



OCCAR-EA
OCCAR Management Procedure

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List of acronyms

A/C	Aircraft
CoD	Certificate of Design
CB	(Type) Certification Basis
CQ	Certification & Qualification
CQC	Certification & Qualification Committee
CQO	Certification & Qualification Organisation
CQPP	Certification & Qualification Programme Plan
CQTM	Certification & Qualification Team Manager
CV	Curriculum Vitae
DOA	Design Organisation Approval
DOA TL	Design Organisation Approval Team Leader
EASA	European Aviation and Safety Agency
EMAR	European Military Airworthiness Requirement
FAA	Federal Aviation Authority
MCRI	Military Certification Review Item
MDOA	Military Design Organisation Approval
MDOA TL	Military Design Organisation Approval Team Leader
MPOA	Military Production Organisation Approval
MPOA TL	Military Production Organisation Approval Team Leader
MFTP	Military Flight Test Permit
MTC	Military Type Certificate
NMCA	National Military Certification Authority
PB	Programme Board
PC	Programme Committee
PCM	Project Certification Manager
PID	Programme Information Document
PWG	Programme Working Group
ToA	Terms of Approval
WG	Working Group

List of definitions/explanations

Airworthiness	The ability of an aircraft or other airborne equipment or system to operate in flight and on the ground without significant hazard to aircrew, ground crew, passengers (where relevant), other airspace users or to other third parties.
Certificate	Any approval, licence or other document issued as the result of certification as well as the issuance of the relevant certificate attesting such compliance.
Certificate of Design	Is the certificate signed by the contractor declaring that the type complies with the Technical Specification of the aircraft and the respective (Type) Certification Basis.
Certification	The process of recognition that a product, part or appliance, organisation or person complies with the applicable airworthiness requirements followed by the declaration of compliance.
(Type) Certification Basis	The Aircraft Type Design airworthiness requirements.
Certification & Qualification Organisation	Is the body for successfully certifying and qualifying OCCAR aeronautical programmes in an efficient and effective manner for their intended use. It consists of the Certification & Qualification Committee (CQC), the Certification & Qualification Team (CQ Team), the Military Design Organisation Approval Team (MDOA Team) and the Military Production Organisation Approval Team (MPOA Team).
Certification & Qualification Committee	Is responsible for ensuring that the necessary certification and qualification activities are satisfactorily carried out to ensure that the Type Acceptance can be declared.
Certification & Qualification Panel	Is formed by Subject Matter Experts of certain technical disciplines and supports the Certification & Qualification Team Manager.
Compliance Demonstration	The demonstration by the contractor to show compliance with the stated technical requirements of the contract.
Compliance Verification Matrix	For Certification: the document that records compliance with the full set of airworthiness requirements. For Qualification: the document that records compliance with the full set of technical specification requirements.
Continuing Airworthiness (of Individual Aircraft)	All the processes ensuring that, at any time in its operating life, an individual aircraft complies with the airworthiness requirements in force and is in a condition for safe operation.
Continued Airworthiness (of Type Design)	All the tasks to be conducted to verify that the conditions under which a type certificate has been granted are still valid to ensure the safety of the product at any time. Any required corrective measure shall be taken without undue delay and applicable instruction(s) issued.
CQ Team	It consists of the Certification & Qualification Team Manager (including Deputy and Assistant if required) and the Certification & Qualification Panels.
Military Certification Review Item	Means a document recording Deviations, Special Conditions, new Means of Compliance or any other certification issue which requires clarification and interpretation, or represents a major technical or administrative issue.

Programme Information Document	Programme Information Document (PID) describes the organisational structure, CQ processes and procedures to be applied within the respective programme in order to support the successful execution of the programme.
Qualification	The process of verifying and declaring conformance with each specification requirements at all levels. It is the entire process of demonstrating that the design of the aircraft meets the specified performance and airworthiness requirements. It results in a declaration of performance and a declaration of airworthiness (in the Certificate of Design).
Shall	Used to express a mandatory requirement.
Should	Used to express a preferred, but not mandatory method of accomplishment.
Type Design	<p>Means the Type Design definition presented by the contractor and for which compliance is demonstrated with the aircraft (Type) Certification Basis.</p> <p>The Type Design Definition shall consist of:</p> <ul style="list-style-type: none"> • the drawings and specifications, and a listing of those drawings and specifications, necessary to define the configuration and the design features of the product shown to comply with the applicable certification specification and the environmental protection requirement; • information on material and process and on methods of manufacture and assembly of the product necessary to ensure the conformity of the product; • the airworthiness limitations section of the Instructions for Continued Airworthiness as required by the applicable certification specifications; and • any other data necessary to allow by comparison, the determination of the airworthiness, the characteristic of noise, fuel venting and exhaust emissions (where applicable) of later product of the same type.

1. **Purpose**

For every OCCAR aeronautical programme, OCCAR-EA and the Programme Participating States shall create a unique and collaborative Certification and Qualification Organisation (CQO).

The purpose of this Annex is to describe an organisational structure of the CQO to successfully certify and qualify OCCAR aeronautical programmes in an efficient and effective manner for their intended use. Furthermore, this document defines the roles and responsibilities of the entities involved in the certification and qualification processes.

2. **Scope**

This Annex is applicable to all OCCAR managed aeronautical programmes and shall be tailored to the needs of the respective programme. It is intended for the Programme Participating States, OCCAR-EA and the Certification and Qualification Organisation (CQO).

3. **Related documentation**

- European Commission Regulation (EC) No 748/2012 (and amendments) laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisation, Part 21
- Applicable European Military Airworthiness Requirements (EMARs): In case a conflict between the EMARs and this OMP, the EMARs will take precedence over this OMP.
- OCCAR Convention
- Annex OMP 6-A OCCAR Standard Articles
- OMP 9 – Staff Selection

4. **Related forms & templates**

Template OMP 13-B-1	Programme Information Document
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5. **Certification and Qualification Organisation**

The CQO shall be created prior to the start of contract preparation and shall be approved by the Programme Board (PB). The PB is not part of the CQO and shall only intervene in case of major disagreement between the contractor and the Certification and Qualification Committee (CQC) or when there is a disagreement amongst Programme Participating States in the CQC. Any dispute shall be handled in accordance with the process described at paragraph 12.

The CQO may consist of the following elements:

- Certification and Qualification Committee (CQC);
- Certification and Qualification Team (CQ Team);
- Military Design Organisation Approval Team (MDOA Team);
- Military Production Organisation Approval Team (MPOA Team).

The CQO shall be tailored to suit the needs of the programme, for example, it may be possible to combine the management functions of the CQC Chairman and the CQ Team Manager (See also paragraph 6.3).

A suggested organisational structure of the CQO is shown at figure 1 and the organisational arrangements underpinning this structure are described in the subsequent paragraphs.

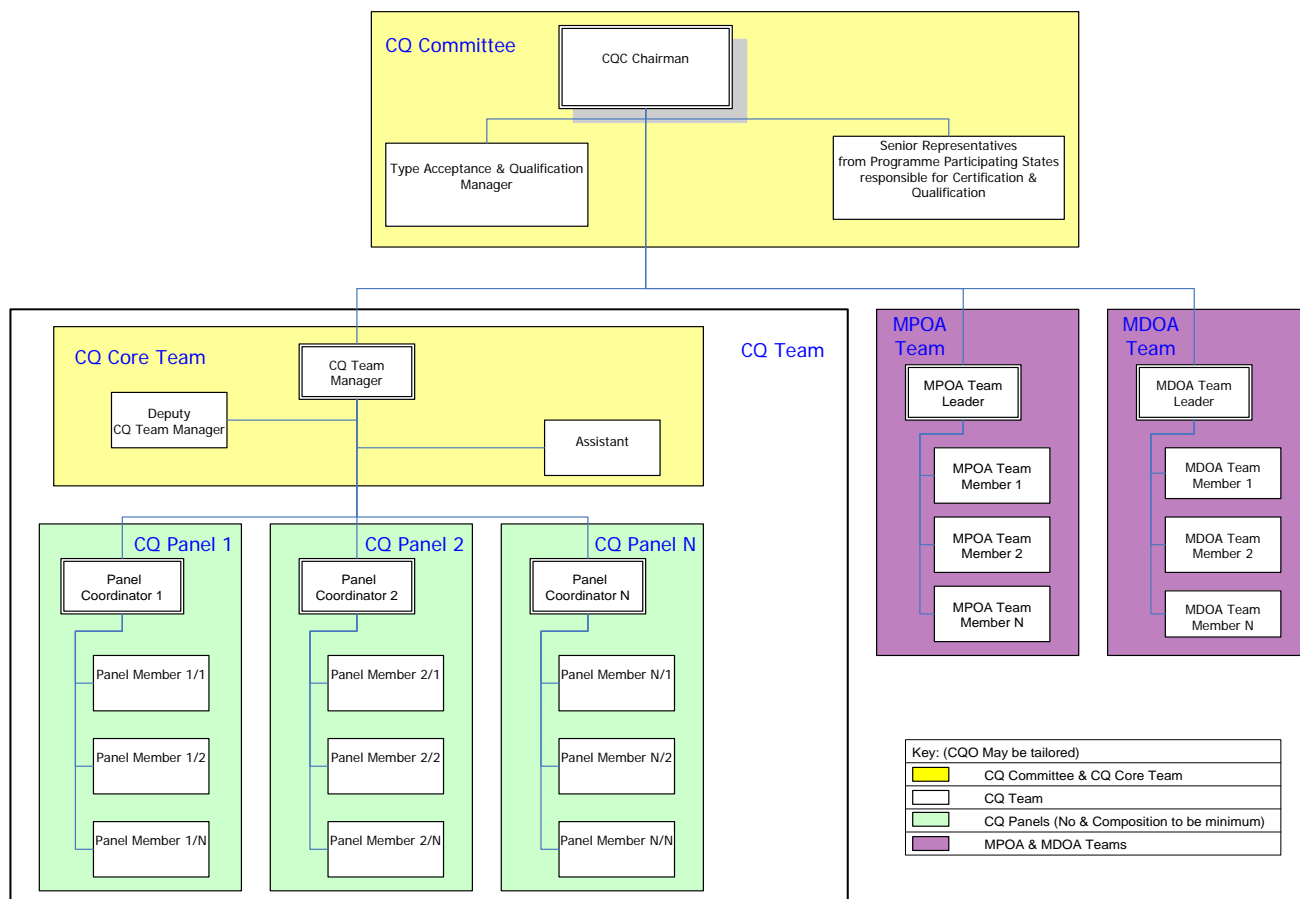


Figure 1 – Certification and Qualification organisational structure

6. Certification and Qualification Committee

6.1 General

The CQC consists of senior representatives from the Programme Participating States who have delegated authority and are empowered to make decisions, and a representative from the OCCAR-EA Programme Division.

The CQC consists of the following:

- Chairman;
- Senior Representatives¹ from the Programme Participating States;
- Programme Type Acceptance & Qualification Manager from OCCAR-EA Programme Division.

¹ Shall be of sufficient rank and empowered by the NMCAs to represent them.

Each Programme Participating State shall nominate one Representative responsible for the certification and qualification activities, noting that the Programme Participating State, from which the CQC Chairman has been selected, has no right to appoint another representative to the CQC. In exceptional cases it may be necessary for the CQC Member to consult a Subject Matter Expert for matters outside their own knowledge or experience. The Subject Matter Expert shall not be considered as a Member of the CQC and consequently has no voting right.

Note: As the Certification and Qualification Team Manager (CQTM) and the CQTM Deputy (if appointed) are responsible for providing CQ compliance recommendation to the CQC they shall not be part of the CQC but may be invited to attend.

6.2 Selection Process

6.2.1 CQC Chairman

For Certification, the CQC Chairman shall be independent from the programme.

The CQC Chairman shall be appointed by the PB.

Where no PB exists, the National Military Certification Authorities (NMCAs) of the Programme Participating States shall decide unanimously on the selection of the CQC Chairman.

The same process shall apply for the replacement of the CQC Chairman.

6.2.2 Nomination of CQC Members from Programme Participating States

Once the CQC Chairman has been selected and appointed, the process for nomination of the CQC Members representing the Programme Participating States in the CQC shall be launched by the CQC Chairman.

The CQC Chairman shall request the NMCAs of the Programme Participating States to nominate suitably qualified and technically experienced Members. All CQC Members should have a detailed knowledge of airworthiness and shall have full delegation from their respective National Authority for both Certification and Qualification.

The same process shall apply for the replacement of the Members.

6.2.3 Programme Type Acceptance & Qualification Manager

Each OCCAR-EA Programme Division managing an aeronautical programme shall contain a post of the Programme Type Acceptance & Qualification Manager. In accordance with OMP 9 – Recruitment, the Human Resources Division of OCCAR-EA is responsible for the over-seeing and coordination of the recruitment process (selection and replacement) of the Programme Type Acceptance & Qualification Manager.

6.3 Roles and Responsibilities²

The CQC shall have full authority from Programme Participating States in order to execute the tasks described at paragraph 6.3.2. The CQC is responsible for ensuring, in close co-operation with the OCCAR-EA Programme Division, that the necessary

² This paragraph shall be read in conjunction with paragraphs 10, 11 & 12.

certification and qualification activities, derived from the Technical Specification and CB, are satisfactorily carried out to ensure that the type acceptance can be declared.

6.3.1 CQC Chairman

The CQC Chairman is responsible for managing the CQ Organisation (CQO), in close cooperation with the Programme Type Acceptance & Qualification Manager³, in order to ensure that the CQO achieves the objectives in accordance with the programme schedule.

The CQC Chairman shall, in agreement with the majority of CQC Members:

- Request endorsement of the overall structure of the CQO⁴ and Terms of Reference by the NMCAs and approval from the PC;
- Select and appoint the CQ Panel Members, CQ Panel Coordinators, the Military Design Organisation Approval (MDOA) Team including the MDOA Team Leader (MDOA TL) and the Military Production Organisation Approval (MPOA) Team including the MPOA Team Leader (MPOA TL);
- Issue Letters of Authority to Members of the CQO as appropriate;
- Approve the Programme Information Document (PID) describing the organisational structure, CQ processes and procedures to be applied within the respective programme in order to support the successful execution of the programme;
- Appoint the Military Design Organisation and Issue the associated Terms of Approval (ToA);
- Appoint the Military Production Organisation and Issue the associated Terms of Approval (ToA);
- Approve the (Type) Certification Basis⁵ (CB), including any amendments, for inclusion in the contract⁶;
- Approve the final Certification and Qualification Programme Plan⁷ (CQPP) before compliance demonstration begins;
- Agree the completed compliance verification matrix provided by the contractor;
- Approve the key outputs of the CQ Team, the MDOA and MPOA Team;
- Countersign the Certificates of Design (CoD) provided by the contractor;

³ Or OCCAR-EA CQC Member if the Programme Type Acceptance Manager has not been appointed.

⁴ The structure of the CQO is dependent upon the stage of the programme and the nature of the programme ie. Involvement of civil certification organisation or pure NMCA.

⁵ It should be noted that the initial (Type) Certification Basis (CB) may need to be changed along the course of the certification process due to new applied technologies, introduction of design changes, discovery of unsafe conditions or compliance demonstration results.

⁶ NMCA approval maybe required before initial CB finalisation.

⁷ The CQPP may be a single document or split into two documents, a Certification Programme Plan and a Qualification Programme Plan.

- Countersign the Certificates of Design (CoD) provided by the contractor for aircraft modifications;
- Approve flight test conditions for a Military Flight Test Permit (MFTP);
- Enable the relevant NMCA to issue a MFTP for such aircraft in accordance with their relevant national regulations (if required) and ensure that this MFTP will be recognised by the other NMCAs;
- Enable the NMCAs to issue their Military Type Certificate (MTC) or equivalent and to approve modifications under their respective processes;
- Issue Certification Compliance Statement to the NMCAs and to the OCCAR-EA Programme Division;
- Recommend the NMCAs to issue their Military Type Certificate (MTC) or equivalent and to approve modifications under their respective processes;
- Issue Qualification Compliance Statement to the OCCAR-EA Programme Division;
- Manage the resolution of conflicts between the CQ Team / MDOA Team with the contractor and / or the OCCAR-EA Programme Division;
- Report periodically the status to OCCAR-EA and PC.

6.3.2 CQ Committee

The CQC Members shall support the CQC Chairman in achieving the tasks listed at paragraph 6.3.1.

The CQC Members shall:

- Ensure that Airworthiness requirements for the programme meet the essential requirements for airworthiness applicable to military aircraft;
- Establish and approve the airworthiness requirements to be included in the contract and ensure their completeness;
- Define and propose to the NMCAs the Safety High Level Objectives to be included in the Programme Decision and other safety requirements to be included in the contract. Provide oversight, on behalf of the NMCAs, for the compliance demonstration being undertaken by the contractor;
- Define the overall structure of the CQO⁸ (including the number, type and composition of the CQ Panels) and establish Terms of Reference prior to requesting endorsement by the NMCAs and approval from the PC;
- Agree the CB⁹, including any amendments, for inclusion in the contract;

⁸ The structure of the CQO is dependent upon the stage of the programme and the nature of the programme ie. Involvement of civil certification organisation or pure NMCA.

⁹ It should be noted that the initial CB may need to be changed along the course of the certification process due to new applied technologies, introduction of design changes, discovery of unsafe conditions or compliance demonstration results.

- Agree the Programme Information Document established by the CQ Team Manager;
- Define the organisational requirements for design, production and maintenance organisations (for Industry) throughout the whole life of the programme and ensure that they are reflected within the relevant contract(s);
- Verify the procedure(s) for the recognition and surveillance of the Design, Production and / or Maintenance Organisation and determine the privileges to be granted;
- Agree with the contractor the final Certification and Qualification Programme Plan¹⁰ (CQPP) before compliance demonstration begins;
- Accept the completed compliance verification matrix provided by the contractor;
- Define harmonised requirements for Configuration Management and advise OCCAR-EA for inclusion in the contract(s);
- Accept the technical manuals produced by the contractor;
- Endorse the key outputs of the CQ Team, the MDOA and MPOA Team;
- Agree flight test conditions for a MFTP;
- Enable the relevant NMCA to issue a MFTP for such aircraft in accordance with their relevant national regulations (if required) in accordance with EMAR 21 Sub Part P, and ensure that this MFTP will be recognised by the other NMCAs;
- Enable the NMCAs to issue their Military Type Certificate (MTC) or equivalent and to approve modifications under their respective processes;
- Ensure adequate post acceptance and continuous airworthiness activities in accordance with the contract and the intentions of the Programme Participating States;
- Define the criteria concerning change to type design (EMAR 21 Sub-Part D or equivalent);
- Approve the appropriate forms and templates as required.

6.3.3 Programme Type Acceptance & Qualification Manager

The Programme Type Acceptance & Qualification Manager shall:

- Act as the Qualification Manager and ensure the overall management of the certification and qualification activities;
- Act as the focal point within the OCCAR-EA Programme Division for the Certification and Qualification Team Manager (CQTM) and the CQC;

¹⁰ The CQPP may be a single document or split into two documents, a Certification Programme Plan and a Qualification Programme Plan.

- Ensure a close coordination between the CQC activities and overall programme activities;
- Act as the focal point between the CQC and the OCCAR-EA Programme Division to ensure a close coordination and a full consistency between the activities managed by the CQC and those managed by OCCAR-EA (Technical, Commercial, Support and Customer Involvement Working Group(s) activities);
- Support the interpretation of the contract with regard to certification and qualification issues;
- Ensure that all contractual requirements related to Type / Post Type Acceptance and qualification are being met by the contractor;
- Address, as appropriate, any contractual issues arising from those activities and affecting the programme requirements (timescale, costs and performance).

7. Certification and Qualification Team

7.1 General

It is essential for the whole process that the Certification and Qualification Team (CQ Team) through the CQTM has the greatest level of delegated authority in order to make the necessary decisions. The Programme Participating States shall, therefore, clearly empower the CQ Team (where appointed) to take all decisions except those under the direct authority of the CQC.

The Certification and Qualification Team (CQ Team) may consist of:

- CQ Core Team;
 - CQ Team Manager (CQTM);
 - CQTM Deputy, if required;
 - CQTM Assistant, if required.
- Certification and Qualification Panels;
 - CQ Panel Coordinators;
 - CQ Panel Members.

7.1.1 CQ Team Manager (if required)

The CQTM plays a key-role in the successful execution of the certification/qualification activities of the CQ Team, therefore, Programme Participating States shall agree that the CQTM belongs to OCCAR-EA Programme Division and shall be located at or near the Design Organisation.

7.1.2 CQTM Deputy and CQTM Assistant (if required)

When the programme is technically complex and there are several technical disciplines, it is recommended that a CQTM Deputy is nominated. The CQTM

Deputy shall be co-located with CQTM. It may also be necessary to appoint a CQTM Assistant.

7.1.3 CQ Panels

Each Panel shall be led by a Panel Coordinator in charge of managing the Panel and liaising with the CQTM.

The number and composition of Panels shall be the minimum necessary. The number, type and composition of the CQ Panels is defined by the CQC Chairman and managed by the CQTM.

Each Panel is populated by representative(s) from Programme Participating States who are Subject Matter Experts and do not represent their Nation within the CQ Panel.

It is recommended that ten Panels should be the maximum. The Panels may consist of a composition of any of the following technical disciplines. For example:

- (1) Flight / Performances / Human Factors / Military Operations;
- (2) Hydro mechanical / Electricity;
- (3) Cabin Safety / Environmental Control Systems;
- (4) Avionics;
- (5) Powerplant / Engine / Propeller;
- (6) Structure;
- (7) Self-protection / Survivability;
- (8) Software.

“Safety” as the overarching discipline should be coordinated by an interface group led by the CQTM or the CQTM Deputy and should be composed by the Panel Coordinators.

Programme Participating States shall allocate sufficient time for the work to be conducted by their representatives in order to ensure effective and efficient work for the programme.

The Programme Type Acceptance & Qualification Manager and the CQ Core Team shall not be a member of the CQ Panels but shall have the right to attend panel meeting(s) or examine any relevant activity or decision making process in case of any disagreement regarding the CQ activities.

For qualification purposes, OCCAR-EA can nominate Qualification Officers¹¹, when necessary, to technically support the CQ Panels. These Qualification Officers will participate to all activities of the CQ Panels, but will not be part of the decision making process for certification issues.

¹¹ Suitably qualified and experienced in Qualification matters

7.2 Selection Process

7.2.1 CQ Core Team

Each OCCAR-EA Programme Division managing an aeronautical programme shall contain a CQ Core Team.

On request of the CQC Chairman, the PC or where no PC exists, an equivalent body, shall agree the composition of the CQ Core Team.

In accordance with OMP 9 – Staff Selection, the Human Resources Division of OCCAR-EA is responsible for the over-seeing and coordination of the recruitment process (selection and replacement) of the CQ Core Team.

It is essential requirement that the CQ Team Manager is a qualified aircraft engineer.

7.2.2 CQ Panel

The CQC Chairman is responsible for selecting and appointing the Panel Members and Panel Coordinators.

7.2.2.1 CQ Panel Member

The CQC Chairman shall invite the NMCAs of the Programme Participating States, to submit nominations of suitably qualified and technically experienced candidates as Panel Members. All candidates should have a detailed knowledge of certification and qualification process. The qualification and experience of the candidates shall be supported by a Curriculum Vitae (CV) and an application letter of the candidates.

The same process shall apply for any replacement of a Panel Member.

7.2.2.2 CQ Panel Coordinator

Once the Panel Members are selected and appointed, the CQC Chairman shall invite the CQTM, once appointed, to nominate suitably qualified and technically experienced candidates from the Panel Members as Panel Coordinators. The qualification and experience of the candidates shall be supported by a Curriculum Vitae (CV) and an application letter of the candidates. The selection should be based on the best mix of communication skills and technical competences.

The same process shall apply for any replacement of a Panel Coordinator.

7.3 Roles and Responsibilities¹²

The CQ Team is led by the CQTM and is responsible for the technical investigation of the certification and the qualification evidence provided by the contractor and confirming the compliance with the Technical Specification and CB.

The CQ Team shall be the primary decision maker in the process.

¹² This paragraph shall be read in conjunction with paragraphs 10, 11 & 12

7.3.1 CQ Core Team

7.3.1.1 CQ Team Manager

The CQTM shall:

- Lead and manage the CQ Team and is accountable to CQC Chairman and the OCCAR-EA Programme Division regarding certification and qualification activities;
- Establish the initial CB¹³, including any amendments, for inclusion in the contract;
- Establish the Programme Information Document (See Template OMP-13-B-1);
- Review approval request for flight test conditions from the contractor and prepare recommendation for flight test conditions for CQC;
- Manage the technical investigation of the certification and qualification evidence and confirming compliance with the Technical Specification and CB;
- Establish appropriate forms and templates as required;
- Establish, lead and manage the interface group(s)¹⁴ dealing with overarching disciplines ie. Safety;
- Coordinate the CQ Panel activities and liaise with the contractor and the CQC (from the organisational point of view a CQTM deals mainly with the CQ Team, the contractor and the CQC);
- Liaise with the civil certification organisation (eg EASA) Project Certification Manager (PCM), if civil certification organisation is involved in the certification process, to ensure that the military requirements are addressed and appropriately integrated;
- Liaise with the Military Design Organisation Approval Team Leader (MDOA TL) and report occurrences showing deficiencies in the functioning of the approved / or to be approved Design Organisation;
- Provide assistance to the MDOA TL regarding the design organisation approval process;
- Liaise with the Military Production Organisation Approval Team Leader (MPOA TL) and report occurrences showing deficiencies in the functioning of the approved / or to be approved Design Organisation;
- Provide assistance to the MPOA TL regarding the production organisation approval process;

¹³ It should be noted that the initial CB may need to be changed along the course of the certification process due to new applied technologies, introduction of design changes, discovery of unsafe conditions or compliance demonstration results.

¹⁴ The Interface Group shall comprise CQ Panel Coordinators from the relevant disciplines.

- Report periodically to the CQC the progress of the CQ Team on certification basis issues and technical investigation for checking compliance.

7.3.1.2 CQTM Deputy (if appointed)

To ensure that the CQ process is executed in an efficient and effective manner, the Deputy CQTM must be competent and empowered to make the right decisions in the absence of the CQTM. The Deputy CQTM shall support the CQ Team Manager in achieving the tasks listed at paragraph 7.3.1.1.

7.3.1.3 CQTM Assistant (if appointed)

The CQTM Assistant shall assist the CQTM and/or CQTM Deputy in the administrative tasks, in particular the recording of the decisions taken and the recording and management of relevant documentation and records.

7.3.2 CQ Panel

The CQ Panel shall:

- Support the CQTM in the establishment of the initial CB¹⁵, including any amendments, for inclusion in the contract;
- Agree CQ compliance documentation according to their scope of responsibility;
- Make recommendations via CQTM to CQC for formal Military Certification Review Item (MCRI) correspondence;
- Make recommendations via CQTM to the CQC for the agreement of compliance documentation not delegated to the CQ Panel;
- Provide assessments based upon a request from the CQC or the CQTM regarding their scope of competence;
- Provide reports as determined by the CQTM and CQC within the agreed timescale;
- Provide the CQC via CQTM with final statement of satisfaction for the CQ compliance for the relevant technical disciplines.

¹⁵ It should be noted that the initial CB may need to be changed along the course of the certification process due to new applied technologies, introduction of design changes, discovery of unsafe conditions or compliance demonstration results.

7.3.2.1 CQ Panel Coordinator

The CQ Panel Coordinator shall:

- Organise and coordinate all activities of the CQ Panel in order to fulfil its responsibilities within the programme schedule;
- Act as the focal point for the CQ Panel with the contractor Panel Leader, the CQTM and other CQ Panel Coordinators;
- Manage the communication between CQ Panel and CQTM including statements on progress, risk and the provision of official agreement of documents under the responsibility of the CQ Panel;
- Report to the CQTM on the progress of the CQ Panel activities on a regular basis;
- Report to the CQC on request;
- Liaise with the relevant Civil certification organisation Certification Panel Manager, if Civil certification organisation is involved in the certification process, to ensure that the military requirements are addressed and appropriately integrated and to report to the CQTM on a regular basis;
- Promote any approach to reach consensus of technical opinion;
- Maintain a record of all panel decisions/recommendations;
- Contribute to and support the appeals process (if required).

7.3.2.2 CQ Panel Member

The Panel Member is responsible to the CQ Panel Coordinator and shall support the CQ Panel Coordinator in achieving the tasks listed at paragraph 7.3.2.1.

8. Military Design Organisation Approval Team

8.1 General

The Military Design Organisation Approval (MDOA) Team shall assess the compliance of the contractor Design Organisation with contract requirements and determine the privileges to be granted.

The MDOA is the formal recognition by the CQC of the respective OCCAR Programme that the Design Organisation complies with the EMAR 21, Sub-Part J applicable requirements or equivalent.

The MDOA Team will undertake investigations and assessments in close cooperation with the contractor Design Organisation Approval Team to provide final assessment and recommendation to the CQC for the appointment of the Design Authority and the associated Terms of Approval. These activities include a review of the contractor's certification and Post-Type Certification procedures.

The MDOA Team acts on behalf of the CQC and consists of:

- MDOA Team Leader (MDOA TL);
- MDOA Team Members¹⁶.

8.2 Selection Process

8.2.1 MDOA Team Leader

The MDOA TL shall be selected and appointed by the CQC Chairman.

The CQC Chairman shall request the Programme Participating States to provide nominations of suitably qualified and technically experienced candidates. The qualification and experience of the candidates shall be supported by a CV and an application letter of the candidates.

The same process shall apply for the replacement of the MDOA Team Leader.

8.2.2 MDOA Team Members

The CQC Chairman shall invite the Programme Participating States, to submit nominations of suitably qualified and technically experienced candidates as MDOA Team Members.

The same process shall apply for the replacement of the Members.

8.2.3 MDOA Team competence

It is strongly recommended that MDOA Team Members (including the Team Leader) have attended the relevant EASA/JAA Training Course(s) or have experience of civil certification aspects and/or with conducting certification assessments and audits.

8.3 Roles and Responsibilities

8.3.1 MDOA Team Leader

The MDOA TL shall:

- Recommend the Terms of Approval including the privileges to be granted by the CQC;
- Organise and co-ordinate the activities of the MDOA Team in order to fulfil its responsibilities within the programme schedule;
- Act as the focal point for the MDOA Team with the contractor DOA Manager and civil certification organisation DOA Team Leader (if involved) regarding the MDOA and the associated ToA;
- Report to the CQC on a frequent basis and raise in a timely manner any conflict within the MDOA Team, the contractor DOA Manager and/or civil certification organisation DOA Team Leader (if involved);

¹⁶ Team Members should be Experts in auditing.

- Liaise with the CQTM and report occurrences showing deficiencies in the functioning of the approved / or to be approved MDOA which could have an impact on the certification process;
- Maintain a record of all recommendations and decisions relating to the MDOA and associated ToA;
- Contribute to and support the appeals process (if required).

8.3.2 MDOA Team Members

The MDOA Team Members shall support the MDOA TL in achieving the tasks listed at paragraph 8.3.1.

9. **Military Production Organisation Approval (if required)**

9.1 General

The Military Production Organisation Approval (MPOA) Team shall assess the compliance of the contractor Production Organisation with contract requirements and determine the privileges to be granted.

The MPOA is the formal recognition by the CQC of the respective OCCAR Programme that the Design Organisation complies with the EMAR 21, Sub-Part G applicable requirements or equivalent.

The MPOA Team will undertake investigations and assessments in close cooperation with the contractor Production Organisation Approval Team to provide final assessment and recommendation to the CQC for the appointment of the Production Organisation and the associated Terms of Approval.

The MPOA Team acts on behalf of the CQC and consists of:

- MPOA Team Leader (MPOA TL);
- MPOA Team Members¹⁷.

9.2 Selection Process

9.2.1 MPOA Team Leader

The MPOA TL shall be selected and appointed by the CQC Chairman.

The CQC Chairman shall request the Programme Participating States to provide nominations of suitably qualified and technically experienced candidates. The qualification and experience of the candidates shall be supported by a CV and an application letter of the candidates.

The same process shall apply for the replacement of the MPOA Team Leader.

9.2.2 MPOA Team Members

The CQC Chairman shall invite the Programme Participating States, to submit nominations of suitably qualified and technically experienced candidates as MPOA Team Members.

¹⁷ Team Members should be experts in auditing.

The same process shall apply for the replacement of the MPOA Team Members.

9.2.3 MPOA Team competence

It is strongly recommended that MDOA Team Members (including the Team Leader) have attended the relevant EASA/JAA Training Course(s) or have experience of civil certification aspects and/or with conducting certification assessments and audits.

9.3 Roles and Responsibilities

9.3.1 MPOA Team Leader

The MPOA TL shall:

- Recommend the Terms of Approval including the privileges to be granted by the CQC;
- Organise and co-ordinate the activities of the MPOA Team in order to fulfil its responsibilities within the production programme schedule;
- Act as the focal point for the MPOA Team with the contractor POA Manager and civil certification organisation POA Team Leader (if involved) regarding the POA and the associated ToA;
- Report to the CQC on a frequent basis and raise in a timely manner any conflict within the MPOA Team, the contractor POA Manager and/or civil certification organisation POA Team Leader (if involved);
- Liaise with the CQTM and report occurrences showing deficiencies in the functioning of the approved / or to be approved MPOA which could have an impact on the production process;
- Maintain a record of all recommendations and decisions relating to the POA and associated ToA;
- Contribute to and support the appeals process (if required).

9.3.2 MPOA Team Members

The MPOA Team Members shall support the MPOA TL in achieving the tasks listed at paragraph 9.3.1.

10. Decision Making Process

The CQC Chairman is the final decision maker within the CQO regarding certification, qualification and resolution of conflicts or disputes (when required). Nevertheless, the NMCAs of the Programme Participating States are responsible for the final decision regarding the issue of its own Military Type Certificate and are therefore the highest level of decision making outside of the CQO.

In principle, the:

- CQC shall, in the first instance, try to reach consensus. If this is not possible, then the CQC Chairman shall take a decision based upon the majority view of the CQC, but

cannot overrule the decision of the majority. Where the decision is split 50:50 the CQC Chairman shall then make the final decision but it must be recognised that where only 2 Nations are involved this will not apply;

- CQ Team Manager shall take a decision based upon the consensus view of interface group(s) (Comprising the CQ Panel Coordinators). Where consensus cannot be reached the decision should be escalated to the CQC.
- CQ Panel Coordinator shall take a decision based upon the consensus view of the CQ Panel. Where consensus cannot be reached the decision should be escalated to the CQ Team Manager.

It is essential for the whole decision making process that the Members of the CQO have the necessary delegated power and authority, as appropriate, to take the first decision at the largest possible extent.

11. Conflict Resolution

Conflicts may arise at any time during the life of a Programme, therefore, it is essential that the Programme Participating States and OCCAR-EA Programme Division shall agree a process for conflict resolution for inclusion in the Programme Information Document.

11.1 Conflict within the CQC

If CQC Members cannot agree, they should try to resolve by appropriate consultation.

If a resolution cannot be achieved, then the CQC Chairman should try to persuade all parties to agree. If the CQC Chairman fails to persuade all parties to agree, then the CQC Chairman will pass to the PC for resolution.

11.2 Conflict between CQ Panel and Contractor

If CQ Panel Members and the contractor cannot agree, they should try to resolve by appropriate consultation.

If a resolution cannot be achieved, then the CQ Panel Coordinator should try to reach consensus with the contractor Panel Coordinator. If the CQ Panel Coordinator fails to reach consensus with the contractor Panel Coordinator, the matter should be referred to the next decision making level for resolution (CQ Team Manager).

The CQ Team Manager should try to resolve the issue with the contractor CQ Manager. Where the CQ Team Manager fails to reach consensus with the contractor CQ Team Manager, the CQ Team Manager should raise the issue to the CQC Chairman. The CQC Chairman should try to reach consensus with the contractor's Chief Engineer, however, the CQC Chairman takes the final decision.

This process may be tailored to suit the needs of the programme and shall be described in the Project Information Documentation.

11.3 Conflict within a CQ Panel

If CQ Panel Members cannot agree, they should try to resolve by appropriate consultation. If a resolution cannot be achieved, then the CQ Panel Coordinator should try to persuade all parties to agree. If the CQ Panel Coordinator fails to persuade all parties to agree the matter should be referred to the next decision making level for resolution (CQ Team Manager).

12. Dispute Process

The Programme Participating States and OCCAR-EA Programme Division shall agree a dispute process in respect of certification and qualification for inclusion in the Programme Information Document.

The dispute process shall be based on the following:

- A dispute raised by a Programme Participating State regarding a decision taken by the CQC Chairman shall be handled by the PC, which acts as the decision making body. The dispute shall be filed in writing supported by a clear unambiguous statement regarding the nature of the dispute to the PC Chairman. The PC Chairman investigates the nature of the dispute and reports to the PC. The PC shall uphold or reject the dispute supported by an explicit decision in writing.
- A dispute raised by the contractor, shall be handled in accordance with the dispute resolution provisions of the contract, which are normally based upon the arbitration process described in Annex OMP 6-A OCCAR Standard Articles.