a Design Organization

Organization:

Application ref:

Address:

Approval ref:

DOA Team Leader:

Organization representatives:

DOA Team Members:

Advisors:

Compiled:

Signed:

Date:

Evaluation Questionnaire of a Design Organization

1. PURPOSE

This assessment/audit questionnaire provides an evaluation and documentation criteria, whether the organization meets the requirements according to JCAR Part 21, Subpart J and/or the provisions of other subparts of JCAR Part 21 applicable to the existing activity range of a design organization, which endeavors to the acquirement of Design Organization Approval, Alternative Procedures or TSO Authorization, their changes, or, which is subjected to the continuous surveillance as a holder of an approval stated above.

2. DESCRIPTION

There are two parts divided into sections. Each section, which is in some cases divided into subsections, describes one item of the evaluation criteria. The separation into the parts, sections and subsections is as follows:

Each criteria (area of assessment/audit-second column) is identified by a question number in the first column. The number is based on the part and section for the order of criteria in the appropriate section or subsection. For example, the question number B4.22 is the third question of Unintentional Deviations. The third and forth column state the provisions of JCAR Part 21, or means of compliance, which are applicable for the criteria. In the fifth column there is stated reference to the Handbook, Design chapter or organization procedure, in which is a description of compliance criteria. The sixth column is intended for assessment/evaluation/audit notes and the last column is intended to the outcome whether the requirement is met or not.

3. COMPILATION

The Design Organization handbook is judged by CARC team after its presentation. For Part A of the questionnaire, the head of the team on the recommendations and assistance from team members fills in the fifth column up to the seventh. In case criteria is described, a mark (√) is filled in the cell of the last column (or any other agreed symbol). In the case of not applicable criteria, N/A is filled. If an uncertainty or a description, according to the requirements is found, the note/comment is filled in the sixth column cell (or cross reference to note/comment is stated therein) and the last cell stays empty. After the compilation of the complete Part A, a copy of the questionnaire is sent to the organization.

During on-site assessment/auditing, the inspector auditing particular system fills in the fifth up to the seventh column. When the shortage stated in part A has not been relieved or has been partly relieved, a finding is filled in the Comments (or cross reference to finding is stated therein) and the last cell stays empty, and so on until all findings are satisfactory closed.

For assessment and auditing of Part B requirements, the same criteria of Part A are used.

Part A 1 Handbook - Administration						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
A1.01	Is there a handbook in English which describes directly or by cross-reference, the organization, relevant procedures and the products or changes to products to be designed including:	243(a) 265(a) 605(e)	265(a) 1			
A1.02	Name, address, telephone, fax etc of the organization	265(a)	265(a) 2a			
A1.03	Document title and reference number, if available	265(a)	265(a) 2b			
A1.04	Amendment or revision standard of document	265(a)	265(a) 2c			
A1.05	Amendment or revision record sheet	265(a)	265(a) 2d			
A1.06	List of effective pages with each page identified by revision/date/amendment	265(a)	265(a) 2e			
A1.07	Contents or index	265(a)	265(a) 2f			
A1.08	A distribution list for the handbook	265(a)	265(a) 2g			
A1.09	An introduction or forward, explaining the purpose of the document for advising own organization workers. The Handbook shall provide basic information to CARC and contains summary general information about history and organization development and eventually the references to the other organizations, which may be part of a coalition or a conglomerate as long as this structure exists.	265(a)	265(a) 2h			
A1.10	Certificates of Approval should be published in this document	265(a)	265(a) 2i			

Part A 1 Handbook - Administration						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
A1.11	The administrator of the handbook	265(a)	265(a) 2j			
A1.12	Is the system of handbook actualization for implementation of required text changes and handbook modification clearly stated	265(a)	265(a) 3			
A1.13	Is the handbook signed by the Chief Executive and the Head of the Design Organization and declared as a binding instruction for all personnel charged with development and type investigation	265(b)	265(b) 1			
A1.14	Is it stated in the handbook that all referenced procedures are considered part of the handbook and therefore are basic working documents	265(b)	265(b) 2			

Part A 2 Handbook - Description						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
A2.01	A description of the tasks which can be performed under the approval in general	243(a)	243(a) 1a			
A2.02	A description of the tasks which can be performed under the approval as technologies handled by the organization	243(a)	243(a) 1b			
A2.03	A list of types and models for which the design approval has been granted and for which privileges may be exercised, with a description of each product	243(a)	243(a) 1c			
A2.04	For repair design, classification and, if appropriate, approval activities it is necessary to specify the scope of activity in terms of structures, systems, engines etc.	243(a)	243(a) 1d			
A2.05	A general description of the organization including: Its main departments and functions	243(a)	243(a) 2			
A2.06	The names of those in charge	243(a)	243(a) 2			
A2.07	A description of the line management and functional relationships between departments	243(a)	243(a) 2			
A2.08	A description of assigned responsibilities and delegated authority of all parts of the organization, which together make the design assurance system	243(a)	243(a) 3			
A2.09	A chart indicating the functional and hierarchical relationship of the design assurance system with management and other parts of the organization	243(a)	243(a) 3			
A2.10	A description of human resources	243(a)	243(a) 6			
A2.11	A description of facilities and equipment for design	243(a)	243(a) 6			

Part A 2 Handbook - Description						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
A2.12	A description of facilities and equipment for ground and flight test	243(a)	243(a) 6			
A2.13	A clear definition of the tasks, competence and areas of responsibility of the office of airworthiness	243(a)	243(a) 13			
A2.14	The chains of responsibilities within the design assurance system and the all partners and subcontractors work control	243(a)	243(a) 3			
A2.15	A general description of the way in which the organization performs all the design functions in relation to airworthiness and environmental protection	243(a)	243(a) 4			
A2.16	The procedures and forms used in type investigation for identifying and documenting compliance of the product construction, or its change, if appropriate, with applicable CS and airworthiness and environmental protection requirements	243(a)	243(a) 4a			
A2.17	The procedures for classifying the construction changes as “minor” and “major” and for approving the minor changes	243(a)	243(a) 4b			
A2.18	The procedures for classifying and approving unintentional deviations from the approved design data occurring in production (concessions or non-conformance’s)	243(a)	243(a) 4c			
A2.19	The procedure for classifying and obtaining approval of repairs	243(a)	243(a) 4d			
A2.20	A general description of how the organization performs its functions in relation to the continuing airworthiness of the designed products	243(a)	243(a) 5			

Part A 2 Handbook - Description						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
A2.21	A general description of co-operation with the production organization when dealing with related continuing airworthiness actions related to the product production or an aeroplane part or appliance	243(a)	243(a) 5			
A2.22	An outline of the staff information system used to distribute and control the applicable changes to drawings, procedures and projection assurance	243(a)	243(a) 7			
A2.23	A description of the recording system for the type design and relevant design information, drawings, test reports etc. including records of test specimens, the means of compliance and the compliance documentation (compliance checklist etc.)	243(a)	243(a) 8			
A2.24	A description of the archives policy system to comply with 21.55, 21.105, 21.447 and 21.613	243(a)	243(a) 9			
A2.25	A description of the means by which problems affecting airworthiness are monitored during design	243(a)	243(a) 10			
A2.26	A description of the means by which problems affecting airworthiness are monitored during production	243(a)	243(a) 10			
A2.27	A description of the means by which problems affecting airworthiness are monitored in service	243(a)	243(a) 10			
A2.28	The names of the authorized project organization signatories with specific responsibilities. In the list there should be nominated persons with the clearly stated responsibilities under 21.33 and 21.35	243(a)	243(a) 11			
A2.29	A description of the procedures for the establishment and the control of the maintenance and operating instructions per 21.57, 21.61, 21.107, 21.119, 21.120 and 21.449	243(a)	243(a) 14			

Part A 2 Handbook - Description						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
A2.30	A description of the means by which the continuing evaluation of the design assurance system is performed to ensure its function	243(a)	243(a) 15			
A2.31	Descriptions and information, directly or by cross-reference, on the design activities and organization of partners or sub-contractors and how this is controlled	243(a) 243(b)	243(a) 3			
A2.32	A statement of how the assurance of compliance required by 21.239(b) for design of the aircraft systems and equipment from partners or sub-contractors is carried out. There must be a statement in the Handbook	243(b)				
A2.33	Is there a system for amendment of the handbook as necessary to ensure it remains an up-to-date description of the organization and the copies of those changes are handed over to CARC	243(c)				
A2.34	Is there an acceptable & effective procedure to ensure that changes significant to the showing of compliance or to the airworthiness and environmental protection of the product are approved by CARC.	247	247			
A2.35	Is there an acceptable & effective procedure for ensuring that each change to the terms of approval is applied for in acceptable form and approved by CARC	253	GM 1 to 251 GM 2 to 251			

Part B 1 Obligations – Organization and Personnel						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
B1.01	Has been nominated a head of design with the appropriate competences and responsibilities	245(a)	GM 1 to 245, 4.1 GM 2 to 245, 1			
B1.02	Does the head of the design organization have the direct or functional responsibility for all departments which are responsible for the design of the product	245(a)	GM 1 to 245, 4.1 GM 2 to 245, 1			
B1.03	Is there an acceptable & effective procedure describing the head of design organizations responsibilities for signing declarations of compliance (see 21.20(b) and 21.97(a)(3)) with applicable CS and environmental protection requirements	245(a) 20(b) 20(c) 97(a)3 97(a)4	239(a), 3.1.2b 265(b)			
B1.04	Has been established an office of airworthiness, or the equally positions, with permanent personnel to be as a nodal point for the coordination of all airworthiness matters and environmental protection (see also Part B2)	245(a)	239(a), 3.1.4 245, 4.2			
B1.05	This office reports directly to the head of design organization or is integrated into an independent quality assurance organization reporting to the head of the design organization	245(a)	245, 4.2			
B1.06	Personnel have been nominated to liaise with CARC and to coordinate airworthiness and environmental protection matters	245(a)	GM2 to 239, 2 GM2 to 245, 2			
B1.07	Their position in the organization should allow direct report to the manager responsible for design	245(a)	GM2 to 239, 2 GM2 to 245, 2			
B1.08	Does the organization have an access to the	245(a)	245, 3a			

Part B 1 Obligations – Organization and Personnel						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
	workshops and production facilities which are suitable for manufacturing prototype models and test specimens					
B1.09	Does the organization have an access to the accommodation and test facilities which are suitable for carrying out tests measurements needed to demonstrate compliance with the CS and environmental protection	245(a)	245, 3b			
B1.10	Is there a full and efficient coordination between departments in respect of airworthiness matters	245(b)				
B1.11	Is there specified a manner in which the design assurance system accounts for the acceptability of the parts or appliances designed or the tasks performed by partners or subcontractor	239(c)				
B1.12	Is there an acceptable & effective procedure for the integration of the partners/sub-contractors design assurance system	239(c)	239(c), 1			
B1.13	Does the procedure take into account the possibility of the partner or sub-contractor having a DOA	239(c)	239(c), 2			
B1.14	Does the procedure include the cases, when a partner/subcontractor is not a DOA holder? Is it established the adequacy of a partners or sub-contractors design assurance system in accordance with 21.243(b)	239(c)	239(c), 3			
B1.15	Are the staff in technical departments sufficient in number and experience, and the minimum staff number in the particular departments is stated to provide assurance of the design	245(a)	245, 2 243(d), 3.3			
B1.16	Does the staff have appropriate authority to	245(a)	245, 2			

Part B 1 Obligations – Organization and Personnel						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
	discharge their allocated responsibilities for compilation and verification of the data needed to meet the applicable CS and environmental protection requirements					
B1.17	Is the accommodation, facilities and equipment adequate to enable the staff to achieve the airworthiness, noise, fuel venting and exhaust emissions objectives	245(a)	245, 2			
B1.18	Have a group of managers been identified as responsible through the head of the design organization to the chief executive for the execution of all functions as specified in Part 21.	243(d)	GM1 to 243(d), 2&3 GM2 to 243(d)			
B1.19	Have their responsibilities and authority been clearly identified and detailed in procedures to prevent uncertainties about the relations. Are stated all the responsibilities for the tasks related to the type investigation and the minor change approval or repairs to prevent uncertainties about relations	243(d) 245(a)	GM1 to 245, 4.4 GM2 to 245, 3			
B1.20	Have details been made available on CARC form 285, including the head of the design organization and chief executive: - [GM 1 to 21.239(a) (3.1.2), GM 21.249, GM 21.265(b)] Chief Executive and other management staff - GM 1 to 21.239(a) (3.1.2), GM 1 to 21.245 (4.1), GM 21.265(b)] Head of design organization	243(d)	GM 1 to 243(d) 2, 3.2, 3.3			

Part B 1 Obligations – Organization and Personnel						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
	- [GM 1 to 21.245 (4.2)] Chief of the Office of Airworthiness - [21.239(a)(3) and AMC 1 to 21.243(a) (2)] Chief of the independent monitoring function of the design assurance system Personnel making the decisions affecting airworthiness and environmental protection: - [GM 1 to 21.239(a) (3.1.3), AMC 21.239(b)] Engineers verify compliance affecting the rights in 21.263 - [GM 1 to 21.239(a) (3.1.4)] personnel of Office of Airworthiness making the decisions affecting airworthiness and environmental protection, mainly the decisions affecting the rights in 21.263 (sign proof of release, to approve the classification of the changes and repairs and give an approval for the minor changes and the minor repairs, give an approval for SB's and the documented changes of the Flight Manual) - [21.239(b)] Personnel responsible for; the classification of changes to type design or repairs, verifying compliance, approval of minor changes to type design and minor repairs and issuing of information and instruction, affecting the rights in 21.263		GM 2 to 243(d) 1, 2			

Part B 1 Obligations – Organization and Personnel						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
	(c)(2)&(c)(3)					
B1.21	Is their knowledge, background and experience appropriate to their responsibilities	243(d)	GM 1 to 243(d) 3.2,3.3 GM 2 to 243(d) 1			
B1.22	Is the training updated with changes in the organization and its technology and staff re-trained as necessary	243(d)	GM 1 to 243(d) 3.3			
B1.23	Are the minimal needs identified to sustain the design activities and functions	243(d)	GM 1 to 243(d) 3.3			
B1.24	The organization should maintain a record of these personnel which includes details of the scope of their authorization. The personnel concerned should be provided with evidence of the scope of their authorization	243(d)	GM 1 to 243(d) 3.3			
B1.25	Are records detail the following: a) Name b) Date of birth c) Experience and training d) Position in organization e) Scope of Authorization f) Date of first issue of authorization g) If appropriate expiry of authorization h) Identification number of the authorization The record may be kept in any format and should be controlled	243(d)	GM 1 to 243(d) 3.3			

Part B 1 Obligations – Organization and Personnel						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook / Procedure**	**Comments**	**Result**
B1.26	Are authorized persons have the right to access the system to ensure that records cannot be altered in an unauthorized manner or that such confidential records do not become accessible to unauthorized persons	243(d)	GM 1 to 243(d) 3.3			
B1.27	Can staff access their own records	243(d)	GM 1 to 243(d) 3.3			
B1.28	Can CARC access the data in this system	243(d) 257	GM 1 to 243(d) 3.3			
B1.29	Are records kept for at least two years after a person has ceased employment with the organization or withdrawal of the authorization, whichever is the sooner	243(d)	GM 1 to 243(d) 3.3			
B1.30	Is the handbook maintained in conformity with the design assurance system	265(a)	GM 1 to 239(a) 3.1.1a			
B1.31	Is the distribution list of Handbook adhered	265(a)	GM 1 to 239(a) 3.1.1b			
B1.32	Do all have the actual and valid publication of Handbook	265(a)	GM 1 to 239(a) 3.1.1b			
B1.33	Is the staff aware of the Handbook content	265(a)	GM 1 to 239(a) 3.1.1b			

Part B 2 Obligations – Office of Airworthiness						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**

Part B 2 Obligations – Office of Airworthiness						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B2.01	Is there an acceptable & effective procedure for liaison between the design organisation and CARC on all aspects of Type Investigation Nominated personnel:	239(a), 263(b)	239(a) 3.1.4a, 3.1.1e, 21.263 (b)			
B2.02	Is there an acceptable & effective procedure for ensuring the handbook is updated in accordance with 21.243 Nominated personnel:	239(a), 243(a), 243(c)	239(a) 3.1.1a, 3.1.1e, 3.1.4b,			
B2.03	Is there an acceptable & effective procedure for cooperating with CARC in developing type certification procedures Nominated personnel:	239(a) 263(a)	239(a) 3.1.1e, 3.1.4c, 21.263(b)			
B2.04	Is there an acceptable & effective procedure for issuing guidelines for documenting compliance Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4d			
B2.05	Is there an acceptable & effective procedure for the preparation of the manuals, SBs, drawings, specs and standards required by the applicable Regulations, Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4e			
B2.06	Is there an acceptable & effective procedure for ensuring procurement and distribution of applicable	239(a) 18	239(a) 3.1.1e,			

Part B 2 Obligations – Office of Airworthiness						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	CS & environmental protection requirements and specifications Nominated personnel:	101	3.1.4f			
B2.07	Is there an acceptable & effective procedure for cooperating with CARC in proposing the type certification basis Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4g			
B2.08	Is there an acceptable & effective procedure for interpretation of CS & environmental protection requirements and requesting decisions of CARC if in doubt Nominated personnel:	239(a) 18 101	239(a) 3.1.1e, 3.1.4h			
B2.09	Is there an acceptable & effective procedure for advising all design departments of all questions regarding airworthiness, environmental protection and certification Nominated personnel:	239(a) 18 101	239(a) 3.1.1e, 3.1.4i			
B2.10	Is there an acceptable & effective procedure for preparation of the type investigation programme and co-ordination of all tasks related to type investigation in concurrence with CARC Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4j			
B2.11	Is there an acceptable & effective procedure for regular reporting to CARC of type investigation progress and notice of test dates	239(a) 263(b)	239(a) 3.1.1e, 3.1.4k			

Part B 2 Obligations – Office of Airworthiness						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	Nominated personnel:		263(b)			
B2.12	Is there an acceptable & effective procedure for ensuring co-operation in preparing test programmes for demonstration of compliance Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4l			
B2.13	Is there an acceptable & effective procedure for establishing the compliance checklist and updating for changes Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4m			
B2.14	Is there an acceptable & effective procedure for checking all necessary compliance documents are prepared (CS and environmental requirements), complete and are signed for release Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4n			
B2.15	Is there an acceptable & effective procedure for checking the required type design definition documents and ensuring that they are provided to CARC for approval Nominated personnel:	31 239(a) 263(b)	239(a) 3.1.1e, 3.1.4o			
B2.16	Is there an acceptable & effective procedure for preparation of draft type certificate data sheet and/or modification if necessary	239(a)	239(a) 3.1.1e, 3.1.4p			

Part B 2 Obligations – Office of Airworthiness						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	Nominated personnel:					
B2.17	Is there an acceptable & effective procedure for providing verification to the head of the design organisation that all activities required for type investigation have been properly completed Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4q			
B2.18	Is there an acceptable & effective procedure for approving the classification of changes in accordance with 21.91 and for approval of minor changes in accordance with 21.95(b) Nominated personnel:	239(a)	239(a), 3.1.1e, 3.1.4r			
B2.19	Is there an acceptable & effective procedure for the monitoring of significant events on other aeronautical products, as far as relevant, to determine their effect on the airworthiness of the applicants products Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4s			
B2.20	Is there an acceptable & effective procedure for ensuring co-operation in preparing Service Bulletins & Structural Repair Manuals, including the subsequent revisions Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4t			
B2.21	Is there an acceptable & effective procedure for ensuring the initiation of activities in response to failure evaluation or complaints and providing the information to CARC in case of airworthiness impairment	239(a)	239(a) 3.1.1e, 3.1.4u			

Part B 2 Obligations – Office of Airworthiness						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	Nominated personnel:					
B2.22	Is there an acceptable & effective procedure for advising CARC with regard to the issue of airworthiness directives in general based on Service Bulletins Nominated personnel:	239(a)	239(a) 3.1.1e, 3.1.4v			
B2.23	Is there an acceptable & effective procedure for ensuring that the manuals approved by CARC (Flight Manual, MMEL etc) and revisions, are checked for compliance prior to submitting to CARC for approval Nominated personnel:	239(a)	239(a) 3.1.1e 3.1.4w			

Part B 3 Obligations – Certification Project Management i) design						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B3.01	Are there defined documents, which should be contained in the Type Design	31(a)				
B3.02	Is there an acceptable & effective procedure to ensure that each type design and variant within the type design is adequately identified with regard to the drawings and specifications and a listing of those drawings and specifications necessary to define the configuration and design features that show compliance with applicable type certification basis and environmental protection requirements	31(a)1 31(b)				
B3.03	Is there an acceptable & effective procedure that ensures that each type design and variant within the type design is adequately identified with regard to information on materials and processes and on methods of manufacture and assembly necessary to ensure conformity	31(a)2 31(b)				
B3.04	Is there an acceptable & effective procedure that ensures part marking meets Subpart Q requirements, including JPA identification if appropriate	44(b) 109(b) 118A (b) 451 609(e)				
B3.05	Is there an official agreement where the basic configurations of type design in the particular time intervals are established and these configurations are used as an initial point for type design management	239(a)1	1 to 239(a) 2.2 2 to 239(a) 2			
B3.06	Are all the changes after the release of the type design documents controlled	239(a)1	1 to 239(a) 2.2 2 to 239(a) 2			

Part B 3 Obligations – Certification Project Management i) design						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B3.07	Is there included the type design documentation management and change management, the evaluation of the change effect, the approval or disapproval of a change, the change confirmation and verification, the elaboration of the unintentional deviation	239(a)1	1 to 239(a) 2 to 239(a) 2			
B3.08	Are the type design and its components keeping in the environs, which comply to the environ conditions, which protect them against the unauthorised change or damage, provide the instruments for renewal after a disaster and is able to find a copy of a controlled original	239(a)	1 to 239(a) 2 to 239(a)2			

Part B 3 Obligations – Certification Project Management ii) demonstrating compliance						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B3.10	Is there an acceptable & effective procedure for complying with the document basis and the environmental protection and means of this compliance requirements	18 20(a) 97(a) 101 433				
B3.11	Is there an acceptable & effective procedure for creating and actualising the certification programme and means of its distribution? Are there included the main terms of programme until the issuance of TC, change or repair approval. Are there included all the special condition requirements in the certificate programme, in case they are stated by CARC	239(a) 602(b) 14(b) 16B	239(a) 3.1.1c 14(b)2.1			
B3.12	Is there an acceptable & effective procedure for identifying Means of Compliance	239(a) 602(b) 14(b)	14(b)2.1 239(a) 3.1.1c			
B3.13	Is there an acceptable & effective procedure for creating the compliance documentation	239(a) 602(b) 14(b)	14(b)2.2 239(a) 3.1.1c			
B3.14	Is there an acceptable & effective procedure for verifying the equipment qualification	239(a)	239(a) 3.1.1c			
B3.15	Is there an acceptable & effective procedure for creating the Flight Test Programme for complying with the applicable type-certification basis and environmental protection requirements The certification programme includes a description to be assured, that: - flight tests are made in accordance with conditions stated by CARC	35(a) 35(b)1 18 101 433				

Part B 3 Obligations – Certification Project Management ii) demonstrating compliance						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	- all, by CARC required, flight tests have been made to decide , if the applicable type-certification basis and environmental protection requirements are in compliance					
B3.16	Is there an acceptable & effective procedure to create and hand over of a statement to CARC, that the product or its changes comply with CS and environmental protection requirements and is not dangerous in use, for which was the certification issued	20(b),(c) 33(e) 265(c),(d)				
B3.17	The head of the design organisation, or the entrusted assistant, should sign the declaration of compliance applicable CS and environmental protection requirements after the verification of the successful finish of the type investigation. In accordance with 21.20(c) and 21.97(a)(4) endorses his/their sign on the declaration of compliance, that all the handbook specify requirements have been met. Is there an acceptable & effective procedure to declare the compliance that the requirements of Subpart O Section 21 have been met?	239(a) 20(c) 97(a)4 605(a)	239(a) 3.1.2(b)			
B3.18	Is there the test equipment and all measuring equipment used for tests are adequate for the test and are appropriately calibrated and the test-rooms are authorized by CARC	33(b)2				
B3.19	How is determined for the test specimen before	33(b)1				

Part B 3 Obligations – Certification Project Management ii) demonstrating compliance						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	each test, if: - the material and processes adequately conform to the specifications for the proposed type design - the parts of the products adequately conform to the drawings in the proposed type of design - the manufacturing processes, construction and assembly adequately conform to those specified in the proposed type design -					
B3.20	Is there an acceptable & effective procedure to ensure to CARC, that prototype models and specimen are in compliance with the type design (see 21.33(b)(1))	239(a)	239(a) 3.1.1h			
B3.21	Is there an acceptable & effective procedure to make an application for STC, include the descriptions by 21.93 and the justification, that the information on which those identifications are based is adequate either from the applicant's own resources, or through an arrangement with the type-certificate holder	113				
B3.22	That procedure complies with 21.97	114				
B3.23	Has, under the 21.111, the type-certificate holder advised that its has no technical objection to the information submitted under 21.93 and the type-certificate holder has agreed to collaborate with the supplemental type-certificate holder to ensure discharge of all obligations for continued airworthiness of the changed product through compliance with 21.44 and 21.118A.	115				
B3.24	Is there an acceptable & effective procedure to make an application for a TSO including the	603 605(b)	608			

Part B 3 Obligations – Certification Project Management ii) demonstrating compliance						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	submitting of DDP and the technical data to CARC	608				
B3.25	Is there an acceptable & effective procedure to show compliance with the type-certification basis and environmental protection requirements incorporated by reference in the type-certificate or supplemental type-certificate, as applicable, or those in effect on the date of application, plus any amendments to those certification specifications or special conditions that CARC finds necessary	433(a)1	433(a)			
B3.26	Is there an acceptable & effective procedure to submit all necessary substantiation data, when requested by CARC	433(a)2	433(a)			
B3.27	Is there an acceptable & effective procedure to declare compliance with the certification specifications and environmental protection requirements	433(a)3	433(a)			
B3.28	Is there an agreement with the type-certificate holder or supplemental type-certificate holder or the applicant complied with the requirements through the use of its own resources	433(b)	433(a)			

Part B 3 Obligations – Certification Project Management iii) compliance verification						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B3.30	Is there nominated staff as "compliance verification engineers" responsible to approve compliance documents	239(b)	239(a) 3.1.1d			
B3.31	Is there an approval by signing of all documents, including test programmes and data, necessary for the verification of compliance with the applicable CS and environmental protection requirements as defined in Type Investigation programme	239(b)	239(a) 3.1.3a			
B3.32	Is there an approval of the technical content (completeness, technical accuracy…) including any subsequent revisions, of the manuals approved by CARC (Aircraft Flight Manual, the Airworthiness Limitations section of the Instructions for Continued Airworthiness and the Certification Maintenance Requirements (CMR) document)	239(b)	239(a) 3.1.3b			
B3.33	Does the independent checking function of compliance consist of the verification by a person not creating the compliance data? Such person may work in conjunction with the individuals who prepare compliance data	239(b)	239(b)1			
B3.34	Is the verification shown by signing compliance documents, including test programmes and data	239(b)	239(b)2			
B3.35	Does the procedure cover the non-availability of nominated person their replacement when necessary	239(b)	239(b)3			
B3.36	Do these persons cover all the applicable requirements for airworthiness (for a product, there is normally only one compliance verification engineer nominated for each relevant subject)	239(b)	239(b)3			

Part B 4 Obligations – Post Certification Management i) changes						
Number	**Area audited**	**Part 21A**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B4.01	Is there an acceptable & effective procedure to classify the changes and the classification submitting to CARC for approval	14(b)	14(b)3.2			
B4.02	Is there an acceptable & effective procedure to submit the changes to CARC for approval	14(b)	14(b)3.3			
B4.03	Is there an acceptable & effective procedure to consider major/minor classification of changes	91 95(b) 263(c)1	91 1 to 263(c)1 2 to 263(c)1			
B4.04	Is there an acceptable & effective procedure to approve the minor changes of the type design and submit the major changes to CARC for approval	93 97 263(c)2	1 to 263(c)2 2 to 263(c)2			
B4.05	Is there an acceptable & effective procedure to classify the changes to a part of a product covered by a supplemental type-certificate	95 117(a)	91 1 to 263(c)1 2 to 263(c)1			
B4.06	Is there an acceptable & effective procedure to approve the changes to that part of a product covered by a supplemental type-certificate	93 95 97 117	1 to 263(c)2 2 to 263(c)2			
B4.07	Is there an acceptable & effective procedure for classifying changes to the design (including repairs) as major or minor, approving minor changes and applying for approval of major changes as a new TSO Authorization	611	14(b)3.2 14(b)3.3			

Part B 4 Obligations – Post Certification Management ii) repairs						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B4.10	Is there an acceptable & effective procedure for classifying of the repairs and the submitting of the classification to CARC for approval	14(b)	14(b)3.4 14(b)3.2			
B4.11	Is there an acceptable & effective procedure to submit a proposal of the changes to CARC for approval	14(b)	14(b)3.4 14(b)3.3			
B4.12	Is there an acceptable & effective procedure for the evaluation of the damage for its airworthiness consequences, when a damage product, part or appliance is left unrepaired and the damage is not included in the previous approved data	445(a)	445			
B4.13	When the organization evaluating the damage is not TC/STC, this organisation shall justify that the information on which the evaluation is based is adequate either from its organization's own resources or through an arrangement with the type-certificate holder or supplemental type-certificate holder, or manufacturer, as applicable	445(b) 433(b)	445			
B4.14	Is there an acceptable & effective procedure for the classification of the changes as "major" and "minor"	263(c)1 435 91	1 to 263(c)1 2 to 263(c)1 435(a) 91			

Part B 4 Obligations – Post Certification Management ii) repairs						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B4.15	Is there an acceptable & effective procedure to approve the minor repairs and submit the major repairs of the products, for which the organization is not a holder TC/STC, for the approval by CARC	263(c)2 437(a) 437(c)	1 k 263(c)2 2 k 263(c)2 437 437(a)			
B4.16	Is there an acceptable & effective procedure to approve the proposal of the product repairs, for which the organization is a holder TC/STC	263(c)5 437(b)	437 437(b)			
B4.17	Is CARC regularly informed by the overall list of the all approved major repairs	263(c)5 437(b)	437(b)			
B4.18	Is there an acceptable & effective procedure for classifying repairs as major or minor, approving minor repairs and applying for approval of major repairs as a new TSO Authorization	611	14(b)3.4			

Part B 4 Obligations – Post certification management iii) unintentional deviations						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B4.20	Is there an acceptable & effective procedure for classifying unintentional deviations and for submitting the classification to CARC for approval	14(b)	14(b)3.4 14(b)3.2			
B4.21	Is there an acceptable & effective procedure to submit the unintentional deviations to CARC for approval	14(b)	14(b)3.4 14(b)3.3			
B4.22	Is there an acceptable & effective procedure for the classification and approval of the unintentional deviations from the approved design data	610(a) 610(b)	14(b)3.4 14(b)3.2 14(b)3.3			
B4.23	Is there an acceptable & effective procedure for the classification of the unintentional deviations from the approved design data	243(a) 245(a),(b)	1 to 243(a)4c			
B4.24	Is there an acceptable & effective procedure for the approval of the unintentional deviations from the approved design data	243(a) 245(a),(b)	1 to 243(a)4c			

Part B 5 Obligations – Continued Airworthiness i) failures, malfunctions and defects						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B5.01	Is there a system for collection, investigation and analysis of data and information related to failure, malfunction, defect or other occurrences which cause or might cause adverse effect on the continuing airworthiness of the product, part or appliance covered by the type-certificate, restricted type-certificate, supplemental type-certificate, TSO authorization, major repair design approval	3(a) 606(c)	3(a)			
B5.02	Is the information about this system made available to all known operators of the product, part or appliance and, on request, to any person authorized under other associated implementing regulations	3(a) 606(c)	3(a)			
B5.03	Is there a system for reporting to CARC any failure, malfunction, defect or other occurrence of which it is aware related to a product, part or appliance covered by the type-certificate, restricted type-certificate, supplemental type-certificate, TSO authorization, major repair design approval, and which has resulted in or may result in an unsafe condition	3(b)1 606(c)	3(b) 20-8 3B(b)			
B5.04	Are these reports made in a form and manner established by CARC, as soon as practicable and in any case dispatched not later than 72 hours after the identification of the possible unsafe condition, unless exceptional circumstances prevent this	3(b)2 606(c)	3(b)2			
B5.05		3(c)	3B(d)4			

Part B 5 Obligations – Continued Airworthiness i) failures, malfunctions and defects						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	Is there an acceptable & effective procedure to investigate the reason for the deficiency and report to CARC the results of its investigation and any action it is taking or proposes to take to correct that deficiency	606(c)				
B5.06	Is there an acceptable & effective procedure to propose the appropriate correcting action or required inspection, or both, and submit details of these proposals to CARC for approval, following the approval of the proposals, make available to all known operators or owners of the product, part or appliance and, on request, to any person required to comply with the airworthiness directive, appropriate descriptive data and accomplishment instructions	3B(c) 265(e) 606(f)	3B(b) 3B(d)4			

Part B 5 Obligations – Continued Airworthiness ii) co-ordination between design and production						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B5.10	Is there an acceptable & effective procedure to ensure the coordination of design and production required by 21.122, 21.133 or 21.165 (c)(2)	4(a) 609(f)	4 239(a)3.1.1g			
B5.11	Is there an acceptable & effective procedure to ensure the proper support of the continued airworthiness of the product, part or appliance	4(b) 609(f)	4			
B5.12	Is there an acceptable & effective procedure to ensure transmitting all the necessary installation instructions to the maintenance or production organization performing the repair	441(b)	441			

Part B 5 Obligations – Continued Airworthiness iii) information and instructions						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B5.20	Is there an acceptable & effective procedure to ensure the preparation and updating of all maintenance and operating instructions needed for maintain airworthiness (continuing airworthiness) in accordance with relevant CS	239(a) 57 61 107 119 120 449 609	239(a)3.1.5a 14(b)4			
B5.21	Is established the list of all documents it is producing to comply with the Appendix referred to in CS23.1529, CS 25.1529, CS 27.1529, CS 29.1529, CS-E 25 or CS-P 40	239(a)	239(a)3.1.5a			
B5.22	Is there an acceptable & effective procedure in accordance with 21.57, 21.61, 21.107, 21.119, 21.120 and 21.449, ensuring that these documents are provided to all affected operators and all involved authorities	239(a) 57 61 107 119 120 449 609	239(a)3.1.5b 14(b)4			
B5.23	Are there defined the procedures and organization to produce and issue these documents, using where applicable and so elected 21.263(c)(3) privilege	239(a) 263(c)3	239(a)3.1.5a 263(c)3			
B5.24	Is there an acceptable & effective procedure to approve documentary changes to the aircraft flight manual under 21.263(c)(4) privilege	263(c)4	263(c)4			

Part B 5 Obligations – Continued Airworthiness iii) information and instructions						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B5.25	Is a repair design approved subject to limitations, or as an unrepaired damage, include the approved data all necessary instructions and limitations, these instructions and limitations shall be transmitted to the operator	443 445	443 445			
B5.26	Is there an acceptable & effective procedure to ensure that the type design is adequately identified with regard to an approved "airworthiness limitations" section of the instructions for continued airworthiness as defined by the applicable airworthiness code	31(a)3 31(b)				
B5.27	Is there an acceptable & effective procedure to ensure that the type design is adequately identified with regard to any other data necessary to allow by comparison, the determination of the airworthiness, the characteristic of noise, fuel venting, and exhaust emissions (where applicable) or later products of the same time	31(a)4 31(b)				

Part B 6 Obligations – Data Retention						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B6.01	Is there an acceptable & effective procedure to held all relevant design information, drawings and test reports, including inspection records for the product tested	55				
B6.02	Is there an acceptable & effective procedure to held, for each change, all relevant design information, drawings and test reports, including inspection records for the product tested	105				
B6.03	Is there an acceptable & effective procedure to held all relevant design information, drawings and test reports, including inspection records, instructions and limitations possibly issued in accordance with 21.443, justification for classification and evidence of the design approval for each repair	447(a) 447(b)	433(a) 447			
B6.04	Is there an acceptable & effective procedure to held all relevant design information, drawings and test reports, including inspection records of an appliance	613				
B6.05	Is there a nominated person which is responsible for the data retention	55 105 447 613				
B6.06	Is there an acceptable & effective procedure, where is clearly stated, what should be kept • Type design (drawings, manufacturing procedures, material specification, operational limitation) • Test programmes (final approved versions and all approved revisions) • Reports of the proofs and tests • Originals of all approved manuals and their	55 105 447 613				

Part B 6 Obligations – Data Retention						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
	revisions (AFM, ICA, etc.) • Service bulletins					
B6.07	Are the records kept and retained to provide the information necessary to ensure the continued airworthiness of a product, appliance and type certificate product in which is installed	55 105 447 613				
B6.08	Is the time for the data retention stated					
B6.09	Is there a protection against the additional unauthorised record changes					

Part B 7 Obligations – Independent system monitoring						
Number	**Area audited**	**Part 21**	**AMC&GM**	**Handbook/ Procedure**	**Comments**	**Result**
B7.01	Is there an acceptable & effective procedure for the regularly evaluation (monitoring) of the design ensuring system in order to ensure the continuity of its efficiency	239(a)3	1 to 239(a) 3.2 2 to 239(a) 2			
B7.02	Is it ensured that the handbook and all referenced instructions have been kept	239(a)	239(a) 3.1.1b 2 to 239(a) 2			
B7.03	Are there plans and monitoring results for the last period	239(a)3				
B7.04	Are the notices and the monitoring results submitted to a person or to a group of persons having the responsibility to ensure corrective actions, including the head of the design organization	239(a)3	245(a) 4.1, 4.6 2 to 239(a) 2			
B7.05	Is there the monitoring plan for the further period	239(a)3				
B7.06	Is it stated the responsibility of the head of the design organisation for the plans approval of the independent monitoring audits	239(a)3	245(a) 4.1 2 to 239(a) 2			
B7.07	Does the independent monitoring cover the qualification and experience criteria and the education system so that they change depending on the experiences obtained by the organization and whether they are the persons with appropriate qualification on the positions	239(a)3	243(d) 3.3 2 to 239(a) 2			
B7.08	Does the independent monitoring cover also the sub-contractors and partners of the design works	239(a)3 239(c)				