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|  | **SECTION 0 – General Information** |
| 0.1 | **Document identification** |
| 0.2 | **Company name & address & phone number (incl. sites)** |
| 0.3 | **Distribution / Circulation** |
| 0.4 | **Revision details & issue status** |
| 0.5 | **Document Approval and archiving** |
| 0.6 | **Forward / Introduction** |
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|  | **SECTION 1 – General Management** |
| 1.1 | **Corporate commitment of accountable manager** |
| 1.2 | **Safety policy and objectives** |
| 1.3 | **Nomination, qualification, training, duties and responsibilities of management and staff** |
| 1.3.1 | Accountable manager |
| 1.3.2 | Production manager |
| 1.3.3 | Safety manager |
| 1.3.4 | Independent (compliance) monitoring manager |
| 1.3.5 | Certifying staff |
| 1.3.6 | Other staff |
| 1.3.7 | Competency assessment of management and staff |
| 1.4 | **Management organisation chart** |
| 1.5 | **Manpower resources** |
| 1.6 | **Description of facilities at all sites** |
| 1.7 | Changes requiring prior approval |
| 1.7.1 | Accountable manager |
| 1.7.2 | Nominated management |
| 1.7.3 | Changes to location/facilities |
| 1.7.4 | Changes to POA activities |
| 1.7.5 | Changes to safety management element |
| 1.7.6 | Changes to independent monitoring system |
| 1.7.7 | Change to the terms of approval |
| 1.7.8 | Changes of name or ownership |
| 1.8 | **Scope of work - Relevant to the terms of approval** |
| 1.9 | **Amendment procedure for POE** |
| 1.9.1 | Procedures for changes requiring prior approval  |
| 1.9.2 | Procedures for changes not requiring prior approval |
| 1.10 | **Reporting system** |
| 1.10.1 | Occurrence reporting |
| 1.10.2 | Hazard reporting |
| 1.10.3 | Management of findings |
| 1.11 | **Handling audits from the Competent Authority and the Agency** |
| 1.12 | **Procedure for alternative means of compliance (AltMoC)** |
| 1.13 | **Management system record-keeping** |

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|  | **SECTION 2 – Production** |
| 2.1 | **Production control** |
| 2.1.1 | Procedures for introduction of production of new parts, appliances or aircraft |
| 2.1.2 | Production documentation and its control |
| 2.1.3 | Acceptance of tools and equipment |
| 2.1.4 | Airworthiness co-ordination with design approval holder |
| 2.1.5 | Vendor/sub-Contractor assessment audit and control |
| 2.1.6 | Acceptance/Inspection of incoming materials |
| 2.1.7 | Stores procedures |
| 2.1.8 | Calibration/control procedure for tools/jigs and test equipment |
| 2.1.9 | Use of tools/equipment by staff |
| 2.1.10 | Production procedure |
| 2.1.11 | Specific production procedures (If applicable) |
| 2.1.12 | Control of critical parts |
| 2.1.13 | Inspection and testing |
| 2.2 | **Authorised release certificate (EASA Form 1) procedure** |
| 2.3 | **Off-site working control procedures** |
| 2.4 | **Technical records control** |

 **SECTION 2A – Complete Aircraft (Engine) Production**

|  |  |
| --- | --- |
| 2A.1 | **Airworthiness and environmental protection data** |
| 2A.2 | **Flight test operations manual** |
| 2A.3 | **Permit to fly and flight conditions** |
| 2A.4 | **Maintenance**  |
| 2A.4.1 | Airworthiness control |
| 2A.4.2 | Maintenance control |
| 2A.4.3 | Release to service (Form 53) |
| 2A.5 | **Airworthiness release (Form 52)** |

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|  | **SECTION 3 – Safety Management**  |
| 3.1 | **Hazard identification and safety risk management schemes** |
| 3.2 | **Internal safety reporting and investigations** |
| 3.3 | **Safety action planning** |
| 3.4 | **Safety performance monitoring** |
| 3.5 | **Change management** |
| 3.6 | **Safety training (including human factors) and promotion** |

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|  | **SECTION 4 – Independent (Compliance) Monitoring** |
| 4.1 | **Independent (compliance) monitoring general** |
| 4.2 | **Monitoring plan**  |
| 4.3 | **Monitoring procedures** |
| 4.4 | **Product audit and sampling** |

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|  | **SECTION 5 – Information Security Management System (ISMS)** |
| 5.1 | **Company information security manual** |

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|  | **SECTION 6 – Appendices (All documents referenced in POE)** |
| 6.1 | **List of documents referenced in POE**  |
| 6.2 | **EASA Form 1 template** |
| 6.3 | **Procedure for digital EASA Form 1 (if applicable)** |
| 6.4 | **Capability list** |
| 6.5 | **List of certifying staff** |
| 6.6 | **Cross reference list** |
| 6.7 | **Vendor/sub-contractor list** |
| 6.8 | **Occurrence report form** |
| 6.9 | **Safety report form** |
| 6.10 | **DOA/POA arrangement template** |
| 6.11 | **List of arrangements DOA/POA** |
| 6.12 | **List of AltMoC in use (If applicable)** |
| 6.13 | **Form 52** |
| 6.14 | **Form 53** |
| 6.15 | **xxxxxxx** |