



User Guide for Production Organisations	Doc #	UG.POA.00067-001
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# User Guide for Production Organisations

## **UG.POA.00067-001**

	Name	Validation	Date
Prepared by:	Samuel PERNET	Validated	21/12/2011
Verified by:	Jiří NOVY	Validated	21/12/2011
Reviewed by:	Oscar FERREIRA	Validated	21/12/2011
Approved by:	Wilfried SCHULZE	Validated	05/01/2012
Authorised by:	Francesco BANAL	Validated	13/01/2012

**DOCUMENT CONTROL SHEET**

<b>Process Area</b>	Organisation approval
<b>Main Process</b>	Production Organisation Approval
<b>Scenario</b>	All
<b>Process</b>	All
<b>Main Process Owner</b>	Jiří NOVY

**Reference documents**

Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC, (called Basic regulation)

Commission Regulation (EC) No 1702/2003 of 24 September 2003 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations,

Commission Regulation (EC) No 593/2007 of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency,

ED Decision 2003/1/RM of 17<sup>th</sup> October 2003 on AMC and GM for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations,

ED Decision No 2003/12/RM of 5 November 2003 on general acceptable means of compliance for airworthiness of products, parts and appliances (« AMC-20 »).

MB Decision 03-2004 - Decision of the Management Board of 3rd February 2004 concerning the general principles related to certification procedures to be applied by the Agency for issuing certificates for organisations ("Organisations Certification Procedures"),

MB Decision 01-2011 - Decision of the Management Board on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities.

**Abbreviations/Definitions**

A&P	Applications & procurement services department F.1 (EASA staff)
Activity	Initial investigation, significant change or continued surveillance
AMC	Acceptable means of compliance
Basic regulation	Regulation (EC) No 216/2008
DA	Designated Authority
DO/PO	Design Organisation / Production Organisation
EASA, Agency	European Aviation Safety Agency
EASATL	EASA Team Leader
ECOFA	Export Certificate of Airworthiness
ED	EASA Executive Director
EU	European Union
External Party	Appropriately accredited NAA/QE
GM	Guidance material
Lead auditor	POATL or, in the case POATL does not participate in the audit, the nominated person by POATL
MB	Management Board
MS	Member State
NAA	National Aviation Authority
non-EU state	Any state which is not an EU Member State or country within the meaning of Article 66 of Regulation (EC) No. 216/2008, as last amended
OCP	Organisations Certification Procedure (MB Decision)
Overseeing entity	EASA or NAA/QE tasked by EASA for an activity
PE	Panel of Experts



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POA	Production Organisation Approval
POASM	Production Organisations Approvals Section Manager (EASA staff)
POATL	POA Team Leader assigned to POA holder (EASA, NAA or QE staff)
POAT	POA Team assigned to POA holder (EASA, NAA or QE staff)
POC	Production Oversight Coordinator (NAA/QE Staff)
POE	Production Organisation Exposition
QE	Qualified Entity
SC	Significant Change

Log of issues		
Issue	Issue date	Change description
001	13/01/2012	First issue.



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## 1. Scope

According to Articles 53(1), 18(d) and 20(2) (b)(ii), (b)(iii), (c) of Regulation (EC) No 216/2008 of the European Parliament and of the Council of 15 July 2002 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency (hereinafter referred to as "the Basic Regulation"), the EASA Management Board shall establish transparent procedures for taking individual decisions for certification of production organisations located outside the territory of the Member States.

Under this provision, the Management Board has adopted Decision No 3/2004 of 3 February 2004 of the Management Board concerning the general principles related to the certification procedures to be applied by the Executive Director of the European Aviation Safety Agency for issuing of certificates for organisations (hereinafter referred to as "OCP Decision").

The objective of the OCP Decision is "to establish the general principles to be followed by the Agency to issue organisation approvals in accordance with the applicable implementing rules of the Basic Regulation" according to Art. 1(1), Article 10 of the OCP Decision mandates the Executive Director to "establish the necessary associated detailed procedures for the implementation of this Decision [...]".

The Production Organisation shall apply for a POA to the appropriate Competent Authority. When the Organisation is located in EASA Member State, the NAA of the corresponding Member State is by default the Competent Authority except if this state requests the Agency to handle the application. When the Organisation is located outside EASA Member State, the Competent Authority is EASA. This user guide will describe the approval process in the case where EASA is the Competent Authority.

In EASA, Production Organisations Approval Section is responsible for managing POA related matters.

This User Guide is complementary to the requirements of Commission Regulation (EC) 1702/2003 of 24 September 2003 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations, (hereinafter referred to as "Regulation (EC) 1702/2003") and does not supersede or replace the information defined within it.

The purpose of this user guide is to describe how the applicant should proceed when applying for an EASA Part 21 Subpart G approval and how EASA will handle the initial investigation, continuation, change, limitation, suspension or revocation of the approval of the aforementioned organisation according to Annex (Part 21) of Regulation (EC) 1702/2003.

All investigations performed by EASA of Part 21 Subpart G production organisations will be conducted in accordance with the provisions of Annex I of the Basic Regulation and Subpart G, Section A and Section B of Part 21. The process shall follow the OCP decision and EASA internal procedures.

### **Communication**

All documents and correspondences between the Applicant and the Competent Authority shall be in the English language unless otherwise agreed by EASA.

For any communication before or during the approval process, EASA can be contacted via "foreignPOA" mailbox address available via the EASA website.

## 2. Application and Allocation of technical Investigation tasks

### 2.1. Initial Application or inquiry

It is recommended to approach POA section in case of any POA technical questions via "foreignPOA" mailbox provided on EASA website [www.easa.europa.eu](http://www.easa.europa.eu) in "Production Organisations" webpage before submitting an official application form to EASA. It is even recommended, as far as possible, to request for a meeting in EASA premises in order for the Organisation to present itself and the project and for EASA to give guidelines and requirements.

This permits to perform (prior to the official application) a pre-eligibility and appropriateness check of the applicant in accordance with Part 21A.133 requirements and avoid unnecessary work by EASA and the applicant.

### 2.2. Formal Application - EASA Form 50



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A new application for an EASA Part 21 subpart G Production Organisation Approval shall be made in accordance with Section B of Part 21 using an EASA Form 50 (template to be used is available on EASA website in "*Application forms*" webpage). This application form shall be sent directly to EASA by surface mail, fax or e-mail using the "foreignPOA" mailbox.

EASA will acknowledge receipt of the application within 10 working days by email.

EASA A&P Department will check the application. When an initial application dossier is incorrect or incomplete, EASA Applications & Procurement Department will notify the applicant as soon as possible by letter or email detailing the omissions and errors.

Initial application dossier must contain:

- Completed EASA Form 50 including the turnover of the organisation related to the requested POA scope.
- The detailed scope of approval for which approval is sought, (refer to GM 21A.151),
- If the application is submitted by surface mail, a contact details (phone number and/or e-mail address) of a person in the organisation are requested.
- Outline of the production organisation exposition (POE), including the organisational structure, functions and responsibilities of the responsible managers,
- DO/PO arrangement (including information on Direct Delivery Authorisation) as per 21A.133 (c) or an evidence that the applicant holds or has applied for an approval of the applicable design data as per 21A.133 (b).
- The certificate of trade registration (Certificate of Incorporation) as detailed on the EASA Form 50 with translation to English.
- As far as possible, the EASA Form 4 for responsible managers referred in block 5 of the EASA Form 50,

Note: In order to expedite the process the applicant is invited to provide together with the application:

- Prefilled eligibility evaluation checklist (see ANNEX 1)
- draft POE
- EASA Form 4 for responsible managers referred in block 5 of the EASA Form 50

The POE shall be written following requirements in Part 21A.143 and 21A.139. The Production Organisation can decide to produce the POE in 2 ways:

- One head document describing briefly the quality system and making reference to other internal documents providing more details or,
- One head document containing all information and details of the quality system.

The declaration of turnover will be the basis to calculate the application fees as described in the Commission Regulation (EC) 593/2007 of 31 May 2007. For any related questions please refer to "EASA Fees & charges - FAQ" webpage.

EASA A&P Department will forward the application dossier to POA section once checked and administratively complete. Then the POA section will proceed to technical eligibility evaluation by reviewing the documents.

When eligibility evaluation has been fully assessed, A&P will inform in writing the Organisation on the decision:

- Refusal of an application: the decision will contain the reasons thereto, including a reference to the possibility for appeal as specified in Articles 35 to 41 of the Basic Regulation.
- Acceptance of application: the decision will contain a preliminary request of payment of the fees linked to the turnover declared in the EASA Form 50, according to the Commission Regulation (EC) No 593/2007 of 31 May 2007.

The applicant has to confirm the acceptance of the amount of the fees to be paid before the "initial application invoice" is sent to the applicant by the EASA A&P Department.

The A&P Department communicates application rejection or acceptance to the applicant within 1 month following receipt of the administratively correct application and, in case of acceptance, the preliminary approval number with a suffix "P" indicating the pending status of the approval (for example EASA.21G.XXXXP).

The initial investigation will start only when the payment of fees would have been received by EASA.

### 2.3. Determination of the POA team



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After eligibility of the application has been fully assessed and the invoice has been paid, the POASM decides if the application should be further processed internally by EASA (with EASA Team Leader) or if the technical investigation should be allocated to an accredited external party (with NAA or QE Team Leader).

In case the technical investigation is to be performed internally, the POASM will establish an appropriate EASA certification team using EASA staff supported, if necessary, by a seconded staff from accredited NAA or QE.

The POASM will nominate an audit team made up of a team leader / members to carry out the investigation process.

The criteria applied by EASA to determine the investigation team are as follows:

- Complexity of the organisation approval
- Number of sites to be audited
- Type of audit (initial, changes, follow up audits, findings etc.)
- Size of the organisation
- Nature of the services to be covered by the production organisation and its direct impact to aviation safety
- Appropriate technical experts (may include language needs)
- Any additional reason deemed necessary by EASA and justified by a specific situation

Trainees may participate in investigation teams at no cost to the applicant. For specific technical investigations, the basic team can request one or more appropriate technical expert(s) for assistance.

If the accredited NAA/QE elects to use additional staff or trainees for an audit, EASA must be informed in advance. In such cases any associated costs will be borne directly by the NAA/QE and not by the applicant or EASA.

POASM informs the Applicant in writing about the allocated investigation team.

## 3. Certification Procedure

### 3.1. Investigation for Initial Organisation Approval

#### 3.1.1. Preparation of the investigation

The investigation for initial approval can start once:

- Fees are paid.
- The POA Team Leader (POATL) is designated.

The assigned POATL will provide the applicant with a POA compliance checklist (see ANNEX 2) to be completed by the applicant in order to serve as cross reference checklist and evidence for compliance with the regulation before the investigation starts. In addition a POE compliance checklist (see ANNEX 3) will be provided to the applicant.

POATL initiates the process by arranging an initiation meeting (Kick Off meeting) with the applicant for a general presentation by the applicant of its organisation and products, parts or appliances and for the POAT to describe the investigation process, to confirm the identity of those managers who need to complete an EASA Form 4. In case of extensive travel efforts to conduct such a meeting, the POA Team is open to use other means of communication.

POAT will review and, if necessary, give comments on the completed checklists and the latest version of the POE with associated documents.

As soon as the documents are deemed to be mature enough, the POATL will:

- Liaise with organisation for scheduling the audit(s),
- Agree with the applicant on the investigation plan, locations needing investigation and approximate time scale.

Comments on documents made during the investigation process will be handled by the POATL.



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### 3.1.2. On site investigation(s)

The POATL will start the on-site audit with an opening meeting with the auditee's management and where possible with the Accountable Manager. The following points should be considered when carrying out the meeting:

- Confirmation of the audit schedule (including the scope of the audit).
- Explanation on the method used for reporting non conformities.

The following on-site activities will be carried out:

- Audits of the organisation, its organisational structure, and its procedures for compliance with Part 21 Subpart G. The details of these working processes and procedures audits will be documented in compliance audit reports / checklists. The full scope of work shall be covered,
- Interview of the key personnel nominated by EASA Form 4,
- Checking that the POE reflects the organisation, its procedures, practices and 21A.143,
- Sample (product) audits at working level to verify that:
  - Work is performed in accordance with the system described in the POE and its associated procedures.
  - Products, parts, appliances or material produced by the organisation are in conformity with the applicable design data.
  - Facilities, working conditions, equipment and tools are in accordance with the POE and appropriate for the work being performed.
  - Competence and numbers of personnel is appropriate for the work being performed.
  - Co-ordination between production and design is documented and satisfactory.

At an advanced stage of the investigation the POATL will review the audit results and matters arising, in order to determine any additional areas requiring investigation.

The accountable manager needs to be seen at least once during the investigation process, preferable during the conclusion meeting and where possible also during the initiation meeting because he or she is ultimately responsible for ensuring compliance with the requirements for initial grant and subsequent maintenance of the production organisation approval.

A closing meeting chaired by the audit Team Leader will be held to present the audit findings and conclusions to the auditees in order to ensure that they are understood. The auditees will be given the opportunity to discuss any non compliance identified and suggest corrective actions and a timeframe for implementation.

Findings made during the investigation process will be handled by the POATL according to Section B of Part-21 subpart G and its associated AMC / GM.

Findings will be raised and classified according to Part 21A.158. In normal cases, a maximum of three months should be allowed to take corrective action for each finding raised during the initial audit. Failure to close these findings within the agreed target date could lead the Agency to terminate the application.

An audit report could be produced at the time of completion of the audit. But in any case the formal notification of the findings must be sent by the POATL to the Organisation within a maximum of two weeks from the closure meeting of the audit.

*Note: It is highly recommended to the Production Organisation to submit the corrective action plan of the finding to be sure that it is in line with POATL expectations. An implementation of corrective action plan without prior agreement by the POAT could lead to rejection of corrective action and delay the finding closure.*

The POATL will follow up the closure of all findings identified during the audit(s). When he/she is satisfied with the actions that have been taken by the Organisation in respect of the finding raised during the audit, he/she notifies the Organisation in writing that the non-compliances are considered closed.

Depending on the extent and nature of findings and the related corrective actions, additional audit may be necessary.

After all planned investigations have been performed, the POATL will hold a team meeting to review findings and observations. When the need is felt, additional audits in specific areas may be planned before a final agreed file on the investigations is compiled together with an overview of all open and already closed findings.

On completion of the investigation a conclusion meeting with the applicant will be held. The meeting will be chaired by the POATL and should agree on the remaining findings, corrective action time scales, and preliminary arrangements for any follow up that may be necessary.



### 3.1.3. Recommendation

Once compliance of the applicant with Part-21 subpart G has been established, the POATL will recommend to EASA POASM the approval of the production organisation, including recommendation for POE and management personnel acceptance.

For that purpose POATL will prepare a recommendation package. In the case of task allocation, this package will be reviewed for quality check by the NAA/QE POC before being submitted to POASM for review. In case of task allocated to EASA, the EASA POATL will directly transmit it to EASA POASM for review.

### 3.1.4. Issuance of an approval Certificate

The recommendation package is reviewed by EASA for compliance and accuracy. Once satisfied EASA will sign:

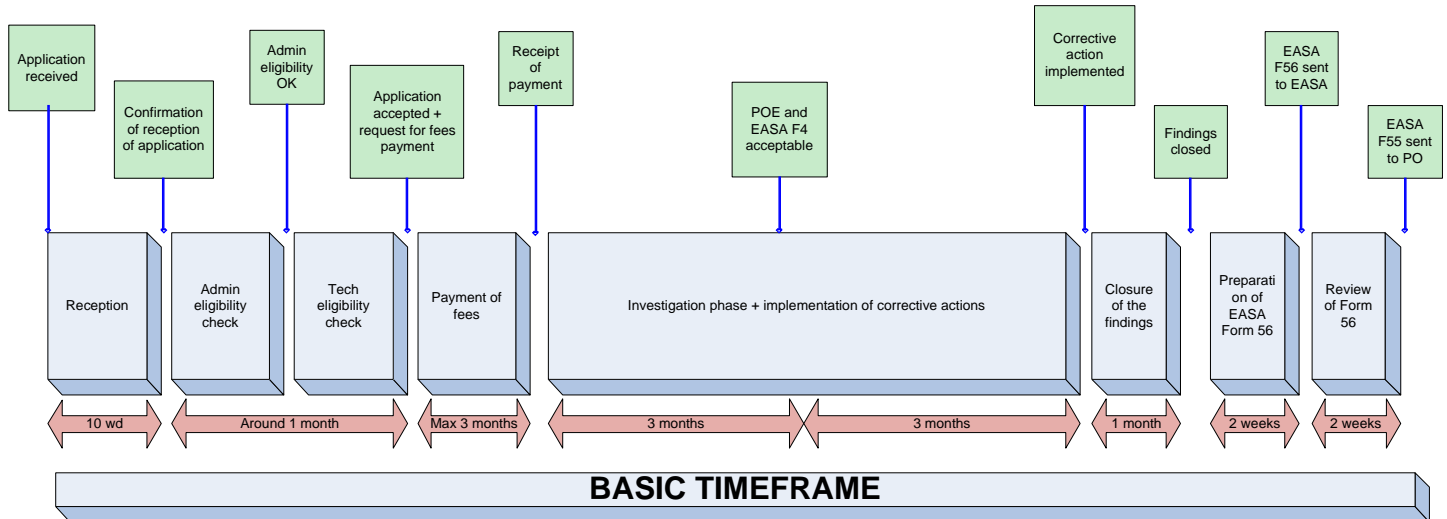
- The certificate EASA Form 55,
- The Letter of approval, stating the acceptance of POE together with its associated documents and lists.
- EASA Form 4 approved and signed (copy)

The EASA POASM will forward the original signed EASA Form 55 together with the relevant Letter of approval to EASA A&P Department. This department will establish the first annual surveillance fees invoice and send it attached to the above documents to the Production Organisation. The first annual invoice is due immediately after the issuance of the certificate.

Once the approval is issued, the Approval number will be updated by removing the "P" from the Approval reference.

### 3.1.5. Basic time frame

The normal time frame to process a PART 21 subpart G approval is about 8 months from the allocation date; however the amount of time taken is largely dependant on the ability of the applicant to produce the documentation required and to rectify any non conformity that may be identified during the certification process. Unless duly justified, failure to meet this time frame might lead the Agency to terminate the application.



Note: In exceptional cases pending on the size/complexity of the Organisation and the product or the advance of the corrective actions, the POASM can, following POC request, extend this period until 12 months.

If after this period there are still blocking points for a recommendation for approval, the Organisation shall inform the POATL of some delays and shall agree an action plan to close all the findings. The POATL will report to EASA the situation in case of delay. EASA, via the POASM, will then decide on the way to proceed further.

## 3.2. Continued Surveillance

After the POA is issued and in order to ensure continuous and complete compliance with Part 21 Section A Subpart G and when applicable Subpart P, a POATL in charge of the approval will be appointed by the POASM.

By default the investigation is performed by the assigned initial investigation team. However, should it become necessary or more appropriate to change it, the POASM may decide to allocate the continued surveillance to another team. He will do the necessary communication.



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The continued surveillance is carried out over 24 months period (called "cycle") in accordance with the continued surveillance plan established by the POATL. This continued surveillance plan is communicated to the production organisation by the POATL.

The continued surveillance activities will be controlled by the POATL and performed by the POAT according to the pre-defined investigation plan. The following activities will be carried out:

- Planned continued surveillance, consisting of several audits (at least one per year) to check compliance with Part 21 Subpart G and the effectiveness of the POE and associated procedures.
- Sample (product) audits at working level to verify that:
  - Work is performed in accordance with the system described in the POE and its associated procedures.
  - Products, parts, appliances or material produced by the organisation are in conformity with the applicable design data.
  - Facilities, working conditions, equipment and tools are in accordance with the POE and appropriate for the work being performed.
  - Competence and numbers of personnel is appropriate for the work being performed.
  - Co-ordination between production and design is documented and satisfactory.
- Unscheduled POA audits related to surveillance findings or external needs
- At least once a year the POATL will have a meeting with the Accountable Manager where the general situation regarding the Quality System of the organisation will be reviewed based on audit results and corrective actions taken by the organisation.

Normally the frequency of visits for continued surveillance shall consist of a minimum of one visit per year - period starting from the date the certificate was granted. This may be varied when agreed by the EASA POASM.

The criteria to be reviewed by the EASA POASM for changing audit visit frequency are as follows:

- a) Follow up of audits / findings
- b) Change to the approval
- c) Incident response
- d) Request by the Agency
- e) Large complex organisation
- f) Complex product

Each finding will be documented against detailed references to Part 21 requirements or the organisations' POE and associated procedures.

All audit reports will be communicated to the organisation.

In case of suspected Level one finding or finding level 2 impacting the approval, the POATL will have to liaise with EASA for confirmation of finding level.

When the level 1 finding is confirmed, the POATL will not transmit the audit report to the Organisation. However he/she will transmit audit report with his proposal to the POASM. EASA will notify the finding(s) to the Organisation together with the decision against the approval.

The EASA TL or NAA POC will inform EASA POASM regarding any Level 1 finding made against the POA holder together with any actions it has taken. In case of a Level 1 finding, the POASM will review the finding and take appropriate action.

In some cases, the POATL can raise Level 2 finding impacting the validity of the approval. In such circumstances, the EASA TL or NAA POC will also inform the EASA POASM, who will review the finding and take appropriate action.

In case of a negative decision by the Agency on the validity of approval, the POASM will notify the approval holder by letter and copy the POC, detailing the limitation, suspension or revocation of the POA.

*Note: It is highly recommended to the Production Organisation to submit the corrective action plan of the finding to be sure that it is in line with what the auditors expect. A rejection of the corrective action plan could lead to a delay in the finding closure.*

For any finding, the quality system of the organisation should propose a corrective action or a corrective action plan designed in a way which allows identifying and recording:

- The finding,
- The root cause,
- The relevant immediate action,



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- The long term preventive action,
- The appropriate timescales.

The corrective action period granted by EASA for any finding will need to be appropriate to the nature of the finding. During the debriefing of the audit with the POA holder, a reasonable period will be determined which should enable the POA holder to take the corrective action including root cause actions but in any case initially must not be more than 3 months. In certain circumstances and subject to the complexity and the nature of the finding the 3 months period may be prolonged subject to a satisfactory corrective action plan agreed with the POATL.

Failure to comply within agreed time scale could lead to provisional suspension of the POA in whole or in part.

Every 24 months the POATL will have to summarize the surveillance performed and if satisfied, to recommend EASA to continue the approval. For that purpose, he/she will prepare a recommendation and a continued surveillance plan for the next cycle.

In extenuating circumstances the cycle period may be extended by the POASM. This is subject to verification by other means that the systems are functioning within the POA holder's organisation.

At the time of the continuation, recent findings having not reached yet the deadline may be still open. However, according to 21.B.225, the accredited NAA/QE or the EASATL in charge of the recommendation shall be satisfied with the corrective action plan of any open finding made at the time of the recommendation.

When continued validity of the certificate is accepted, the EASA POASM shall formally notify the approved production organisation and copy in POATL plus the POC if applicable.

### **3.3.Changes within the Approved Production Organisation**

#### ***3.3.1. Application for change***

All significant changes as detailed in the 21A.147 or 21A.148 of Part 21 require EASA Form 51, available on the EASA website. The POA holder shall address the EASA Form 51 to EASA via "foreignPOA" mailbox and if possible copying the POATL.

In the case of a change of Company name, Certificate of Incorporation shall be attached to EASA Form 51. In the case of a change of nominated person, EASA Form 4 signed by Organisation shall be attached to EASA Form 51 (several changes of nominated personnel can be requested on the single EASA Form 51).

For any significant change, the draft POE taking into account the change shall be submitted for acceptance.

In case of change of location, it is requested to send with the EASA Form 51 a co-ordination plan in order to agree transitional arrangements which can allow continuation of the approval (AMC 21A.148 (3)). This co-ordination plan shall be accepted by EASA POASM.

#### ***3.3.2. Allocation of the investigation team***

By default the investigation is performed by the assigned initial team. However, should it become necessary or more appropriate to allocate a different auditor, the POASM may decide to allocate the investigation to another team. He will do the necessary communication.

For detail please refer to paragraph 2.3.

#### ***3.3.3. Technical investigation for change and issuance of decision***

To process a change, the POATL will proceed as detailed within paragraph 3.1.

Changes cannot be implemented prior to EASA formal approval. However, the POATL shall liaise with the POASM of all cases where the organisation wishes to operate in accordance with 21A.147 (b).

The POATL will investigate any proposed significant changes according to 21B.240 of Part 21. The POATL will determine the extent of any subsequent review according to the impact of the proposed changes to the Organisation and/or its POE and shall carry out all necessary actions. Pending on the significance, the investigation can be from a desk audit until several audits.

If the investigation of the change falls in a period close to another investigation it may be possible, for the sake of efficiency and effectiveness, to combine the two investigations.

Based on a report issued by the POATL, the POASM will decide how to proceed with the change.



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Pending on the change, a review of the turnover can be requested. Any change to the turnover will impact the next yearly invoice.

EASA will send the letter for acceptance or rejection of any significant change based on recommendation issued by the team responsible of the activity. In case of significant change resulting in the issuance of new revision of POA certificate, the old certificate must be returned to EASA at reception of the new one.

### 3.4. Correspondence and focal points

For any technical issue related to the approval, the production organisation shall contact the designated team leader. In case of task allocation to NAA or QE, the EASA will communicate with the POC.

For any administrative issue such as those related to fees and charges, invoices, the approved production organisation shall directly contact EASA A&P Department.

EASA will directly transmit to the POA Holder or applicant, all documents linked to the POA, (e.g. POA certificate EASA Form 55, acceptance of significant change, approval continuation letter etc.)

## 4. Additional provisions

### 4.1. Resolution of Disagreements

Every effort should be made to resolve all kinds of disagreements between investigation team and the Approval Holder/Applicant at the lowest possible level.

The investigation team (together with the POC in case of task allocation) will manage any dispute with the applicant or the POA holder. The POASM, who has the ability and power to take decisions to the largest possible extent, will be informed by the POAT.

### 4.2. Limitation, Suspension and Revocation

A Production Organisation Approval shall be limited, suspended or revoked by the Agency if the certificate becomes invalid under the conditions specified in Part-21, or fails to comply with the Agency's fees and charges Regulation.

The POASM will notify the holder of a Production Organisation Approval in writing about this limitation, suspension or revocation including the reasons thereof and the right to appeal against this decision in accordance with Article 40 to 51 of the Basic Regulation.

After 1 year of limitation, the EASA Form 55 can be reviewed to exclude the limited activity from the scope of approval.

After 1 year of suspension without any change, the approval can be revoked according to OCP.

The POASM will make the decision to withdraw a pending limitation or suspension based on POAT investigation results.

If the Organisation needs to surrender or to voluntary suspend or limit its approval, this shall be officially addressed to POASM attaching the certificate.

### 4.3. Confidentiality of Documents

In the scope of this work instruction, all documents and information received and held by EASA or NAA/QE related to the certification procedure which originates from the Approval Holder/Applicant or a third party, will be handled in accordance with

1. Basic Regulation;
2. Regulation (EC) No 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
3. Decision No 01/2004 of 3 February 2004 of the Management Board concerning the arrangements to be applied by the Agency for public access to documents;
4. Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.



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APPENDIXES

Appendix 1: POA eligibility checklist (FO.POA.00004)

Appendix 2: POA compliance checklist (FO.POA.00009)

Appendix 3: POE compliance checklist (FO.POA.00015)

For the applicable versions please refer to EASA website on Productions Organisation webpage.