

European Aviation Safety Agency

**CONDITIONS FOR THE ISSUANCE OF LETTERS OF ACCEPTANCE FOR NAVIGATION DATABASE SUPPLIERS
COMPLIANCE CHECK LIST**

Survey Ref;

Applicant Name;	LOA Ref;
Address	
Site Assessed;	
Contact Name;	Tel No;
Team Leader Name;	
Team Member Names;	
Exposition Title;	Exposition Ref;

Compiled By;

Signed;

Date;

Additional Information;

Note;
Once completed to be passed to the POATL and will be included as part of the applicants Compliance record.

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Exposition					
<p>Has an Exposition been furnished to EASA and verified for compliance to A.143a</p> <p>Does it reflect the activities applicable to the scope of Letter of Authorisation applied for</p> <p>Does it reflect either ED-76 or DO-200A</p>	A.143a	5.2			
Is the Exposition amended as necessary to remain an up-to-date description of the organisation	A.143b				
Are copies of amendments supplied to EASA	A.143b				
Changes to the organisation must be notified to EASA as soon as practicable, including change to: the organisation structure; accountable manager; nominated managers; quality system or significant change to database production capacity, methods or systems.	A.147a				
Changes in location of the facilities must be notified to EASA prior to the change and as soon as practicable.	A.148				

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Quality System					
Has the applicant established a quality system including navigation databases in the scope	A.139a				
<ul style="list-style-type: none"> Is the quality system documented in a form which makes it easily available to personnel who need it to perform their duties 	A.139a				
<ul style="list-style-type: none"> Is the manager responsible for ensuring that the quality system is implemented identified 	A.139a				
Are there adequate procedures for :-	A.139b1				
<ul style="list-style-type: none"> document issue, approval & change 	A.139b1				
<ul style="list-style-type: none"> vendor & subcontractor assessment and control 	A.139b1				
<ul style="list-style-type: none"> verifying that incoming data is produced in accordance with specified standards 	A.139b1				
<ul style="list-style-type: none"> identification, traceability and configuration control (including prototype, development and beta testing) 	A.139b1				
<ul style="list-style-type: none"> processes for translating, formatting and/or integrating data 	A.139b1				
<ul style="list-style-type: none"> inspection and testing 	A.139b1				
<ul style="list-style-type: none"> validation of software tools and test equipment 	A.139b1				
<ul style="list-style-type: none"> non-conforming item control 	A.139b1				
<ul style="list-style-type: none"> co-ordination with equipment design organisation 	A.139b1				
<ul style="list-style-type: none"> records completion and retention 	A.139b1				
<ul style="list-style-type: none"> personnel competence and qualification 	A.139b1				
<ul style="list-style-type: none"> issue of release documents 	A.139b1				

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
• controlled dissemination of database to users	A.139b1				
• internal quality audits and corrective action	A.139b1				
• inspection and testing	A.139b1				
Is there an adequately proceduralised independent quality assurance function to monitor compliance with, and adequacy of, the procedures of the quality system	A.139b2				
• Is quality assurance independent of the functions which it monitors	A.139b2				
• Are staff able to work without technical reliance on the monitored function	A.139b2				
• Does the quality assurance function perform planned continuing and systematic evaluations or audits of factors which affect conformity, airworthiness and safety of the product	A.139b2				
• Does this evaluation include all elements of the quality system in order to show compliance with ED-76 or Do-200A and the EASA Conditions for Acceptance	A.139b2	3.4			
• Has the applicant provided an ED-76 or DO-200A Compliance Matrix in support of the application for Letter of Acceptance					
Are quality assurance results fed back to the manager responsible for the function to ensure adequate corrective action	A.139b2				
Are quality assurance results fed back to the accountable manager to ensure adequate corrective action	A.139b2				

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Conditions					
Has the database supplier demonstrated that:-					
<ul style="list-style-type: none"> • general conditions, facilities, working conditions, equipment and tools, processes and associated materials number and competence of staff and general organisation are adequate 	A.145a				
<ul style="list-style-type: none"> • with regard to all necessary data from equipment design organisation and data originators, that the database supplier has established a procedure to ensure that data is correctly incorporated into production data, and • such data is kept up to date and made available to all personnel who need access to such data to perform their duties 	A.145b				
<ul style="list-style-type: none"> • an accountable manager has been nominated with responsibility to ensure that the database suppliers conforms with the EASA Conditions 	A.145c1				
<ul style="list-style-type: none"> • a group of managers been nominated with the extent of their authority. 	A.145c2				
<ul style="list-style-type: none"> • one of the managers is nominated with responsibility monitoring the organisation's compliance with the quality system and the EASA conditions 	A.145c2				
<ul style="list-style-type: none"> • certifying staff have the appropriate knowledge to fulfil their responsibilities 	A.145d1				
<ul style="list-style-type: none"> • a record is maintained of all certifying staff and their scope of authorisation 	A.145d2				
<ul style="list-style-type: none"> • certifying staff are provided with evidence of their scope of authorisation 	A.145d3				

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Certifying Staff					
Have certifying staff been clearly identified	A.145d1				
<ul style="list-style-type: none"> Is their background & experience appropriate to discharge their responsibilities 					
<ul style="list-style-type: none"> Is their number sufficient with regard to database complexity and production rate 					
<ul style="list-style-type: none"> Is their knowledge and experience of the database production processes adequate 					
<ul style="list-style-type: none"> Is their knowledge of the EASA Conditions adequate to sign release statements 					
Has adequate training been included					
Is the training updated with changes in the organisation and its technology and staff re trained as necessary					
Does training include a feedback system to maintain currency of both staff and training					
Are records available of all certifying staff detailing the following:-					
a) Name					
b) Date of birth					
c) Basic training and standard attained					
d) Specific training and standard attained					
e) Continued training (as appropriate)					
f) Experience					
g) Scope of authorisation.					
h) Date of first issue					
i) Expiry date, if appropriate					

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
j) Identification number of authorisation.					
<ul style="list-style-type: none"> Are the records for certifying staff detailed as a procedure in the quality system 					
<ul style="list-style-type: none"> Are certifying staff records restricted to prevent unauthorised alteration 					
<ul style="list-style-type: none"> Can certifying staff access their own records upon request 					
<ul style="list-style-type: none"> Are records maintained for at least two years following cessation of the authorisation. 					
Are certifying staff provided with evidence of the scope of their authorisation					
<ul style="list-style-type: none"> Does the document style make clear the scope of the authorisation 					
<ul style="list-style-type: none"> Is the authorisation document made available in a reasonable time 					
Are there adequate procedures for the issue of release statements	A139b1 A163b				
<ul style="list-style-type: none"> Are they only signed by certifying staff 					
<ul style="list-style-type: none"> Are copies held on file 					

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Supplier Control					
Are there adequate procedures for vendor & subcontractor assessment, audit & control.	A.139b1				
• Are external suppliers identified by the quality system	A.143a				
• Are external suppliers controlled by using the following techniques <i>as appropriate</i> to ensure conformity					
◊ Qualification and auditing of the suppliers system.					
◊ Evaluation of capability					
◊ First article inspection to verify conformity					
◊ Incoming inspection and test where appropriate					
◊ A vendor rating system which gives confidence in performance and reliability					
◊ Supplier personnel satisfy the competency standards of the applicants quality system as appropriate					
◊ Quality measurements are clearly identified by the supplier					
◊ Supplier records and reports showing conformity are available for review and audit					
◊ Is the control of buyer furnished equipment included in the Quality system					
Are there adequate procedures for handling, storage & packaging (by suppliers & internally)					

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Privileges					
Has the applicant defined satisfactory procedures for the translation, formatting and/or integration of information into electronic databases for navigation systems under these Conditions	A.163a				
<ul style="list-style-type: none"> is the data formatted in accordance with data formatting specification such as ARINC 424 or instructions given by the equipment design organisation or the Data Application Integrator as applicable. 		3.2			
Has the applicant defined satisfactory procedures to issue statements that navigation databases are produced in accordance with these Conditions	A.163b				
<ul style="list-style-type: none"> Is the LOA made available to end users 		4.1			
<ul style="list-style-type: none"> Is there a mechanism to advise changes in the LOA 		4.2			
<ul style="list-style-type: none"> Are the procedures for demonstration of conformity prior to release and the internal conformity statement defined and satisfactory 		4.3			
<ul style="list-style-type: none"> Are qualified individuals nominated with authority to release the databases 		4.4			
<ul style="list-style-type: none"> Do the releases include software tools for duplication, and if so are the procedures for configuration control and release satisfactory 		4.5			
<ul style="list-style-type: none"> Does the release certification certify the database, rather than the disposable media used for distribution 		4.6			
Is it ensured that each database has been appropriately checked prior to the issues of a release statement.		5.6			

Activity Areas Audited	Condition	Guidance	POE / Proc.	Comments	Result
Obligations					
Does the applicant:-					
<ul style="list-style-type: none"> ensure that the Expo used as a basic working document 	A.165a				
<ul style="list-style-type: none"> maintain the organisation in conformance with the data and procedures approved for the LOA 	A.165b				
<ul style="list-style-type: none"> determine that each navigation database is produced in accordance with the EASA Conditions 	A.165c				
<ul style="list-style-type: none"> record details of all work carried out 	A.165d				
<ul style="list-style-type: none"> maintain an internal occurrence reporting system in the interests of safety 	A.165e				
<ul style="list-style-type: none"> report occurrences to the customer and/or the equipment design organisation in a timely manner report occurrences to the Agency (within 72 hours of an unsafe condition) where acting as a supplier to another organisation, report occurrences to that organisation. 	A.165f				
<ul style="list-style-type: none"> provide assistance to the equipment design organisation in dealing with continued airworthiness issues 	A.165g				
<ul style="list-style-type: none"> maintain a record retention and archiving system, including that of its suppliers and subcontractors 	A.165h				