*POE CC används för att kontrollera att samtliga kapitel av ”Anybodys POE” blivit omhändertagna.*

|  |  |  |
| --- | --- | --- |
| POE kapitel enligt "Anybodys POE" | Återfinns i organisationens POE kap/sida**eller N/A** | Sign: |
| [SECTION 0 – General](#_Toc480982956) |  |  |
| [0.1 Document identification](#_Toc480982957) |  |  |
| [0.2 Company name & address (inc. sites &Telephone/fax numbers )](#_Toc480982958)  |  |  |
| [0.3 Distribution / Circulation](#_Toc480982959) |  |  |
| [0.4 Revision details & issue status](#_Toc480982960) |  |  |
| [0.5 List of effective pages / contents](#_Toc480982961) |  |  |
| [0.6 Document Approval and archiving](#_Toc480982962) |  |  |
| [0.7 Forward/Introduction](#_Toc480982963) |  |  |
| [SECTION 1 – MANAGEMENT](#_Toc480982964) |  |  |
| [1.0 Quality and safety policy](#_Toc480982965) |  |  |
| [1.1 Corporate Commitment of Manager Accountable](#_Toc480982966) |  |  |
| [1.1.1 Nomination of Accountable Manager](#_Toc480982967) |  |  |
| [1.2 Nomination of Management Personel](#_Toc480982968) |  |  |
| [1.3 Qualification, Training, Duties and Responsibilities of Management Personnel and other personnel](#_Toc480982969) |  |  |
| [1.3.1 Accountable Manager](#_Toc480982970) |  |  |
| [1.3.2 Engineering/Production Director](#_Toc480982971) |  |  |
| [1.3.3 Quality Manager](#_Toc480982972) |  |  |
| [1.3.4 Production Manager](#_Toc480982973)  |  |  |
| [1.3.5 Other Personnel as appropriate](#_Toc480982974) |  |  |
| 1.3.5.1 Certifying staff, Qualification, Training and Procedures |  |  |
| 1.3.5.2 Quality audit personnel |  |  |
| 1.3.5.x Other personnel |  |  |
| 1.3.6. Personnel files |  |  |
| [1.4 Management Organisation Chart](#_Toc480982975) |  |  |
| [1.5 List of Certifying Staff](#_Toc480982976) |  |  |
| [1.6 Manpower Resources](#_Toc480982977) |  |  |
| [1.7 Description of Facilities at all Sites](#_Toc480982978) |  |  |
| [1.8 Scope of Work - Relevant to the Terms of Approval](#_Toc480982979) |  |  |
| [1.9 vNotification Procedure to CAA of Changes to Organisation](#_Toc480982980) |  |  |
| [1.9.1 Accountable Manager](#_Toc480982981) |  |  |
| [1.9.2 Senior Nominated Personnel](#_Toc480982982) |  |  |
| [1.9.3 Changes to Location/Facilities](#_Toc480982983) |  |  |
| 1.9.4 Changes to POA activities |  |  |
| [1.9.5.Changes in Quality system](#_Toc480982984) |  |  |
| [1.9.6. Change in the terms of Approval](#_Toc480982985) |  |  |
| [1.9.7. Changes of Name or Ownership](#_Toc480982986) |  |  |
| [1.10 Amendment Procedure for POE](#_Toc480982987) |  |  |
| [1.10.1 Person Responsible for Amending POE](#_Toc480982988) |  |  |
| [1.10.2 Procedure for amending documents referenced in the POE](#_Toc480982989) |  |  |
| [SECTION 2 - PROCEDURES](#_Toc480982990) |  |  |
| [2.1 Quality System](#_Toc480982991) |  |  |
| * [Omhändertagande av hela regelverket](#_Toc480982992)
 |  |  |
| * [Grundorsaksanalys](#_Toc480982993)
 |  |  |
| * Oberoende auditering
 |  |  |
| [2.1.1 Audit for Compliance with Part 21 Subpart G](#_Toc480983000) |  |  |
| [2.1.2 Quality Audit of Organisation Procedures](#_Toc480982994) |  |  |
| [2.1.3 Quality Audit of Product](#_Toc480982995) |  |  |
| [2.1.4 Quality Audit Remedial Action Procedure](#_Toc480982996) |  |  |
| [2.1.5 Handling audits from the Competent Authority and the Agency](#_Toc480983001) |  |  |
| 2.1.6 Safety Management System (SMS)   |  |  |
| [2.2 Sub-Contract Control](#_Toc480983002)  |  |  |
| [2.2.1 Supplier/Sub-Contractor Evaluation Procedure](#_Toc480983004)  |  |  |
| [2.2.2 Supplier/Sub-Contractor List](#_Toc480983005) |  |  |
| [2.3 Production Control](#_Toc480983006) |  |  |
| [2.3.1 Acceptance/Inspection of Incoming Materials](#_Toc480983007) |  |  |
| [2.3.2 Stores Procedures](#_Toc480983008) |  |  |
| [2.3.3 Acceptance of Tools and Equipment](#_Toc480983009) |  |  |
| [2.3.4 Calibration/Control Procedure](#_Toc480983010) |  |  |
| [2.3.5 Use of Tools/Equipment by Staff](#_Toc480983011) |  |  |
| [2.3.6 Production Procedure](#_Toc480983012) |  |  |
| [2.3.7 Production Documentation and its Control](#_Toc480983013) |  |  |
| [2.3.8 Technical Records Control](#_Toc480983014) |  |  |
| [2.3.9 Authorised Release Certificate (EASA Form 1) Procedure](#_Toc480983015) |  |  |
| [2.3.10 Specific Production Procedures](#_Toc480983017) |  |  |
| [2.3.11 Airworthiness Co-ordination with Design Authority](#_Toc480983018) |  |  |
| [2.3.12 Off-Site Working Control Procedures](#_Toc480983019) |  |  |
| [2.3.13 Pre-delivery Aircraft Maintenance Procedures](#_Toc480983020) |  |  |
| [2.3.14 Control of Critical Parts](#_Toc480983021) |  |  |
| [2.3.15 Inspection and Testing (including Flight Testing)](#_Toc480983022)  |  |  |
| [2.3.16 Concessions Procedure](#_Toc480982999) |  |  |
| [2.3.17 Occurrence Reporting Procedure](#_Toc480983023) |  |  |
| 2.3.18 Internal occurence reporting sytstem |  |  |
| [SECTION 3 – APPENDICES](#_Toc480983025) |  |  |
| [3.1 Sample Documents (including EASA Form 1)](#_Toc480983026) *Dokument som ingår:* |  |  |
| [3.2 Capability List](#_Toc480983027)   |  |  |
| [3.3 Krossreferenslista om tillämpligt.](#_Toc480983028) |  |  |
| [3.4 POA-dokumentlista (kontrollista)](#_Toc480983029)  |  |  |
| [3.5 Internt avvikelseformulär med grundorsaksanalys](#_Toc480983030) |  |  |
| [3.6 Andra dokument om tillämpligt](#_Toc480983031) |  |  |