

## POA requirements for Subcontractors

General

Approved by: Shanmugam Kumaraguru

Page: 1 of 2

### 1. Purpose

Subcontractors are a specific category of suppliers who do not hold Production Organisation Approval (POA) from EASA or EMAR. They are qualified by NSM to carry out parts of development, manufacturing, testing, or maintenance of NSM (Norwegian Special Mission) design components in accordance with approved design data and NSM specifications, such as drawings and procedures. These subcontractors operate under NSM approvals (EASA Part 21G) and within the NSM Quality System.

This procedure defines the POA requirements applicable to subcontractors, ensuring they maintain the same standards and compliance level as a POA-approved organisation (NSM).

The list of subcontractors are maintained in the document “ [C 3-1-1-1 Register of contractors and subcontractors under category 6 and 7](#)”

### 2. Requirements of Subcontractors

The following list outlines the POA requirements that subcontractors must comply with. **By accepting and confirming the Purchase Order issued by NSM, subcontractors acknowledge and confirm their compliance with these requirements.** The procedure for the same is outlined in the document “[C 3-1-2-1 Procurement process](#)”.

#### 2.1. Required Compliance

- (1) The subcontractor complies with the POA Management System including quality, safety, and reporting requirements, which will be subject to regular audits by the NSM.
- (2) Conformity of parts/Services to be delivered by subcontractors are according to the approved design data and specifications supplied by NSM.
- (3) The competent authority (Civil Aviation Authority–Norway) and NSM shall have access to the subcontractor’s facilities, products, parts, appliances, documents, records, data, processes, procedures, and any other relevant materials for the purpose of review, reporting, and inspection.
- (4) The Subcontractor confirms that the complexity of work is within their qualifications by confirming to the NSM purchase order.

#### 2.2. Documentation requirements

- (1) Subcontractor shall notify and request approval before using alternative materials, methods, or deviations
- (2) All parts or services by the subcontractor must be delivered with a Certificate of Conformity and other relevant documentation on the list below.
  - a. Certificate of Conformity (CoC)
  - b. Material certificates
  - c. Process certificates (e.g., heat treatment, welding, NDT)
  - d. Test reports (functional tests, environmental tests, etc.)
  - e. Inspection reports or FAIR (First Article Inspection Report) if required
  - f. Traceability documentation, including lot/batch numbers
- (3) Consumables and raw materials used to produce or test the parts shall have the traceability towards the supplier/Sub supplier.
- (4) Retention of records (typically minimum 5 years, unless otherwise defined).

#### 2.3. Quality control requirements

- (1) The subcontractor confirms that the following procedures are maintained:
  - a. Incoming material control
  - b. Production/in process inspections
  - c. Final inspections
  - d. Calibration of tools and equipment used during production/testing
- (2) All parts or services are approved and accepted by final inspection shall have a reference to Purchase Order (PO) which has traceability towards the material certificates, work orders and other manufacturing documents.

#### 2.4. Non-Conformity and Reporting

- (1) The subcontractor must report **non-conformities** immediately to NSM.
- (2) No re-work, repair, or deviations allowed without your NSM's written approval.
- (3) Parts/Materials which do not pass the final inspection shall be regarded as unserviceable part. Parts may be rejected for below reasons, and it shall be tagged unserviceable and placed in a locked area.
  - a. Incorrect documentation
  - b. Incorrect operation during manufacturing or testing
  - c. Incorrect material or material certificate
  - d. Suspicion of use of counterfeit parts during manufacturing or testing
  - e. Suspicion of use of unapproved special process (surface treatment, silk print, coating, etc.)

#### 2.5. Flow-Down Requirements

- (1) Subcontractors must flow down all applicable requirements to their own sub-tier suppliers, including:
  - a. Requirements from NSM
  - b. Design data
  - c. Traceability
  - d. Quality system requirements
- (2) Subcontractor is responsible for oversight of their suppliers.

#### 2.6. Personnel Qualification Requirements

- (1) The Subcontractor confirms that the personnel are qualified and have the necessary training to comply with the tasks
- (2) Subcontractors must ensure personnel performing special processes (e.g., welding, NDT, soldering, surface treatment, etc.) are qualified and certified.
- (3) Training records must be retained and available upon request.
- (4) The Subcontractor confirms that there are enough manpower resources to comply with the intended work.

#### 2.7. Counterfeit Part Prevention

- (1) Subcontractors must implement prevention measures for counterfeit materials or components.
- (2) Materials must be procured from approved/verified sources.

### 3. External references

- [C 3-1-1-1 Register of contractors and subcontractors under category 6 and 7](#)
- [C 3-1-2-1 Procurement process](#)