

EASA Part 21 Subpart J DOA ISM EASA 21A.239 (a) (3)



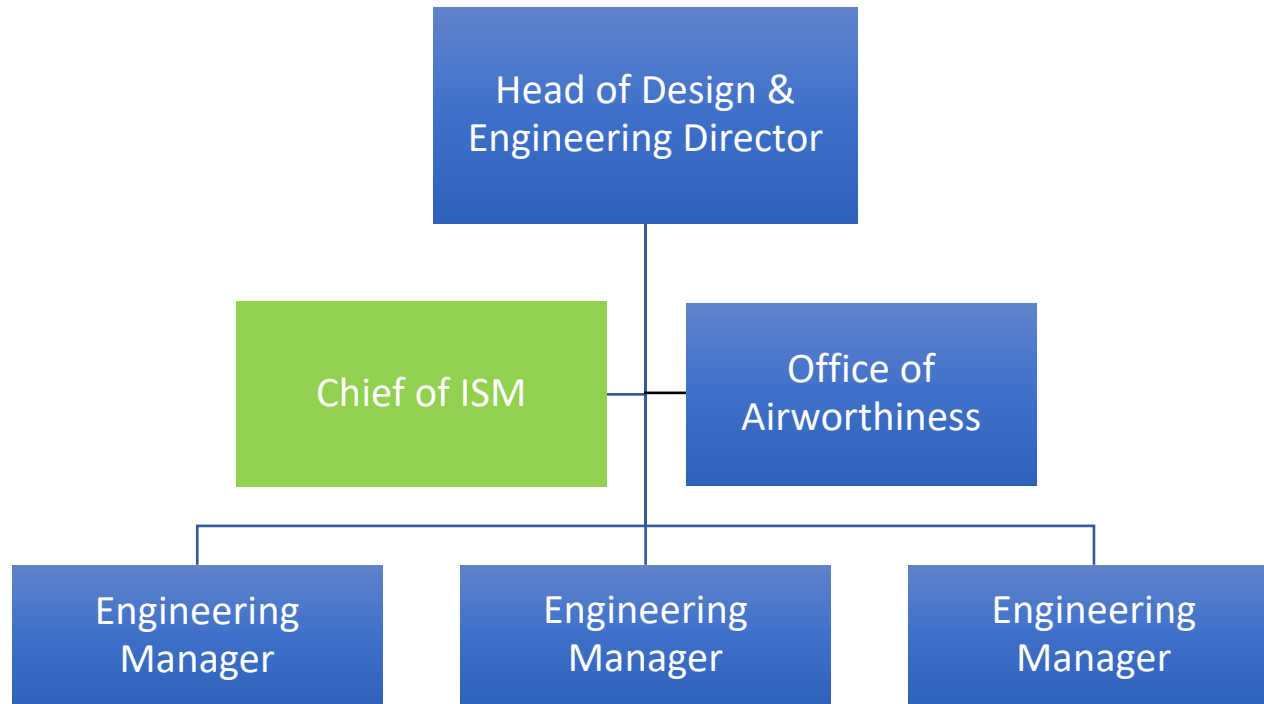
The ISM Role

- The role and position of Head of Independent System Monitoring is an EASA DOA legal requirement as specified in EASA 21A.239 (a) (3).
- The activities of this role are to be carried out, in conjunction with, and supported by the Quality team and Quality systems employed within a business.
- *The aim is to allow the business to put structure around the ISM position and supporting services from the quality department, ensuring that other Quality auditing activities are not effected and the DOA ISM requirements are met.*

Title of Head of ISM (EASA Form 4 position)

- The role of “Head of Independent System Monitoring” (ISM) is submitted to the authorities on an EASA Form 4 for acceptance.
- The role is completely independent of all other activities within the DOA (Design Organisation Approval) and monitors the Design Assurance System for compliance to the regulations through its processes and procedures.
- The position reports directly to the Head of Design.

Typical Design Organisation



Co-ordination and Support

- Activities in support of the ISM role that are envisaged and required with the support of the quality department.
 - Hold monthly ISM meetings
 - Produce monthly ISM meeting minutes
 - Discuss PART J requirements prior to audits taking place
 - Review and support the writing of audit questions
 - Review audit checklists prior to audit
 - Review audit findings post audit
 - Advise and support closure of findings
 - Communicate Findings status through KPI burn down plans

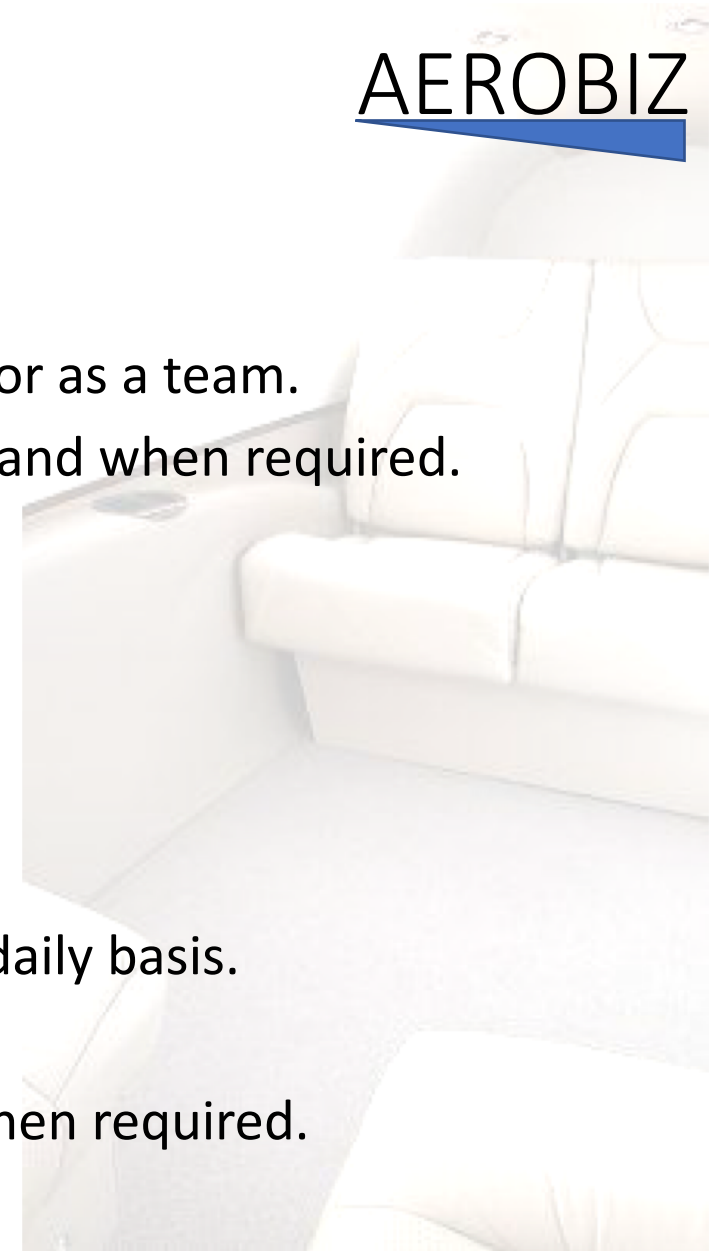


Audit Team Training

- Carry out EASA Part 21 J training on a one to one basis or as a team.
- Advise and give training as part of the audit process as and when required.

Communication

- Liaise directly with the EASA surveyor when necessary.
- Attend WebEx meetings with EASA.
- Hold monthly ISM Meetings.
- Liaise closely with the Airworthiness department on a daily basis.
- Attend Quarterly DOA reviews for ISM.
- Present ISM overviews to senior management if and when required.



Key benefits

- Supports a business in holding an EASA DOA Part 21J approval.
- ISM Business model works along side an existing Quality System.
- EASA ISM Form 4 holder has a good working relationship with EASA.
- EASA ISM Form 4 holder is known by EASA and national (CAA) regulatory bodies.
- Design organisation can meet the requirements of a DAS (design assurance system).
- Carry out EASA Part 21 J training on a one to one basis or as a team.
- 40+ years experience in an aerospace environment.

THE END