|  |
| --- |
| **Tasarım Organizasyonu Onayı (TOO) Kontrol Listesi** *Design Organization Approval (DOA) Checklist* |
| 1. **Denetim** *Audit*
 |
| **Numarası** *Number* |  |
| **Denetim Tarihi** *Audit Date* |  |
| **Denetim Adresi** *Audit Address* |  |
|  |
| 1. **Organizasyonun** *Organization*
 |
| **Onay Referansı** *Approval Reference* |  |
| **Adı** *Name*  |  |
| **Adres** *Address* |  |
| **İletişim Noktası** *Contact Person* |  |
| **Telefon Numarası** *Phone* |  |
| **E-posta Adresi** *E-mail* |  |
| * + 1. **Yönetici Personel** *Management Personnel*
 | * + 1. **İsim** *Name*
 | * + 1. **E-posta Adresi** *E-mail*
 |
| **Tasarım Organizasyon Yöneticisi***Head of Design Organization* |  |  |
| **Tasarım Fonksiyonu Sorumlusu***Design Function Responsible* |  |  |
| **Uçuşa Elverişlilik Fonksiyonu Sorumlusu***Airworthiness Function Responsible* |  |  |
| **Bağımsız Sistem izleme Sorumlusu***Independent System Monitoring Function Responsible* |  |  |
| **Onaylı El Kitabı***Approved Organization Exposition* | **Referansı***Reference* |  |
| **Tarihi ve Revizyonu***Date and Revision* |  |

|  |
| --- |
| **3. Denetimin Amacı** *Purpose of the Audit* |
| **Yetki belgesi, denetleme sonrasında** *Approval certificate, after audit* | **□ Yayımlanacak** *Issued* | **□ Uzatılacak** *Extended* |
| **Denetimin amacına ilişkin açıklama***Detailed explanation regarding the purpose*  | Ara denetim, yetki değişikliği/ilavesi/temdidi, habersiz denetim, vb. |
|  |

|  |  |
| --- | --- |
| **4. Denetim Soruları** *Audit Questions* |  |
| **DOA Investigation Subject No 1 – Handbook and Procedures** |  |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[1]](#footnote-1)** |
| Where in the Handbook is: |  |  |  |  |
|  | 21.A.265(a) | * a description of contact details (name, address, telephone, fax, etc)?
 | □ | □ |  | 4 |
|  | 21.A.265(a) | * a document title and reference number?
 | □ | □ |  | 3 |
|  | 21.A.265(a) | * an indication of the amendment or revision standard of the document?
 | □ | □ |  | 4 |
|  | 21.A.265(a) | * an amendment or revision record sheet?
 | □ | □ |  | 4 |
|  | 21.A.265(a) | * a list of effective pages with each page identified by revision / date / amendment?
 | □ | □ |  | 2 |
|  | 21.A.265(a) | * a contents list or index?
 | □ | □ |  | 2 |
|  | 21.A.265(a) | * a distribution list for the handbook?
 | □ | □ |  | 3 |
|  | 21.A.265(a) | * an introduction or foreword explaining the purpose of the document?
 | □ | □ |  | 2 |
|  | 21.A.265(a) | * a section where the certificate of approval is to be reproduced?
 | □ | □ |  | 4 |
|  | 21.A.265(a) | * detail of the administrator of the Handbook?
 | □ | □ |  | 2 |
|  | 21.A.265(a) | Where is an updating system clearly laid down for carrying out required amendments and modifications to the Handbook? | □ | □ |  | 4 |
|  | 21.A.265(a) | If the Handbook cross references other company documentation, how are these cross references indicated? | □ | □ |  | 3 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 21.A.265(b) | Has the Handbook been signed by the Chief Executive and head of the design organisation, and declared as a binding instruction for all personnel charged with the development and type investigation of products? | □ | □ |  | 5 |
|  | 21.A.265(b) | Is it stated in the Handbook that all referenced procedures are considered part of the Handbook and are therefore basic working documents? | □ | □ |  | 5 |
| Where does the Handbook contain: |  |  |  |  |
|  | 21.A.243(a) | * a description of the tasks which can be performed under the DOA in terms of general aeronautical areas?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the tasks which can be performed under the DOA in terms of technologies?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the scope of repair design that can be performed under the DOA?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a flight test operations manual defining the organisation’s policies and procedures in relation to flight tests to be conducted
 | □ | □ |  | 5 |
| Where does the handbook contain a general description of the organisation, including: |  |  |  |  |
|  | 21.A.243(a) | * its main departments and functions?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the names of those in charge of the main departments and functions?
 | □ | □ |  | 3 |
|  | 21.A.243(a) | * the line management, and functional relationships between departments?
 | □ | □ |  | 4 |
|  | 21.A.243(a) | * assigned responsibilities and delegated authority of all parts of the organisation?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a chart indicating the functional and hierarchical relationship of the design assurance system with management and other parts of the organisation?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the chains of responsibilities within the design assurance system?
 | □ | □ |  | 5 |
|  | 21.A.243(a)21.A.243(b) | * the control of the design activities of partners or subcontractors, and a description of how the assurance of compliance required by 21.A239(b) for design work from partners or sub-contractors is carried out?
 | □ | □ |  | 4 |
|  | 21.A.243(a) | * the way in which the organisation performs all the design functions in relation to airworthiness and environmental protection requirements?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the procedures and forms used in the type investigation process?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the procedures for classifying and approving design changes?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the procedures for classifying and approving unintentional deviations from the approved design data occurring in production?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the procedure for classifying and obtaining approval of repairs?
 | □ | □ |  | 5 |
| Where does the Handbook contain: |  |  |  |  |
|  | 21.A.243(a) | * a general description of how the organisation performs its functions in relation to the continuing airworthiness of the design, including cooperation with production when dealing with related continuing airworthiness actions?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of human resources?
 | □ | □ |  | 3 |
|  | 21.A.243(a) | * a description of facilities?
 | □ | □ |  | 3 |
|  | 21.A.243(a) | * a description of equipment used for design and test?
 | □ | □ |  | 4 |
|  | 21.A.243(a) | * an outline of the system used to distribute and control changes to drawings, specifications and procedures?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the recording system for relevant design information, drawings, test reports etc. including records of test specimens, the means of compliance and the compliance documentation?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the record keeping system?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the means by which the organisation monitors and responds to problems affecting airworthiness during design?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the means by which the organisation monitors and responds to problems affecting airworthiness during production?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the means by which the organisation monitors and responds to problems affecting airworthiness during in-service?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * the names of DOA authorised signatories?
 | □ | □ |  | 2 |
|  | 21.A.243(a) | * the names of nominated persons with specific responsibilities, such as mentioned in 21A.33 and 21A.35?
 | □ | □ |  | 2 |
|  | 21.A.243(a) | * a clear definition of the tasks, competence and areas of responsibility of the office of airworthiness?
 | □ | □ |  | 5 |
|  | 21.A.243(a) | * a description of the procedures for the establishment and the control of the maintenance and operating instructions per 21A.57, 21A.61, 21A.107 and 21A. 449?
 | □ | □ |  | 3 |
|  | 21.A.243(a) | * a description of the means by which the continuing evaluation of the design assurance system is performed?
 | □ | □ |  | 5 |
|  | 21.A.243(c) | * What system is in place to amend the Handbook as necessary to ensure it remains an up-to-date description of the organisation?
 | □ | □ |  | 5 |
| Where in the handbook is stated: |  |  |  |  |
|  | 21.A.9(a) 21.A.9(b) | * planned actions / system to allow the Agency to make any investigation, including subcontractors, necessary to determine compliance and continued compliance with the applicable requirements?
 | □ | □ |  | 3 |
|  | 21.A.9(a) | * the right of the DGCA to check the validity of the compliance statements submitted by the organisation?
 | □ | □ |  | 3 |
|  | 21.A.259(b) | * the obligation to return the approval certificate in case of surrender or revocation?
 | □ | □ |  | 2 |
|  | 21.A.258(a) | * the system in place to react to the DGCA’s findings?
 | □ | □ |  | 5 |
|  | 21.A.263(c) | * the privileges of the design organisation (classify changes/repairs, approve minor changes/repairs, issue information or instruction, approve minor rev to AFM, approve flight condition, issue Permit to Flight…)?
 | □ | □ |  | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procedures - General** |  |  |  |  |
| What procedure does the organisation have for collaboration with the production organisation to ensure: |  |  |  |  |
|  | 21.A.4(a) | * satisfactory coordination between design and production?
 | □ | □ |  | 5 |
|  | 21.A.4(b) | * proper support of the continued airworthiness of products, parts and appliances?
 | □ | □ |  | 5 |
|  | 21.A.5(a) | What procedure does the organisation have for record keeping of all relevant design information, drawings, test reports and instructions? | □ | □ |  | 4 |
|  | 21.A.44(b)21.A.109(b) | What procedure does the organisation have for permanently and legibly marking products, parts and appliances? | □ | □ |  | 3 |
| **Procedures – Type Certificates** |  |  |  |  |
|  | 21.A.15(b) | What procedure does the organisation have for applying for a Type Certificate? | □ | □ |  | 3 |
|  | 21.B.80 21.B.82 21.B.85 | What procedure does the organisation have for collaborating with the DGCA for the determination of certification specifications and environmental protection requirements? | □ | □ |  | 5 |
|  | 21.B.75 | What procedure does the organisation have to manage any special conditions that may be imposed by the DGCA? | □ | □ |  | 5 |
|  | 21.B.75 21.B.80 21.B.82 21.B.85 | What procedure does the organisation have for documenting the certification specifications, environmental protection requirements and any special conditions in a certification plan? | □ | □ |  | 3 |
|  |  21.A.20(a) | What procedure does the organisation have for the showing of compliance with applicable certification specifications and environmental protection requirements? | □ | □ |  | 5 |
|  | 21.A.263(c) | What procedure does the organisation have for the production of compliance documents? | □ | □ |  | 5 |
|  | 21.A.20(d) 21.A.97(b) | What procedure does the organisation have to determine the investigations and tests required to be performed to show compliance with the applicable type certification basis and environmental protection requirements? | □ | □ |  | 5 |
|  | 21.A.33(b) | What procedure does the organisation have for the conduct of the investigations and tests required by 21A.20(d)? | □ | □ |  | 5 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 21.A.35 21.A.97(b) | What is the general procedure to be followed for conduct of flight tests found to be necessary under 21A.35? | □ | □ |  | 5 |
|  | 21.A.15(b) 21.A.20(c) | How will the organisation declare that it has shown compliance with the applicable type certification basis and environmental protection requirements? | □ | □ |  | 5 |
|  | 21.A.14 | How will the organisation expressly state that it is prepared to comply with 21A.44? | □ | □ |  | 3 |
|  | 21.A.31 | What procedure does the organisation have for the production and maintenance of the Type Design? | □ | □ |  | 4 |
|  | 21.A.247 | What procedure does the organisation have to ensure that significant changes to the design assurance system are approved by DGCA? | □ | □ |  | 4 |
|  | 21.A.253 | Is there a procedure to ensure that each change to the terms of approval is applied for in writing and approved by DGCA?  | □ | □ |  | 5 |

|  |
| --- |
| **DOA Investigation Subject No 2 – Organisation and Personnel** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[2]](#footnote-2)** |
| How does the organisation ensure that |  |  |  |  |
|  | 21.A.245(e)(1) | * there is sufficient technical staff, with adequate qualifications and experience, to provide assurance of design activities?
 | □ | □ |  | 5 |
|  | 21.A.245(e)(1) | * the accommodation, facilities and equipment available to staff is adequate in order to achieve product airworthiness, noise, fuel venting and exhaust emissions objectives?
 | □ | □ |  | 5 |
|  | 21.A.245(e)(2) | * there is full and efficient coordination both within and between departments in airworthiness and environmental protection matters?
 | □ | □ |  | 3 |
|  | 21.A.243(d) | * the background and experience of personnel making decisions affecting airworthiness and environmental protection is appropriate to the discharge of their responsibilities?
 | □ | □ |  | 4 |
|  | 21.A.245(e)(1) | * the number of personnel making decisions affecting airworthiness and environmental protection is sufficient with regard to design complexity and throughput?
 | □ | □ |  | 4 |
|  | 21.A.245(e)(1) | * the knowledge and experience of technical staff of organisational design processes is adequate
 | □ | □ |  | 5 |
|  | 21.A.245(e)(1) | * the training given to technical staff is updated in accordance with organisational and technological changes, and staff then retrained as necessary?
 | □ | □ |  | 4 |
|  | 21.A.245(e)(1) | How are technical staff selected and assigned appropriate authority to discharge their allocated design and airworthiness responsibilities? | □ | □ |  | 5 |
|  | 21.A.243(d) | How is management staff responsibilities and authority clearly identified and detailed? | □ | □ |  | 5 |
|  | 21.A.243(d) | How is personnel making decisions affecting airworthiness and environmental protection clearly identified? | □ | □ |  | 3 |
|  | 21.A.245(e)(1) | What training on the design assurance system is provided to technical staff? | □ | □ |  | 4 |
|  | 21.A.245(e)(1) | Does the training system includes a feedback system to maintain currency of both staff and the content of the training material? | □ | □ |  | 4 |
|  | 21.A.5(d)(e) | Does the organisation maintain the records of all personnel making decisions affecting airworthiness and environmental protection that detail the following:* name
* date of birth
* training and experience
* position in organisation
* scope of authorisation
* date of first issue of authorisation
* identification of authorisation
* expiry of authorisation (if applicable)
 | □ | □ |  | 5 |
|  | 21.A.5(d)(e) | Is access to these records restricted to prevent unauthorised alteration? | □ | □ |  | 5 |
|  | 21.A.5(d)(e) | Do the personnel have access to their own record? | □ | □ |  | 3 |
|  | 21.A.239(d)(2) | What procedure does the organisation have to ensure the independent checking function of the showing of compliance is undertaken by a person that has not been involved in creating the compliance data? | □ | □ |  | 5 |
|  | 21.A.239(d)(2) | Is the verification of compliance documents, including test programmes and data, shown by signature? | □ | □ |  | 5 |
|  | 21.A.239(d)(2) | What procedure does the organisation have to cover for the non-availability of nominated CVEs? | □ | □ |  | 3 |

|  |
| --- |
| **DOA Investigation Subject No 3 – Configuration Control** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[3]](#footnote-3)** |
| **Configuration Control** |  |  |  |  |
|  | 21.A.243(a) | Where is the configuration control system described? | □ | □ |  | 3 |
|  | 21.A.31(a) | How is type design defined and managed? | □ | □ |  | 4 |
|  | 21.A.31(a) | How are all other documents related to the type design identified? | □ | □ |  | 3 |
|  | 21.A.243(a) | How are the changes/repairs to type certificates managed? | □ | □ |  | 4 |
|  | 21.A.33(b)(d) | What system is in place to assure that the test specimens / prototypes are in conformance with the design data? | □ | □ |  | 4 |
|  | 21.A.33(c)(e) | Which forms are used for conformity statements? | □ | □ |  | 3 |
|  | 21.A.109(b) 21.A.118A(b) 21.A.451(a)(2) 21.A.451(b)(2) 21.A.804(a) | Where is the TPA marking specified? | □ | □ |  | 2 |
|  | 21.A.804 | Do the provisions for TPA marking comply with the requirements?  | □ | □ |  | 3 |
| **Record Keeping** |  |  |  |  |
|  | 21.A.5 21.A.243(a) | What procedure does the organisation have that specifies the manner in which all relevant design information is retained by the DO? | □ | □ |  | 4 |
|  | Is the relevant information defined in the procedure? | □ | □ |  | 3 |
|  | Is the retained system described in the procedure? | □ | □ |  | 3 |
|  | Are adequate retaining facilities provided and described in the procedure? | □ | □ |  | 3 |
|  | Is the access to the retained information controlled? | □ | □ |  | 3 |
|  | Is the retaining period specified? | □ | □ |  | 4 |
|  | 21.A.9 | Are there provisions to allow DGCA’s access to all relevant information?  | □ | □ |  | 5 |

|  |
| --- |
| **DOA Investigation Subject No 4 – DO-PO Interface** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[4]](#footnote-4)** |
| **DO-PO Coordination** |  |  |  |  |
|  | 21.A.4 | Is there a documented arrangement for coordination between Design Organisation and Production Organisation?(a signed form or, in case of same company, an internal procedure) | □ | □ |  | 5 |
|  | 21.A.4 | Does the arrangement state the responsibilities of DO to assure correct and timely transfer of up-to-date airworthiness data (e.g. drawings, material specifications dimensional data, processes, surface treatments, shipping conditions, quality requirements)? | □ | □ |  | 5 |
|  | 21.A.4 | Does the arrangement state the responsibilities of PO for developing, where applicable, its own manufacturing data in compliance with the airworthiness data package? | □ | □ |  | 3 |
|  | 21.A.4 | Does the arrangement state the responsibilities of PO to assist the DO in dealing with continuing airworthiness matters (e.g. traceability of parts, retrofitting of modifications, traceability of processes output and approved deviations for individual parts)? | □ | □ |  | 3 |
|  | 21.A.4 | Does the arrangement state the responsibilities of PO to assist DO, prior design approval, in showing compliance with CS (access and suitability of production and test facilities for manufacturing and testing of prototype models and test specimen)? | □ | □ |  | 5 |
|  | 21.A.4 | Does the arrangement contain or refer the procedures to deal with production deviations and non conforming parts? | □ | □ |  | 4 |
|  | 21.A.4 | Does the arrangement contain or refer the procedures and associated responsibilities to achieve adequate configuration control of manufactured parts, to allow the PO to make the final determination and identification for conformity or airworthiness release and eligibility status? | □ | □ |  | 5 |
|  | 21.A.4 | Does the arrangement contain the identification of the responsible persons/offices who control the above? | □ | □ |  | 3 |
|  | 21.A.4 | In case of different DO / PO companies, is the form of the arrangement in compliance with the applicable acceptable means of compliance? | □ | □ |  | 5 |
|  | 21.A.439 | What procedure does the organisation have to ensure that parts and appliances to be used in repairs are manufactured:* under Part 21 Subpart F, or
* by an organisation approved in accordance with Part 21 Subpart G, or
* by an appropriately approved maintenance organisation, and

in accordance with approved design data? | □ | □ |  | 5 |
|  | 21.A.4 | What procedure does the organisation have to manage unintentional deviations from the design data which may occur in production?  | □ | □ |  | 5 |
|  | 21.A.4 | Does the procedure contain a definition of an unintentional production deviation? | □ | □ |  | 4 |
|  | 21.A.4 | Does the procedure contain provisions for deviation identification and recording? | □ | □ |  | 4 |
|  | 21.A.4 | Are there provisions for deviation classification in the procedure? | □ | □ |  | 5 |
|  | 21.A.4 | How are the effects on airworthiness analysed? | □ | □ |  | 4 |
|  | 21.A.4 | How are classification decisions recorded? | □ | □ |  | 4 |
|  | 21.A.4 | Are the deviations accepted by an authorised signatory? | □ | □ |  | 4 |
|  | 21.A.4 | Where are identified (name, signature and scope of authority) the persons authorised to sign for the approval/ acceptance of deviations? | □ | □ |  | 3 |

|  |
| --- |
| **DOA Investigation Subject No 5 – Minor Changes and Repairs** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[5]](#footnote-5)** |
|  | 21.A.91 21.A.245(d) 21.A.263(c) 21.A.435 | What procedure does the organisation have to enable staff to classify changes / repairs as ‘major’ or ‘minor’? | □ | □ |  | 5 |
|  | 21.A.91 21.A.263(c) 21.A.435 | How are minor changes / repairs to type certificate where additional substantiation data is necessary to show compliance with CS identified? | □ | □ |  | 4 |
|  | 21.A.263(c ) | How are other minor changes / repairs to type certificate identified? | □ | □ |  | 3 |
|  | 21.A.91 21.A.263(c) 21.A.435 | How are the effects on airworthiness analyzed? | □ | □ |  | 5 |
|  | 21.A.91 21.A.435 | Are the classification criteria provided in Part 21 (and in GM) implemented in the company procedure? | □ | □ |  | 5 |
|  | 21.A.91 21.A.435 | Are there provisions for consulting the DGCA wherever there is a doubt as to the classification of a change? | □ | □ |  | 3 |
|  | 21.A.91 21.A.263(c) 21.A.435 | How are the classification decisions, and the reasons when not straightforward recorded?(e.g. register, meeting notes) | □ | □ |  | 4 |
|  | 21.A.263(c) | Are the classification approved / accepted by an appropriate authorized signatory? | □ | □ |  | 5 |
|  | 21.A.263(c) 21.A.245(b) | Are the authorized signatories indicated in the procedure? (for all product types) | □ | □ |  | 5 |
|  | 21.A.239(d) 21.A.263(c) | May a subcontractor initiate and classify a change / repair to the type certificate? | □ | □ |  | 3 |
|  | 21.A.239(d) 21.A.263(c) | If yes, how are these changes controlled and supervised by the company? (in respect of classification responsibility) | □ | □ |  | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Minor changes / repair approval** |  |  |  |  |
|  | 21.A.243(a) 21.A.263(c) | What procedure does the organisation have to approve minor changes / repairs? | □ | □ |  | 4 |
|  | 21.A.243(a) 21.A.263(c) | Where additional substantiation is needed, does the procedure describe how the compliance documentation is produced and checked? | □ | □ |  | 4 |
|  | 21.A.243(a) 21.A.263(c) | Does each document contain the reference of the requirements covered, data showing compliance and a statement declaring compliance those requirements? | □ | □ |  | 4 |
|  | 21.A.243(a) 21.A.263(c) | Which is the document defined to formalise the approval of minor changes / repairs under DOA privilege? (for minor changes / repairs where additional substantiation is needed) | □ | □ |  | 4 |
|  | 21.A.263(c) | Does this document contain at least :- identification and brief description of the change- applicable CS requirements and methods of compliance- reference to the compliance documents- effects, if any, on limitations and on the approved documentation- evidence of the independent checking function- evidence of the approval, under the privilege of 21A.263(c)(2), by an authorised signatory-date of approval | □ | □ |  | 4 |
|  | 21.A.263(c) | Is the approval function delegated by the Office of Airworthiness?If yes, is this function still controlled by Office of Airworthiness? | □ | □ |  | 4 |
|  | 21.A.263(c) | Where are (name, signature and scope of authority) the persons authorised to sign for the approval under the privilege of 21A.263(c)(2) identified? | □ | □ |  | 3 |
|  | 21.A.263(c) | For the changes / repairs handled by sub-contractors, does the procedure indicate these changes / repairs are approved at the sub-contractor level? | □ | □ |  | 3 |
|  | 21.A.263(c) | Which are the arrangements made for the supervision by the company of the minor changes / repairs approved by sub-contractor? | □ | □ |  | 4 |

|  |
| --- |
| **DOA Investigation Subject No 6 – Continued Airworthiness** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[6]](#footnote-6)** |
| **Instructions for Continued Airworthiness (ICA)** |  |  |  |  |
|  | 21.A.6 21.A.243(a) 21.A.609 | What procedure does the organisation have for the production, maintenance and update of manuals? | □ | □ |  | 5 |
|  | 21.A.6 21.A.243(a) 21.A.609 | What are the different types of manuals to be produced by the organisation? | □ | □ |  | 3 |
|  | 21.A.6 21.A.243(a) 21.A.609 | How does the organisation ensure that operators receive required manuals and associated updates? | □ | □ |  | 3 |
|  | 21.A.6 21.A.243(a) 21.A.609 | What procedure does the organisation have to verify the content of manuals for technical consistency with approved design data? | □ | □ |  | 5 |
|  | 21.A.6 21.A.243(a) 21.A.609 | What procedure does the organisation have to verify the content of variations of manuals for feasibility in practical application? | □ | □ |  | 4 |
|  | 21.A.265(h) | Where is it explained as to how the organisation will use the privilege granted to DOA holders in 21A.265(h)? | □ | □ |  | 5 |
|  | 21.A.7 21.A.243(a) | Which part of the organisation is responsible for the production of Instructions for Continuing Airworthiness (ICA)? | □ | □ |  | 4 |
|  | 21.A.7 21.A.243(a) | What procedure does the organisation have for the production of ICA? | □ | □ |  | 5 |
|  | 21.A.7 21.A.243(a) | What are the different kinds of ICA to be produced, or foreseen to be produced, by the organisation? | □ | □ |  | 3 |
|  | 21.A.7 | How does the organisation ensure that all operators receive required ICA? | □ | □ |  | 4 |
|  | 21.A.7 | What procedure does the organisation have to verify the content of ICA for technical consistency with approved design data? | □ | □ |  | 4 |
|  | 21.A.7 | What procedure does the organisation have to verify the content of ICA for feasibility in practical application? | □ | □ |  | 3 |
|  | 21.A.265(h) | What procedure does the organisation have to maintain, update and distribute copies of the Aircraft Flight Manual (AFM), and how are approved revisions of the AFM distributed? | □ | □ |  | 4 |
|  | 21.A.265(h) | What procedure does the organisation have for the preparation, classification, verification by the airworthiness function, and approval of minor revisions to the AFM? | □ | □ |  | 4 |
|  | 21.A.243(a) | Where is it described as to what constitutes minor revisions to the AFM? | □ | □ |  | 4 |
|  | 21.A.265(h) | Where is it explained as to how the organisation will use the privilege granted to DOA holders in 21A.265(h)? | □ | □ |  | 4 |
| **Occurrence Management** |  |  |  |  |
|  | 21.A.3A | What system does the organisation have for the collection, investigation and analysis of data relating to failures, malfunctions and defects that might adversely affect airworthiness? | □ | □ |  | 5 |
|  | 21.A.3A | How does the organisation inform users of its products about the system of collection, investigation and analysis of data relating to failures, malfunctions and defects that might adversely affect airworthiness? | □ | □ |  | 5 |
|  | 21.A.3A | What system does the organisation have for reporting instances of failures, malfunctions and defects or other occurrences which have or may have resulted in an unsafe condition to DGCA within 72 hours? | □ | □ |  | 5 |
|  | 21.A.3A | What system does the organisation have to investigate the reason for the deficiency and report to DGCA the results of its investigation and any action it is taking or proposes to take to correct the deficiency? | □ | □ |  | 5 |
|  | 21.A.3B 21.A.265(e) | What procedure does the organisation have for providing to DGCA information or instructions relating to the issue of an airworthiness directive? | □ | □ |  | 5 |

|  |
| --- |
| **DOA Investigation Subject No 7 – Control of Subcontractors** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[7]](#footnote-7)** |
| **Identification of work being subcontracted** |  |  |  |  |
|  | 21.A.239(d)(3) | Is Part 21.A.239(d)(3) applicable?Is there “work” carried out by partners or subcontractors? | □ | □ |  | 2 |
|  | 21.A.239(d)(3) 21.A.243(a) | Does the DOA holder (DOAH) identify in sufficient detail the subcontractor performing a specific “work”? | □ | □ |  | 3 |
| **Definition of work being subcontracted** |  |  |  |  |
|  | 21.A.239(d)(3) 21.A.243(a) | Does the DOAH describe, in sufficient detail, the work being subcontracted? | □ | □ |  | 4 |
|  | 21.A.239(d)(3) 21.A.243(a) | Does the DOAH establish working arrangements which are necessary for the execution of the defined work? | □ | □ |  | 4 |
|  | 21.A.239(d)(3) 21.A.243(a) | Does the DOAH identify the procedures/methods of working which the subcontractor must use in the execution of the defined work? | □ | □ |  | 3 |
|  | 21.A.239(d)(3) 21.A.243(a) | Does the DOAH have a procedure for the selection of a subcontractor for the execution of a defined work? | □ | □ |  | 3 |
|  | 21.A.245(e) | Does the DOAH selection procedure contain or refer to adequate criteria for determining the acceptability of:* The subcontractor’s accommodation, facilities and equipment (21A.245a)
* The sufficiency of the experience and of the numbers of the subcontractor’s personnel (21A.245a)
* The subcontractor’s procedures/provisions for its internal coordination of design activities (21A.245b)

which are necessary for the execution of a defined / kind of work? | □ | □ |  | 3 |
|  |  21.A.239(d)(3) | How does the DOAH assess, when relevant, the adequacy of subcontractors’ procedures? | □ | □ |  | 3 |
| **Control of work and surveillance of subcontractors´ procedures and resources** |  |  |  |  |
|  | 21.A.239(d)(3) | Is the DOAH controlling the work performed by subcontractors in accordance with agreed working arrangements? | □ | □ |  | 4 |
|  | 21.A.239(e) | Is the ISM function (of the DOAH or of the subcontractor when this task is part of the assigned subcontracted work) tasked to determine the compliance of subcontractors’ work to the agreed procedures and to the established working arrangements? | □ | □ |  | 5 |
|  | 21.A.239(e) | If the ISM function is carried out by the subcontractor under an agreed procedure, is the DOAH ISM tasked to:* verify compliance of the subcontractor with such agreed local ISM procedure.
* ensure subcontractor is closing the corrective actions when deficiencies are identified.

report to the HDO the overall performance figures as per 21A.239(a)(3) of the subcontractor? | □ | □ |  | 5 |
| **Additional provisions** | □ | □ |  |  |
|  | 21.A.245(e) | Does DOAH handbook ensure subcontractor’s procedures/working arrangements contain adequate provisions (proportionate to the scope of work) to notify significant changes as per 21A.247 and GM 21A.247, which need approval of the Agency? | □ | □ |  | 5 |
|  | 21.A.245(e) | In case the subcontractor is using the same DOAH procedures, accommodation, facilities and equipment, has the DOAH put in place provisions to assess and determine acceptability of the technical competences of the subcontractor personnel? | □ | □ |  | 4 |

|  |
| --- |
| **DOA Investigation Subject No 8 – Independent System Monitoring** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[8]](#footnote-8)** |
|  | 21.A.239(e) | What procedure does the organisation have for the continuing evaluation of the design assurance system to ensure it remains effective? | □ | □ |  | 5 |
|  | 21.A.239(e) | What procedure does the organisation have to assure that all functions and instructions of the Handbook are being adhered to? (audit criteria, scope, frequency and methods shall be defined) | □ | □ |  | 5 |
|  | 21.A.239(e) | What plan or schedule does the organisation have for independent system monitoring activities? | □ | □ |  | 5 |
|  | 21.A.239(e) | Does the internal audit program ensure that all referenced procedures remain applicable and effective?) | □ | □ |  | 4 |
|  | 21.A.239(e) | Does the quality program employ audit checklists to identify all functions controlled by the handbook? | □ | □ |  | 4 |
|  | 21.A.239(e) | Are checklists sufficiently detailed to ensure that all design functions are addressed? | □ | □ |  | 5 |
|  | 21.A.239(e) | Are personnel formally nominated to undertake internal system monitoring activities (e.g. as auditors)? | □ | □ |  | 3 |
|  | 21.A.239(e) | What are the selection criteria and what training is required for those involved in independent system monitoring activities? | □ | □ |  | 4 |
|  | 21.A.239(e) | Are there any tools and techniques to support the system monitoring activities? | □ | □ |  | 3 |
|  | 21.A.239(e) | How are findings from independent system monitoring activities recorded? | □ | □ |  | 5 |
|  | 21.A.239(e) | Are the results of independent system monitoring submitted to a person or group of persons (including the head of the design organisation) responsible for ensuring corrective actions? | □ | □ |  | 3 |
|  | 21.A.239(e) | What follow-up is undertaken to analyse the effectiveness of corrective actions? | □ | □ |  | 3 |
|  | 21.A.239(e) | Are special audits performed when significant customer problems are detected, or when there are significant changes to processes or systems? | □ | □ |  | 4 |
|  | 21.A.239(e) | Are airworthiness accountabilities reviewed after a significant change to design assurance system has taken place? | □ | □ |  | 4 |

|  |
| --- |
| **DOA Investigation Subject No 10 – Flight Test Organisation** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[9]](#footnote-9)** |
| **General** |  |  |  |  |
|  | 21.A.251 21.A.701 | What is the actual or intended scope of flight testing? | □ | □ |  | 5 |
|  | 21.A.243(a) | Where is the flight test organisation and processes documented? | □ | □ |  | 5 |
|  | What is the reporting line between the Head of Flight Test and the head of design organisation? | □ | □ |  | 5 |
|  | Is the flight test organisation employing personnel making decisions affecting airworthiness and environmental protection? (See GM to 21A. 243 (d)). | □ | □ |  | 4 |
|  | Is the DOA holder contracting the flight test activities to an external entity? | □ | □ |  | 3 |
| **Interfaces** |  |  |  |  |
|  | 21.A.239 21.A.243(a) 21.A.245 | If any activities are sub-contracted, where is the interface between the DOA holder and the sub-contractor documented? | □ | □ |  | 4 |
|  | 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between flight test organisation and design office documented? | □ | □ |  | 4 |
|  | 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between flight test organisation and office of airworthiness documented? | □ | □ |  | 4 |
|  | 21.A.4 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between the flight test organisation and the production organisation documented? | □ | □ |  | 4 |
|  | 21.A.4 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between the flight test organisation and the maintenance organisation documented? | □ | □ |  | 4 |
|  | 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between the design organisation / flight test organisation and DGCA documented? | □ | □ |  | 5 |
|  | 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between the design organisation / flight test organisation and the local authorities documented? | □ | □ |  | 5 |
|  | 21.A.239 21.A.243(a) 21.A.245 | Where is the interface between the flight test organisation and the organisation in charge of conformity inspection documented? | □ | □ |  | 4 |
| **Competences** |  |  |  |  |
|  | 21.A.243(a) 21.A.245(a) | Where is the management of the competences of the personnel working for the flight test organisation documented? | □ | □ |  | 5 |
|  | 21.A.243(a) 21.A.245(a) | How competences are assessed and maintained (Test pilots, flight test engineers)? | □ | □ |  | 5 |
|  | 21.A.243(a) 21.A.245(a) | How competences are linked to the scope of work? | □ | □ |  | 4 |
|  | 21.A.243(a) 21.A.245(a) | How is the scope of authorisation defined (for pilots, flight test engineers)?  | □ | □ |  | 4 |
|  | 21.A.243(a) 21.A.245(a) | Where are the data related to personnel competences recorded? | □ | □ |  | 3 |
|  | 21.A.243(a) 21.A.245(a) | In case the flights are performed by a sub-contractor, are the previous questions covered in the interface document? | □ | □ |  | 5 |
| **Facilities and Tools** |  |  |  |  |
|  | 21.A.245(e) | Are specific facilities allocated to the flight test organisation? | □ | □ |  | 3 |
|  | 21.A.243(a) 21.A.245(e) | What are the specific tools used by the flight test organisation (telemetry, flight data recorders, spin recovery equipments, ballast, flight test installation…)? | □ | □ |  | 3 |
|  | 21.A.243(a) 21.A.245(e) | Who is in charge to take care of the serviceability of these equipments? | □ | □ |  | 3 |
|  | 21.A.243(a) | Where is the calibration process documented? | □ | □ |  | 3 |
|  | 21.A.243(a) | Who is in charge of calibration and maintenance of test facilities and specific tools? | □ | □ |  | 3 |
|  | 21.A.243(a) | How are related activities managed and recorded? | □ | □ |  | 3 |
|  | 21.A.243(a) | What are the specific safety equipments (parachutes, pyrotechnic devices….) used by the flight test organisation? | □ | □ |  | 3 |
|  | 21.A.243(a) | Who is in charge to take care of the serviceability of these equipments? | □ | □ |  | 3 |
|  | 21.A.243(a) | How are related activities managed and recorded? | □ | □ |  | 3 |
|  | 21.A.243(a) 21.A.245(e) | Are safety facilities such as fire brigade inside or outside company, and are the contacts available to flight test people? | □ | □ |  | 3 |
|  | 21.A.243(a) | Where are documented the aspects described above? | □ | □ |  | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **System Monitoring** |  |  |  |  |
|  | 21.A.239(e) 21.A.265 | How is the system monitoring of the flight test organisation performed? | □ | □ |  | 3 |
|  | 21.A.239(e) | Who is in charge to manage the corrective actions? | □ | □ |  | 4 |
|  | 21.A.239(e) | How is reporting to the Head of Design organisation performed? | □ | □ |  | 4 |
| **Safety Provisions** |  |  |  |  |
|  | 21.A.708 | Where are safety provisions documented, like:* Minimum crew onboard?
* Communication rules and devices?
* Prototype safety features (emergency egress, ballast, pyro…)?
* Accompanying aircraft?
* Fire brigade if necessary on ground?
* Flight data recording and transmission to the ground?
* Monitoring of the flight by ground crew?
* Equipment on board like oxygen, parachutes, helmets?
* Reserved aerospace and/or preliminary information to air traffic control services?
* Decision to interrupt of test flight?
* Secured area and sealed access for aircraft ready for test flight?
* First aid present at time of initials take off and landing of prototype?
* Accident procedure (telephone numbers, persons to contact…) available for the ground staff?
* Flight briefing (including Limitations, as per 6.2.7)
* Weather evaluation (observations, verbal, computerized..) and possible resulting operational limitations
 | □ | □ |  | 4 |
| **Flight Test Operations** |  |  |  |  |
|  | 21.A.701 21.A.708 | Are flight tests subject to categorization? Where is this documented? | □ | □ |  | 3 |
|  | 21.A.708 | Where is the communication with the local authority prior to the flights (ATC, Airworthiness) documented? | □ | □ |  | 5 |
|  | 21.A.708 | Where are tasks and duties related to the airspace and/or operational restrictions documented? | □ | □ |  | 4 |
|  | 21.A.708 | Are the communications during flight test recorded? | □ | □ |  | 4 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Flight Test Crew** |  |  |  |  |
|  | 21.A.243(a) 21.A.245 | Who is in charge to verify that the flight test crew is properly skilled to perform a specific flight test? | □ | □ |  | 4 |
|  | How is crew qualification/experience requirements established for each flight test? | □ | □ |  | 4 |
|  | What kind of training/exposure is required before starting a flight test campaign? | □ | □ |  | 4 |
| **Configuration Management-Maintenance** |  |  |  |  |
|  | 21.A.708 | How is the airworthiness status of the aircraft established and captured at time of handover to the design organisation (aircraft configuration review report by POA, CAMO or Part M)? | □ | □ |  | 4 |
|  | How is aircraft configuration managed by the flight test organisation? | □ | □ |  | 4 |
|  | How is current configuration captured? | □ | □ |  | 4 |
|  | In case of configuration change, how is the data transferred to the organisation in charge to implement the change? | □ | □ |  | 4 |
|  | Who is in charge to establish and declare conformity of the modified aircraft with the latest design specifications and approved flight conditions? | □ | □ |  | 5 |
|  | How is the test crew made aware of a configuration change? | □ | □ |  | 5 |
|  | If any ground test is required before flight test (such a maintenance acceptance procedure), who is doing it? Who is recording the result, and where? | □ | □ |  | 5 |
|  | How are the results of the ground testing communicated to the flight crew? | □ | □ |  | 5 |
|  | How is crew satisfied that required maintenance has been performed? | □ | □ |  | 4 |
|  | How is maintenance of experimental or modified engines defined? | □ | □ |  | 3 |
|  | How is the test aircraft secured after conformity has been declared? | □ | □ |  | 5 |
| **Flight Test Instrumentation (FTI)** |  |  |  |  |
|  | 21.A.33 21.A.35 | How is the flight test instrumentation defined? | □ | □ |  | 4 |
|  | 21.A.33 21.A.35 21.A.243(a) | How is the design of the flight test Instrumentation (FTI) transferred to the organisation in charge to implement it on the test aircraft? | □ | □ |  | 3 |
|  | 21.A.33 21.A.35 21.A.243(a) | Who is in charge to manage / perform calibration of the test instrumentation? | □ | □ |  | 3 |
|  | 21.A.33 21.A.35 21.A.243(a) | How is maintenance of the calibrated equipment within its due time interval before recalibration performed and recorded? | □ | □ |  | 3 |
|  | 21.A.33 21.A.35 21.A.243(a) | Who is in charge to establish and declare conformity of the flight test instrumentation?  | □ | □ |  | 3 |
|  | 21.A.33 21.A.35 21.A.243(a) | How are recorded the related activities and associated statements or decisions? | □ | □ |  | 4 |
| **Risk and Safety Management** |  |  |  |  |
|  | 21.A.708 | Who are the persons involved in the safety review process? Where is this process documented? | □ | □ |  | 4 |
|  | 21.A.708 | How are hazards identified? | □ | □ |  | 4 |
|  | 21.A.708 | How is risk assessment performed? | □ | □ |  | 4 |
|  | 21.A.708 | How are mitigating procedures established? | □ | □ |  | 4 |
|  | 21.A.708 | Who is making the final decision to accept the flight test plan? | □ | □ |  | 4 |
|  | 21.A.708 | Who is in charge to establish analysis, calculations, tests or other means used to determine under which conditions or restrictions the aircraft can perform safely a flight? | □ | □ |  | 5 |
|  | 21.A.708 | Who is in charge to perform the independent technical verification of this safety assessment and associated substantiations? | □ | □ |  | 5 |
|  | 21.A.708 | Is the safety review process conducted every time the aircraft configuration is changing? | □ | □ |  | 5 |
| **Limitations** |  |  |  |  |
|  | 21.A.708 | As an output to the safety review process, mitigating procedures could decide upon limitations (operational, airspace, maintenance…). How are these limitations communicated to the flight test crew? | □ | □ |  | 4 |
|  | How are these limitations managed along the flight test campaign? | □ | □ |  | 5 |
|  | How are flight new test limitations coming from flight test result reported to the design Office/ applicable to future flights? | □ | □ |  | 5 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Flight test programme, flight test order, flight test cards** |  |  |  |  |
|  | 21.A.33 21.A.35 21.A.239(a) 21.A.708 | Who are the persons in charge to prepare and approve the flight test programme? | □ | □ |  | 4 |
|  | What are the verifications performed before the flight test order is signed? | □ | □ |  | 5 |
|  | Who is responsible to verify compliance of the flight test programme and flight test order with the approved flight conditions? | □ | □ |  | 4 |
|  | Who are the persons in charge to take the data from the flight test programme and to prepare flight test cards, if flight test cards are used? | □ | □ |  | 4 |
|  | Who is in charge to verify compliance of the flight test order with the approved flight test programme? | □ | □ |  | 4 |
|  | Who are the persons in charge to prepare and approved the flight test report? | □ | □ |  | 4 |
|  | Is there a safety briefing performed before each test flight? Where is the scope defined? Where is it recorded? Who is participating? | □ | □ |  | 4 |
| **Demonstration of Compliance** |  |  |  |  |
|  | 21.A.33 21.A.35 21.A.239(d) | Who checks that the test identified in certification test plan are adequate to demonstrate compliance with the applicable airworthiness standards, including Human Factors evaluation, if necessary? | □ | □ |  | 4 |
|  | 21.A.33 21.A.35 21.A.239(d) | Are the flight test pilot and/or flight test engineer playing a role in the demonstration of compliance? | □ | □ |  | 3 |
|  | 21.A.33 21.A.35 21.A.239(d) | Are the flight test pilot and flight test engineer playing a role in the CVE function? | □ | □ |  | 3 |
|  | 21.A.33 21.A.35 21.A.239(d) | What are the compliance documents signed by the CVEs? | □ | □ |  | 5 |
| **Post flight activities** |  |  |  |  |
|  | 21.A.727 | How is the post flight debrief documented and actions before next flight recorded?  | □ | □ |  | 4 |
|  | 21.A.3A 21.A.727 | What is the reporting process for safety related events occurring during the flight test campaign? What is reported to the DGCA? | □ | □ |  | 5 |
| **Flight conditions, permit to fly** |  |  |  |  |
|  | 21.A.709 21.A.710 | Who is in charge to apply for the approval of flight conditions? (if the DOA holder doesn’t have the privilege) | □ | □ |  | 4 |
|  | 21.A.707 21.A.711 | Who is in charge to apply for the permit to fly (if the DOA holder doesn’t have the privilege)? | □ | □ |  | 4 |
|  | 21.A.708 21.A.239(d) 21.A.245(e) | How approved flight conditions and permit to fly are communicated to the pilot on command or to the person authorising the flight?  | □ | □ |  | 4 |
|  | 21.A.701 21.A.707 21.A.709 21.A.710 21.A.711 21.A.713 21.A.723 21.A.727 | Who is in charge to monitor the validity of the Permit to Fly (duration, changes, compliance with approved flight conditions…)? | □ | □ |  | 4 |
|  | 21.A.701 21.A.707 21.A.709 21.A.710 21.A.711 21.A.713 21.A.723 21.A.727 | Where is documented the record process related to flight conditions and permit to fly? | □ | □ |  | 4 |

|  |
| --- |
| **DOA Investigation Subject No 11 – Environmental Protection** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[10]](#footnote-10)** |
| **Environmental Protection Knowledge** |  |  |  |  |
|  | 21.A.239(d) 21.A.245(e) | How do you have access to the ICAO Standards and Recommended Practices of Annex 16 Volume I and Volume II? | □ | □ |  | 3 |
|  | 21.A.239(d) 21.A.245(e) | How do you have access to the ICAO Environmental Technical Manual (at the revision level referred to in related certification specification)? | □ | □ |  | 3 |
|  | 21.A.239(d) 21.A.245(e) | How do you have access to current amendments of EASA CS-34 and/or CS-36 and/or CS-CO2? | □ | □ |  | 3 |
| **Competence** |  |  |  |  |
|  | 21.A.239(d) 21.A.245(e) | What are the company qualification requirements and/or training courses available for persons dealing with environmental protection? | □ | □ |  | 4 |
|  | 21.A.239(d) 21.A.245(e) | Show evidence of qualification and training of named experts and CVE. | □ | □ |  | 5 |
| **Change Classification** |  |  |  |  |
|  | 21.A.91 | How does your change classification procedure consider the potential effects of the change on the product’s environmental characteristics? | □ | □ |  | 3 |
|  | 21.A.91 | Please provide examples of changes which would otherwise have been classified minor that have been classified as major because of its effect on the changed product’s environmental characteristics. | □ | □ |  | 4 |
|  | 21.A.91 | What is your awareness of the concept of a acoustical change and how it is quantified? | □ | □ |  | 3 |
|  | 21.A.91 | What is your awareness about the concept of an emissions change and how it is quantified? | □ | □ |  | 3 |
| **Testing** |  |  |  |  |
|  | 21.A.33 | What are your procedures, guidelines and/or work instruction for how to setup and perform environmental testing (noise and/or emissions tests)? | □ | □ |  | 4 |
|  | 21.A.33 | What are your sub-contractual arrangements with external qualified entities to deal with environmental compliance demonstration? | □ | □ |  | 4 |

|  |
| --- |
| **DOA Investigation Subject No 12 – Operational Suitability Data (OSD)** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[11]](#footnote-11)** |
|  | 21.A.91 21.A.243(a) | Please describe the procedures for making changes to the OSD element. | □ | □ |  | 5 |
|  | 21.A.91 21.A.243(a) | How is the need to change the OSD constituent identified?Please detail stand-alone and type-design linked changes and any temporary changes. | □ | □ |  | 4 |
|  | 21.A.91 | How are the changes identified?   | □ | □ |  | 4 |
|  | 21.A.91 | How are changes to the OSD constituent classified?How is this linked with the type design change classification when applicable? | □ | □ |  | 5 |
|  | 21.A.91 21.A.243(a) | How is the change to OSD constituent items documented? | □ | □ |  | 4 |
|  | 21.A.101 | How is the certification basis for the OSD constituent change determined? | □ | □ |  | 4 |
|  | 21.A.93 | How is the application for major changes initiated?Please detail stand-alone and type-design linked changes | □ | □ |  | 4 |
|  | 21.A.95 21.A.97 | How is the demonstration of compliance for changes performed? | □ | □ |  | 5 |
|  | 21.A.239(d) | How is the demonstration of compliance verified? | □ | □ |  | 5 |
|  | 21.A.95 21.A.263(c) | How is the approval of minor OSD constituent changes performed and documented? | □ | □ |  | 3 |
|  | 21.A.97 | For major OSD constituent changes:- How is the communication with the DGCA arranged?- How and when is the declaration of compliance created?- How is the link with the change to the type design, when applicable, maintained? | □ | □ |  | 5 |
|  | 21.A.97(c) | Does DOA intend to make use of the derogation possibility as described in 21.A.97(c)?If yes, what provisions have been made in the procedures? | □ | □ |  | 3 |
|  | 21.A.108 | How are changes to the OSD constituent made available to - all known operators;- the DGCA- any person required to comply? | □ | □ |  | 5 |
|  | 21.A.245(e) | Which staff have been authorized as signatories to support the OSD constituent processes? | □ | □ |  | 3 |
|  | 21.A.245(e) | What training has been provided to relevant DOA staff for the OSD procedures? | □ | □ |  | 3 |
|  | 21.A.245(e) | What functions are involved with the current OSD procedures? | □ | □ |  | 3 |
|  | 21.A.239 | How are staff nominated for those functions? | □ | □ |  | 3 |
|  | 21.A.5 | Please describe how record keeping requirements are fulfilled for:- Continued Airworthiness;- Changes to OSD constituent. | □ | □ |  | 4 |

|  |
| --- |
| **ADOA Investigation** |
| **No** | **Referans***Reference* | **Soru** *Question* | **Evet** *Yes* | **Hayır** *No* | **Bulgu No***Finding No* | **RP[[12]](#footnote-12)** |
|  | 21.A.602B(b)(2) | Manual of procedures | □ | □ |  | 5 |
| **Management of the TR-TSO authorisation process** |  |  |  |  |
|  | 21.A.602B(b)(2) | Certification Programme | □ | □ |  | 5 |
|  | Compliance Documents | □ | □ |  | 5 |
|  | Involvement of Agency in the verification of compliance documents | □ | □ |  | 5 |
| **Management of design changes and repairs (including production deviations from approved design data)** |  |  |  |  |
|  | 21.A.602B(b)(2) | Classification of changes  | □ | □ |  | 5 |
|  | Approval of changes | □ | □ |  | 4 |
|  | Classification of repairs | □ | □ |  | 5 |
|  | Approval of repairs | □ | □ |  | 4 |
|  | Deviations | □ | □ |  | 4 |
| **Obligations addressed in 21.A.609** |  |  |  |  |
|  | 21.A.602B(b)(2) 21.A.609 | Production | □ | □ |  | 5 |
|  | 21.A.5 21.A.602B(b)(2) 21.A.609 | Recordkeeping | □ | □ |  | 5 |
|  | 21.A.602B(b)(2) 21.A.609 | Manuals | □ | □ |  | 5 |
|  | 21.A.602B(b)(2) 21.A.609 | Instruction for continued airworthiness | □ | □ |  | 4 |
|  | 21.A.602B(b)(2) 21.A.14 | General | □ | □ |  | 5 |
|  | 21.A.602B(b)(2) 21.A.14 | Procedure | □ | □ |  | 5 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 21.A.602B(b)(2) 21.A.14 | Statement **Note:** The DGCA does not approve information or instructions. Statement should refer to the fact that the documentation has been produced in accordance with an alternative procedure to DOA, or refer to technical data that has been approved by the DGCA (change or repair).  | □ | □ |  | 5 |
|  | 21.A.602(b)(2) 21.A.609(e ) | Marking | □ | □ |  | 4 |
|  | 21.A.602(b)(2) 21.A.609(f) 21.A.3A | 21.A.602(b)(2) 21.A.609(f) 21.A.3A | □ | □ |  | 4 |
|  | 21.A.602(b)(2) 21.A.609(f) 21.A.3B | Airworthiness directives | □ | □ |  | 5 |
|  | 21.A.602(b)(2) 21.A.609(f) 21.A.4 | Coordination between design and production | □ | □ |  | 4 |
|  | 21.A.602(b)(2) 21.A.609(g) | Demonstration of capability | □ | □ |  | 5 |
|  | 21.A.602(b)(2) | Design | □ | □ |  | 5 |
| **Design Subcontractors** |  |  |  |  |
|  | 21.A.602(b)(2) | Control of design subcontractors | □ | □ |  | 4 |

|  |
| --- |
| **5. Denetim Bulguları** *Audit Finding* |
| **No** | **Referans***Reference* | **RP[[13]](#footnote-13)** | **Bulgu-Açıklama** *Finding* | **Level** | **RC[[14]](#footnote-14)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Risk Puanı** |  | Her bulgu için RP x RC işlemi sonuçlarının toplamının toplam bulgu sayısına bölümü |

|  |
| --- |
| **6. Görüşülen Kişilerin Beyanı** *Statement of Interviewed Personnel* |
| Yukarıda belirtilen bulgulara ilişkin itirazımızı aşağıda belirttiğimizi, belirtmediğimiz takdirde itirazımız olmadığını, bulguları kabul ettiğimizi beyan ederiz. |
|  |
| **Görüşülen Kişiler** *Interviewed Personnel* | **İmza***Signature* | **Tarih***Date* |
|  |  |  |
|  |  |  |
|  |  |  |
| **7. Denetim Ekibinin Beyanı** *Statement of Audit Team* |
| **Denetim Ekibi Üyeleri** *Audit Team Members* | **İmza***Signature* | **Tarih***Date* |
|  |  |  |
|  |  |  |

1. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-1)
2. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-2)
3. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-3)
4. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-4)
5. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-5)
6. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-6)
7. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-7)
8. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-8)
9. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-9)
10. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-10)
11. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-11)
12. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-12)
13. RP: Risk Değeri (Az değerli 1…Çok değerli 5) [↑](#footnote-ref-13)
14. RC: Risk Katsayısı (Az Riskli 1…Çok Riskli 5) [↑](#footnote-ref-14)