



Approval of change to type certificate	Doc #	PR.TCCH.00001-001
	Approval Date	21/07/2010

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PR.TCCH.00001-001

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DOCUMENT CONTROL SHEET

Process Area Product airworthiness/ environment certification
Main Process Approval of change to type certificate and of repair data
Main Process Owner Alain LEROY

Reference documents**a) Contextual documents**

Commission Regulation (EC) 1356/2008 - Regulation of 23 December 2008 amending Regulation (EC) No 593/2007 on the fees and charges levied by the European Aviation Safety Agency
Commission Regulation (EC) 1702/2003 - Regulation of 24 September 2003 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 organisations
Commission Regulation (EC) 2042/2003 - Regulation of 20 November 2003 laying down implementing rules for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L315, 28.11.2003)
Commission Regulation (EC) 593/2007 - Regulation of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L140, 01.06.2007)
ED Decision 2003/02 - On the implementation of airworthiness directives for products, parts and appliances designed in third countries and repealing ED Decision 1/2003
ED Decision 2003/1/RM - On AMC and GM for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
ED Decision 2003/10/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for European Technical Standard Orders (« CS-ETSO »)
ED Decision 2003/11/RM - On definitions and abbreviations used in certification specifications for products, parts and appliances (« CS-Definition »)
ED Decision 2003/13/RM - On Certification Specifications Including Airworthiness Code and Acceptable Means of Compliance, for sailplanes and powered sailplanes (« CS-22 »)
ED Decision 2003/14/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Normal, Utility, Aerobatic and Commuter Category Aeroplanes (« CS-23 »)
ED Decision 2003/15/RM - On Certification Specifications for Small Rotorcraft (« CS-27 »)
ED Decision 2003/16/RM - On Certification Specifications for Large Rotorcraft (« CS-29 »)
ED Decision 2003/17/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Very Light Rotorcraft (« CS-VLR »)
ED Decision 2003/18/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Very Light Aeroplanes (« CS-VLA »)
ED Decision 2003/2/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Large Aeroplanes (« CS-25 »)
ED Decision 2003/3/RM - On Certification Specifications, providing for Acceptable Means of Compliance for Aircraft Engine Emissions and Fuel Venting (« CS-34 »)
ED Decision 2003/4/RM - On Certification Specifications, providing for Acceptable Means of Compliance for Aircraft Noise (« CS-36 »)
ED Decision 2003/5/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Auxiliary Power Units (« CS-APU »)
ED Decision 2003/6/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for All Weather Operations (« CS-AWO »)
ED Decision 2003/7/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Propellers (« CS-P »)
ED Decision 2003/9/RM - On Certification Specifications, Including Airworthiness Code and Acceptable Means of Compliance, for Engines (« CS-E »)
ED Decision 2009/009/E - On the delegation of powers of the Executive Director to certain staff members of the Certification Directorate, and repealing ED Decision 2008/001/E
ED Decision 2009/019/R - Amending ED Decision No 2003/12/RM of 5 November 2003 on general acceptable means of compliance for airworthiness of products, parts and appliances (« AMC-20 »)
ED Decision 2009/078/E - Adopting the Code of Good Administrative Practice for the staff of the European Aviation Safety Agency in their relations with the public (repealing ED Decision No 2006/02/E)
MB Decision 01-2004 - Decision of the Management Board concerning the arrangements to be applied by the Agency for public access to documents



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MB Decision 04-2009 - Decision of the Management Board on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities
 MB Decision 12-2007 - Decision of 1 Oct 07 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products parts and appliances (hereinafter referred to as PCP Decision)
 Regulation (EC) 1049/2001 - Regulation of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents
 Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC
 UG.TC.00002 - Certification general user guide

b) Internal documents

EASA Form NR 121 - Expert statement of technical satisfaction
 EASA Form NR 93 - Change approval template
 EASA Form NR 96 - Technical visa for post TC design approval
 FO.TC.00032 - Type Certification Review Item
 FO.TC.00035 - Compliance statement
 FO.TC.00038 - Record of the certification team composition
 FO.TCCH.00044 - Minor change/repair action item list
 TE.GEN.00100 - Letter
 TE.GEN.00404 - Minutes of meeting
 TE.TC.00016 - Final certification report
 WI.ASALL.00050 - Terms of reference for task allocation and staff secondment
 WI.APMAN.00008 - Morning meeting terms of reference
 WI.DRM.00040 - Records management within P&A section
 WI.DRM.00041 - Rotorcraft section record management
 WI.DRM.00042 - General aviation records management
 WI.DRM.00043 - Propulsion section records management
 WI.DRM.00044 - Large aeroplanes section records management
 WI.TC.00036 - Decisions and signatures for product safety oversight

Abbreviations/Definitions

a) Definitions:

Allocation

Means the assignment of the performance of a technical task including the technical management function.

Attribution

Assignment of a task internally (using EASA staff or NAA seconded staff) or its allocation to an NAA.

Purchase Order

SAP related terminology: Task allocation/ Request for secondment

Secondment

The assignment of an NAA employee to perform certain technical tasks for the Agency on a temporary basis under the direct technical management of the Agency.

SAP Related terminology

Involvement Notification

E-mail sent out automatically by SAP to a project team member once his participation has been requested by the PCM.

Project No.



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SAP Project No. or EASA Project No. for ongoing projects

Task Assignment e-mail

E-mail sent out automatically by SAP to the project certification manager once his task assignment has been requested by the CM during the morning meeting.

Purchase Order

A commercial document issued by EASA (buyer) to a National Aviation Authority (supplier) with which a Framework Service Contract has been signed to purchase their services (task allocation or secondment).

Technical Closure Notification

E-mail sent out automatically by SAP to all team members and PCM to inform them that they should book their last hours against the project

b) Abbreviations:

- CATS
- Cross Application Time Sheet
- CM
- EASA Certification Manager (Section Manager Products Department)
- CP
- Certification Programme
- CRI
- Certification Review Item
- CS
- Certification Specification (Airworthiness Code)
- DOA
- Design Organisation Approval
- NAA
- National Aviation Authority
- PCM
- Project Certification Manager
- PE
- Panel of Experts
- POA
- Production Organisation Approval
- STC
- Supplemental Type Certificate
- TC
- Type Certificate
- TCP
- Type Certification Procedure
- TCDS
- Type Certificate Data Sheet

Log of issues

Issue	Issue date	Change description
001	21/07/2010	First issue, migration in ARIS of the approval of Type Certificate Major/ minor changes and FM stand alone changes sections from the procedure C.P203-00 Type Certificate Change and Repair Approval



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INTRODUCTION

Purpose and scope

This procedure defines the Type Certificate major change approval process as well as the approval process for minor changes and Flight Manual (FM) stand alone changes.

This procedure applies to Type Certificate Major change and FM change approvals when the applicant is the Type Certificate (TC) holder. It also applies to Type Certificate Minor change approvals when the applicant is not the TC holder.

In accordance with Article 21A.117(a) of Annex Part 21 to Commission Regulation (EC) No 1702/2003, this procedure is also applicable for approval of minor changes to the part of a product covered by a Supplemental Type Certificate.

This procedure also includes the approval of major changes designed by non-EU organisations in accordance with Annex Part 21 to Commission Regulation (EC) No 1702/2003.

Further guidance is described in the Certification general user guide (former Certification Handbook), document UG.TC.00002.

In accordance with Articles 21A.117(b) & (c) this procedure does not apply for approval of major changes to the part of a product covered by an STC and applied for by the STC holder itself or by an applicant who is not the STC holder. Further, this procedure does not apply to Restricted Type Certificates and ETSO authorisations.

This procedure excludes the purely administrative aspects as processing of applications and determination of fees.

Legal framework

1. Issuance of Approvals of Changes to Type Certificates

According to Articles 53(1), 18 (d) and 20(1) (f) (i) & (j) of the Basic Regulation, the EASA Management Board shall establish transparent procedures for taking individual decisions for airworthiness and environmental certification.

Under these provisions [1], the Management Board adopted Decision No. 12/2007 of 01 October 2007 of the Management Board amending Decision No. 07/2004 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products, parts and appliances (hereinafter referred as to "MB Decision 12/2007").

According to its Article 1(1), the objective of the MB Decision 12/2007 is "to establish the general principles to be followed by the Agency to perform environmental and airworthiness certification of aeronautical products, parts and appliances, including post certification activities, in accordance with the applicable implementing rules of the Basic Regulation".

Article 15 of the MB Decision 12/2007 mandates the Executive Director to "establish the necessary associated detailed procedures for the implementation of this Decision [...]".

This procedure has been adopted under this mandate.

Approval of changes to Type Certificates shall be issued in accordance with the provisions of Annex I to Basic Regulation, Annex Part 21 to Commission Regulation (EC) No 1702/2003 and the related Acceptable Means of Compliance (AMC) and Guidance Manual (GM).

Rights and obligations derived from applicable bilateral agreements as specified in Article 12 of the Basic Regulation shall not be affected.

[1] According to Article 69(1) of Regulation 216/2008 references made to the repealed Regulation shall be construed as being made to Regulation 216 and should be read in accordance with the correlation table set out in Annex VI.

2. Applicable Fees

Applicants for the Type Certificates major change, minor changes and FM stand alone changes approval will be charged in accordance with the Commission Regulation on the fees and charges levied by the European Aviation Safety Agency in force at the date of receipt of the application by Applications & Procurement Services Department.



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Further details on the applicable fees can be found on the EASA website as follows:
http://www.easa.europa.eu/ws_prod/g/rg_regulations_fnc.php

Basic Principles

1. Application

Applications for EASA approval of a Major Change to a Type Certificate (EASA Form 31), Minor Change (EASA Form 32) or Stand Alone or Minor Change related to Revision of the Flight Manual (EASA Form 36) shall be sent to the Applications and Procurement Services Department.

The application forms can be found on the EASA website as follows:
http://www.easa.europa.eu/ws_prod/c/c_app_forms.php

2. Eligibility

According to Articles 21A.92 (a) & (b) to Annex Part 21 to Commission Regulation (EC) No 1702/2003:

- a) Only the type-certificate holder may apply for approval of a major change to a type design under this Subpart.
- b) Any natural or legal person may apply for approval of a minor change to a type design under this Subpart.

3. Classification of Changes in type design

According to Article 21A.91 of Annex 21 to Commission Regulation (EC) No 1702/2003, changes in type design are classified as minor and major. A 'minor change' is one that has no appreciable effect on the mass, balance, structural strength, reliability, operational characteristics, noise, fuel venting, exhaust emission, or other characteristics affecting the airworthiness of the product. Without prejudice to 21A.19, all other changes are 'major changes' under this Subpart. Major and minor changes shall be approved in accordance with 21A.95 or 21A.97 as appropriate, and shall be adequately identified.

4. Attribution of technical investigation tasks

Upon completion of the first eligibility assessment and on the condition that the application has been accepted by the Agency, the responsible Certification Manager (CM) will decide, whether the technical investigation will be further processed internally or if the technical investigation should be allocated to a National Aviation Authority (NAA).

Furthermore, it is the responsibility of the CM to select the party that should carry out the certification tasks incumbent upon the Agency and to check its availability.

In principle, the Agency shall perform itself all tasks incumbent upon it, to the extent allowed by its staffing level, the ability of its staff to perform the task and the number of tasks to be dealt with.

Where the application is further processed internally, the technical investigation is performed by the EASA Products Certification Department, using EASA staff and/or NAA seconded staff. Individual NAA staff, selected by the EASA Products Certification Department, may be invited to participate in a specific technical task under the direct technical management of the Agency, when there is a framework service contract concerning the provision of services in place between the Agency and the NAA seconding staff.

The selected PCM/ team members (EASA staff or NAA seconded staff) will be informed in writing together with the reasons thereto and the total/ individual workload estimate. A tolerance of 30% overbooking of the total estimated number of working hours is provided. Secondly, for EASA staff members, a tolerance of 30% overbooking of the individual estimated number of working hours is provided. Finally, for NAA seconded staff, no tolerance is provided regarding the maximum number of the working hours specified in the purchase order (Request for Secondment Letter). Where more work is required by the NAA seconded staff team member (TM) to complete the task, the TM must request an amendment of the purchase order before proceeding with the task.

Where the technical investigation is allocated to a NAA, the allocation of tasks will be performed in accordance with MB Decision No. 04/2009 of 10 February 2009 of the Management Board on guidelines for the allocation of certification tasks to national aviation authorities and qualified entities (hereinafter referred to as "MB Decision 04/2009").

Pursuant to Article 3(2) and 5(3) of MB Decision No. 04/2009, the Agency may only allocate the technical investigation task to the NAAs of EASA Member States that have been accredited for this task and when there is an appropriate legal arrangement [1] in place between that NAA and the Agency. The selected NAA will be informed in writing of its selection together with the reasons thereto and the workload estimate.



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No tolerance is provided regarding the maximum number of working hours specified in the purchase order (Task Allocation Letter). Where more work is required by the NAA to complete the task, the NAA must request to the Applications and Procurement Services department, Certification outsourcing section (F.1.2) an amendment of the purchase order before continuing with the task.

When executing allocated certification tasks, the NAA is accountable to the responsible CM who shall make the final decisions in relation to the issuing, modification, suspension or revocation of certificates, including the issuing of airworthiness directives or the granting of exemptions or the adoption of certification bases.

All certification tasks, irrespective whether they are performed internally or allocated to an NAA shall be executed following the provisions of this EASA Procedure.

For further details, please refer to Certification User General Guide (former Certification Handbook), document UG.TC.00002.

[1] A framework service contract concerning the provision of services between the NAA and the Agency or a EASA Executive Director Letter on Allocation of Tasks to the NAA

5. Resolution of Disagreements

According to Article 18(1) of MB Decision 12/2007, every effort shall be made to resolve all kind of disagreements concerning issues between EASA and the Approval Holder/Applicant at the lowest possible level.

The EASA Team will be the primary decision maker in the process under the coordination of its PCM. The EASA Team shall have the ability and power to take the first decisions to the largest possible extent.

If the Approval Holder/ Applicant does not agree with the EASA Team decision, the CM as a first step, and the responsible Head of Department of the Certification Directorate afterwards, will try to reach a mutually acceptable resolution.

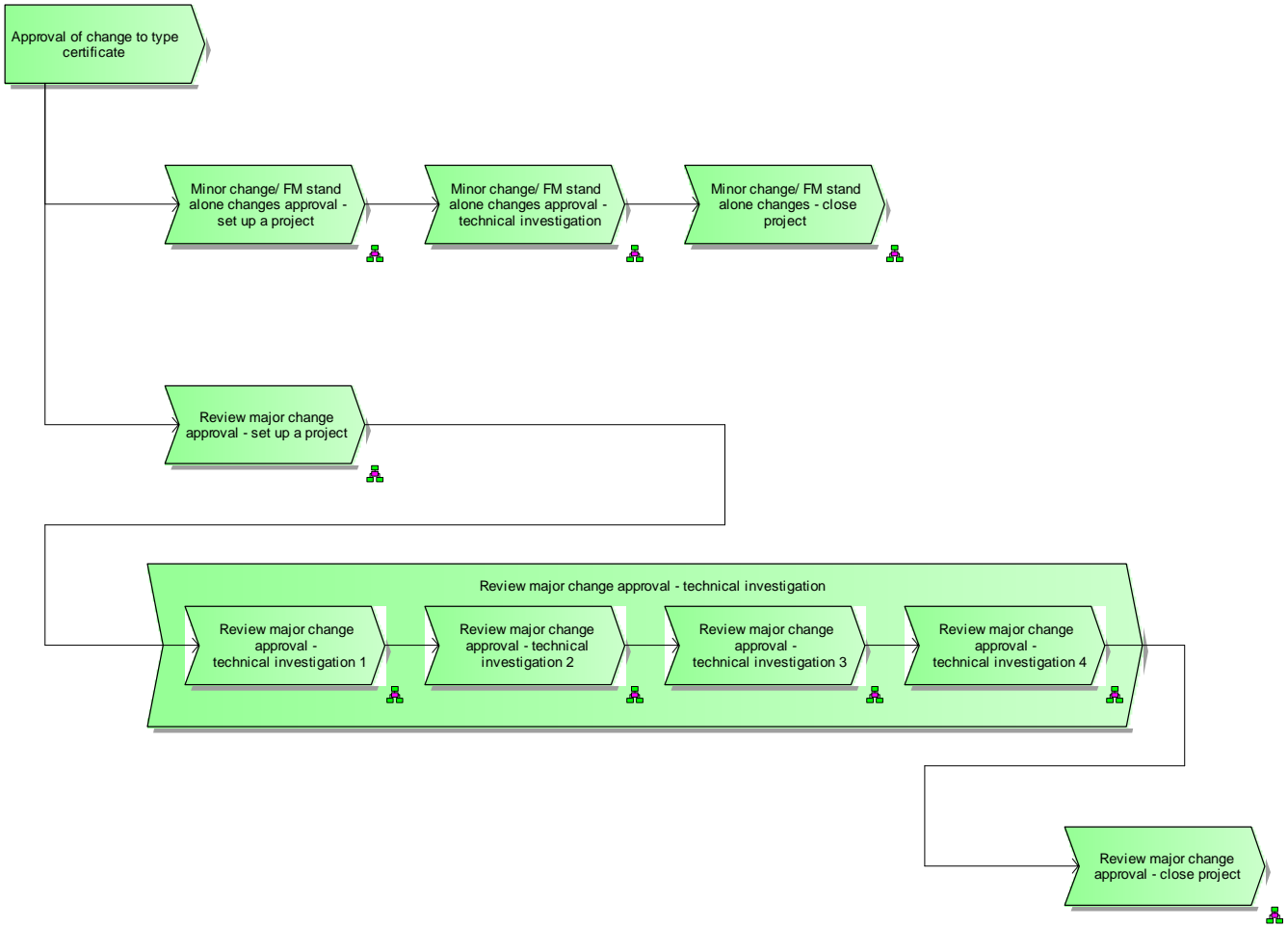
If an agreement still cannot be reached, the matter will be brought to the Certification Director who will take a decision thereto.

Following Article 18(2)(3)(4) of MB Decision 12/2007, if further escalation is necessary the final decision will be made by the EASA Executive Director, following consultation with the PE. In this case the Applicant shall have the right to be heard by the PE. The opinion of the PE will be communicated to the Applicant together with the final decision.



Structure of process charts

Approval of change to type certificate





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Activity	Description to the process activity
Process applic for approval of Minor change/ FM stand alone	<p>Applications for EASA approval of a Minor change to a Type Certificate (EASA Form NR 32) or FM stand alone revision (EASA Form NR 36) shall be sent to the Applications and Procurement Services Department, Applications Management section (F.1.1).</p> <p>Further details about format and address can be found on the EASA website.</p> <p>The Certification Manager (CM) or a designated Project Certification Manager (PCM) will review at the Morning Meeting with F.1.1 staff all applications received on the previous working day.</p> <p>The details are specified in Morning Meeting – Terms of Reference, Work Instruction number WI.APMAN.00008.</p> <p>The CM or a designated PCM will estimate the working hours necessary to perform the technical investigation and will select the EASA PCM (using EASA or NAAs seconded staff) or allocate the technical investigation to the NAAs in accordance with MB Decision 4-2009 of 10 February 2009 of the Management Board on guidelines for the allocation of certification tasks to national aviation authorities and qualified entities, and Work Instruction WI.ASALL.00050 Terms of Reference for Task Allocation and Staff Secondment.</p> <p>In principle, the CM or the designated PCM also performs a first applicant eligibility check.</p> <p>A DOA database that lists the approved DOAs, their full scope of the design activities that can be performed, DAO Team Leader, etc. is maintained on the Agency's Intranet site and it is available for consultation.</p>
Receive task attribution for Minor change/FM stand alone from F.1.1	<p>After the morning meeting when the PCM has been identified and the project total work volume has been estimated and entered in SAP, an e-mail is sent to the appointed internal PCM.</p> <p>Should the selected PCM be an NAA employee, then a purchase order (request for secondment) will be sent to the relevant NAA. Should the task be completely allocated to an NAA a purchase order (task allocation) shall be sent to the relevant NAA.</p> <p>The appointed PCM receives the task attribution by e-mail together with the following documents: EASA applicable application form, EASA application process sheet, initial documentation, SoD concurrence letter, if applicable, prefilled EASA Form NR 96, and assignment request form FO.ASALL.00003 that contains the planned working hours for the project.</p>
Verify eligibility of the applicant	<p>During the technical investigation, the PCM managing the project will perform the final verification of the correct classification and assess the applicant's eligibility.</p>
Assess if applicant for minor change/FM stand alone is EU applicant	<p>The selected PCM will review the application and will determine if the applicant concerned is an EU applicant or not.</p> <p>If the applicant concerned is an EU applicant go to activity- Verify the eligibility of the applicant, if it is not an EU applicant go to activity- Assess whether a bilateral agreement is in place with SoD.</p>
Check if automatic acceptance is applicable	---



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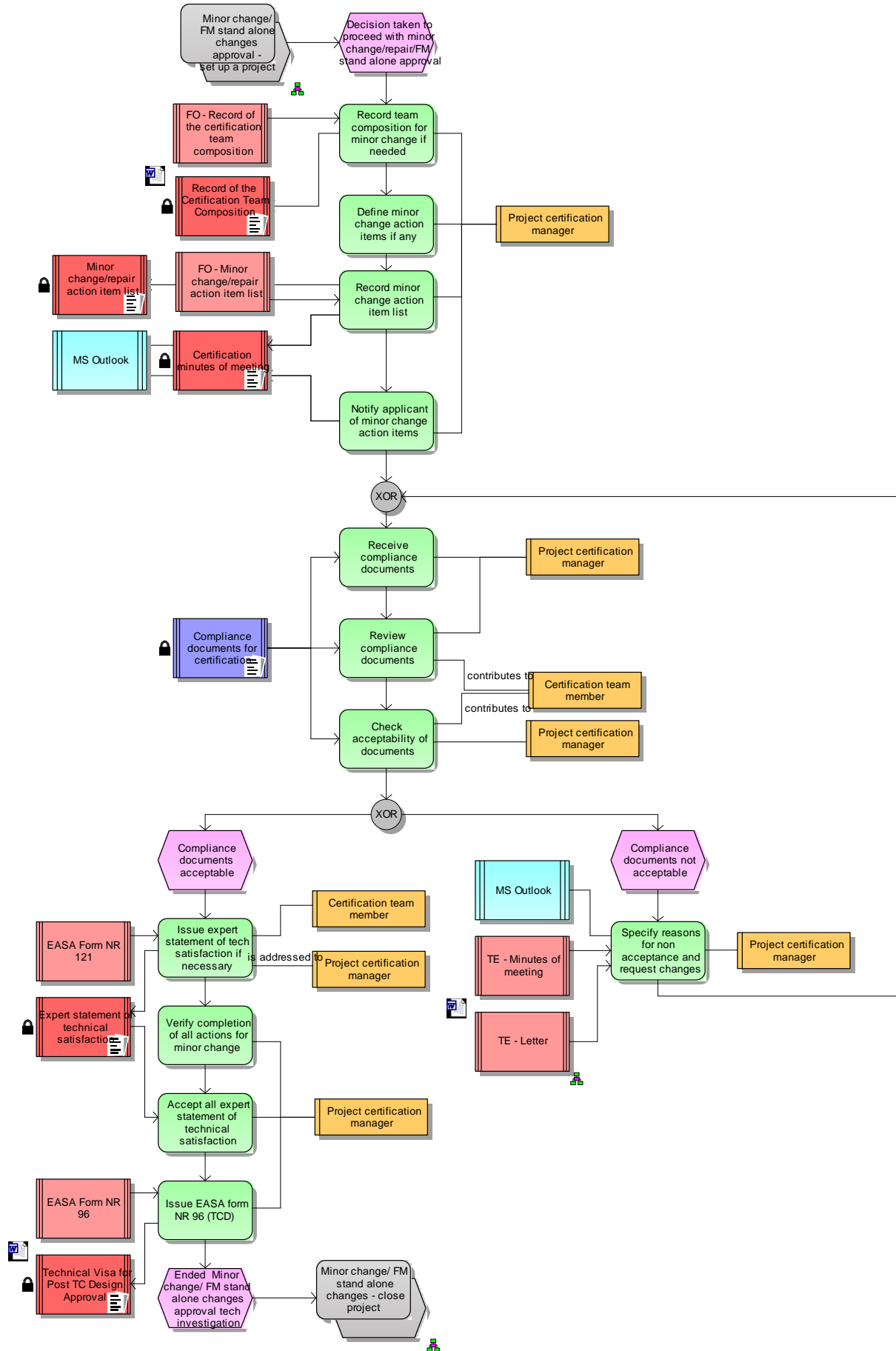
Assess whether a bilateral agreement is in place with SoD	<p>If the concerned applicant is not an EU applicant, the PCM will investigate if there is a Bilateral Agreement in place with the SoD.</p> <p>The certification tasks will be performed in accordance with the applicable Bilateral Agreements with the State of Design (SoD).</p> <p>As long as the Community has not concluded own recognition agreements, existing agreements of EU Member States, including their implementation procedures (IPA), shall be used.</p>
Inform applicant of acceptance	---
Take decision to proceed minor change/FM stand alone approval	---

Internal Process Interfaces

Technical eligibility coordination
Minor change/ FM stand alone changes - close project
Minor change/ FM stand alone changes approval technical investigation



Minor change/ FM stand alone changes approval - technical investigation





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Activity	Description to the process activity
Record team composition for minor change if needed	If there is a need for a team, the PCM should record the team composition using form FO.TC.00038, which does not need to be approved by management for minor changes/FM stand alone changes approval projects.
Define minor change action items if any	If there are any action items required from the applicant, they should be recorded and communicated.
Record minor change action item list	The PCM records the action items in minutes of meeting, e-mail correspondence or using the Minor change/minor repair actions item list form, as appropriate. It should be ensured that necessary documentation is provided. Minimum content of an action item list is: Subject, comments, date, status, request for necessary documentation (e.g. clear definition of the change) if incomplete. Involvement could be extended to team members, if necessary.
Notify applicant of minor change action items	---
Receive compliance documents	---
Review compliance documents	---
Check acceptability of documents	---
Issue expert statement of tech satisfaction if necessary	---
Verify completion of all actions for minor change	It should be ensured that necessary documentation is provided.
Accept all expert statement of technical satisfaction	---
Specify reasons for non acceptance and request changes	---
Issue EASA form NR 96 (TCD)	<p>After approval of the final draft report the responsible EASA PCM shall fill in the Technical Visa, EASA Form 96, sign it and forward it to Approvals and Procurement Services Department, F.1.3 (Certificates and Approvals section).</p> <p>The Technical Visa is the EASA approved document on the basis of which a certificate or approval is issued and is also used to report the hours worked by the Team and missions undertaken for planning and budgetary purposes. This document enables the administrative closure of the project for Post Type Certification projects and enables both, the technical and administrative closure of the project.</p> <p>The Technical Visa (Technical closure document- TCD) is also forwarded to the departments supporting the administrative and financial follow-up of the projects and used, as appropriate, in the processing of invoices, the verification of payments, and at a higher level, in the budget planning/execution and closure activities.</p> <p>In order to enable the administrative closure of the project the PCM and the team members shall record all project applicable hours on the relevant codes in the time tracking system (CATS); the missions should also be booked under the relevant code in MiMa .</p>



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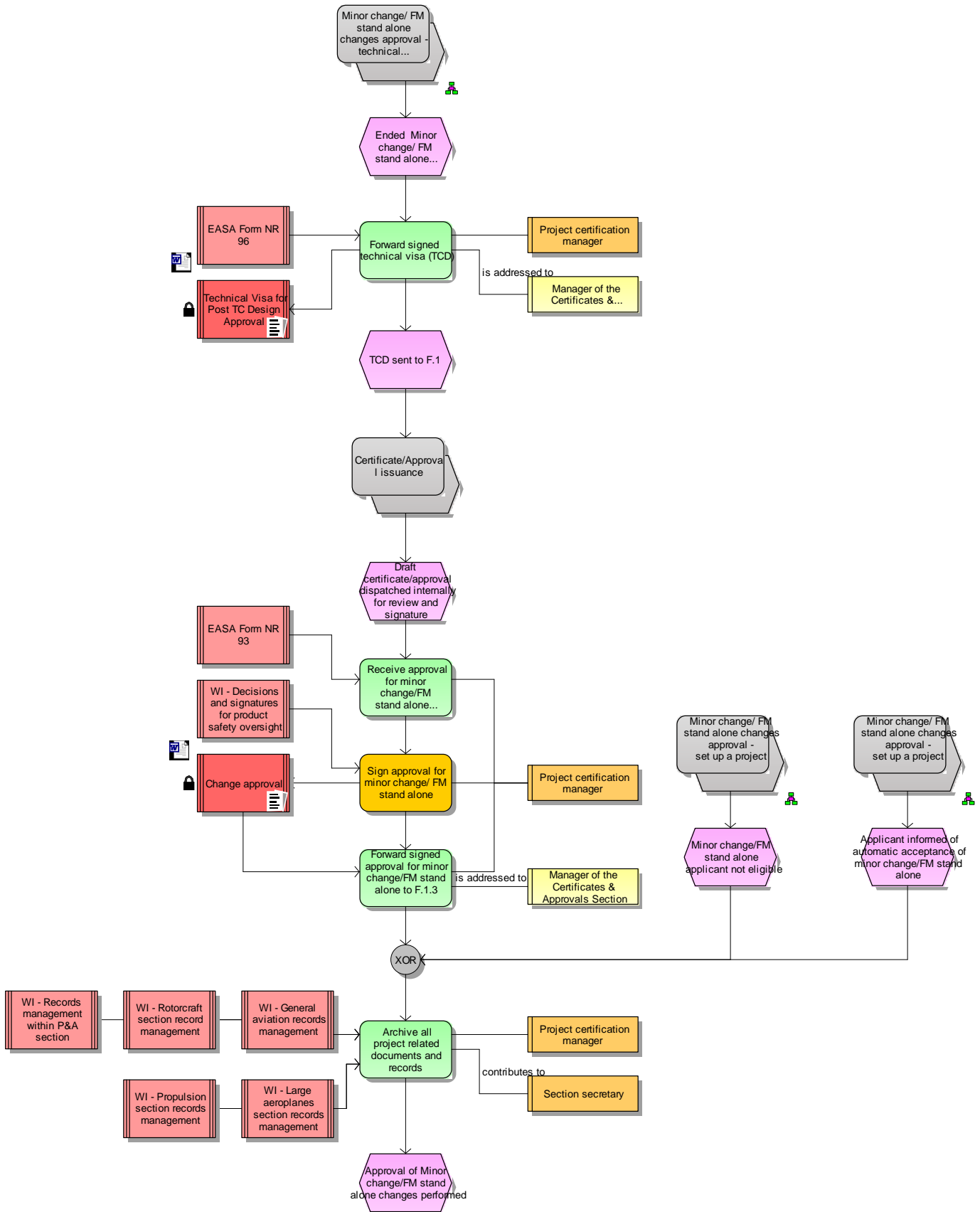
Upon receiving the completed Technical Visa from the PCM, the Approvals and Procurement Services Department shall ensure that all necessary steps for the administrative and financial project closure are performed.

Internal Process Interfaces

Minor change/ FM stand alone changes approval set up a project
Minor change/ FM stand alone changes - close project



Minor change / FM stand alone changes approval - close project





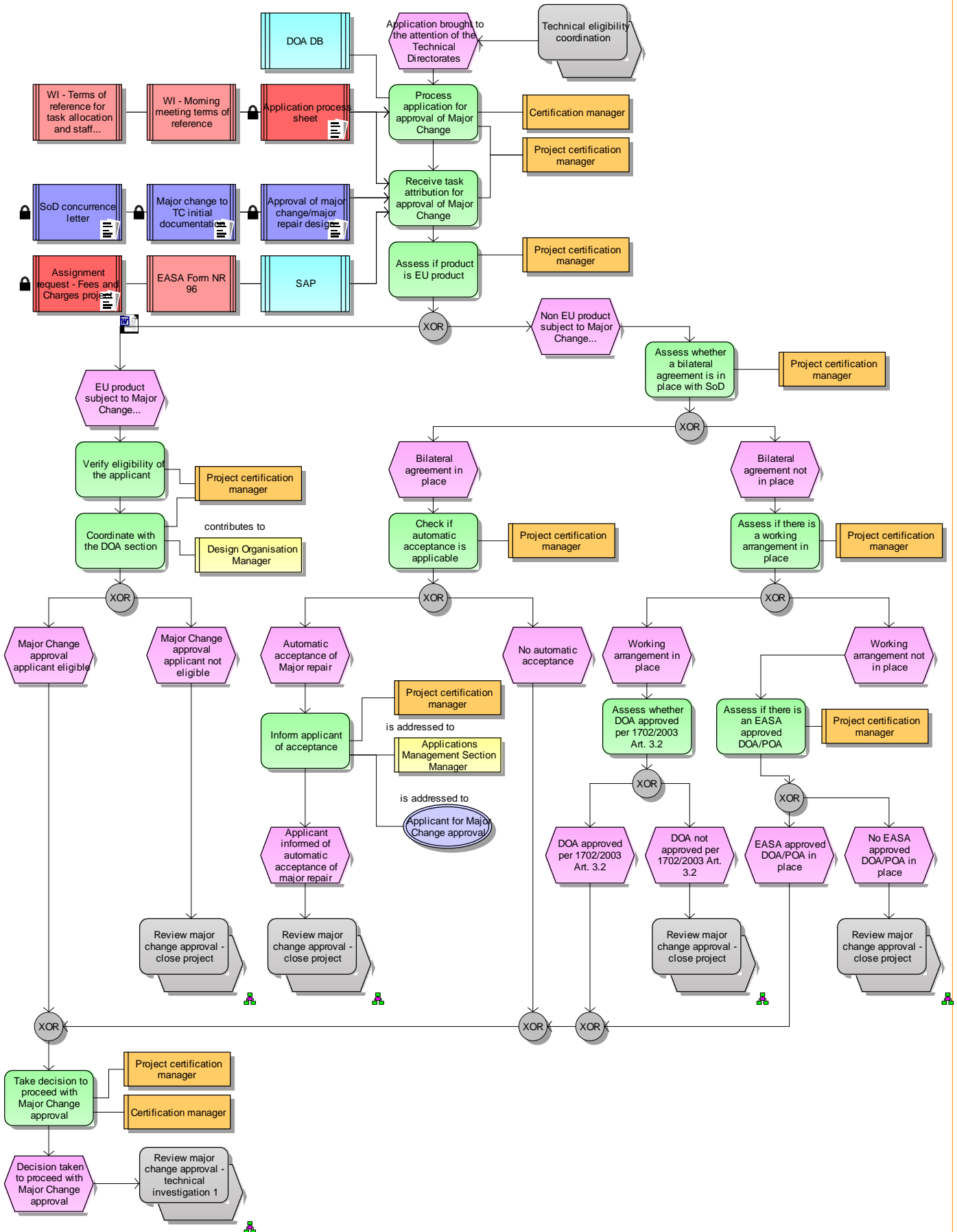
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Activity	Description to the process activity
Forward signed technical visa (TCD)	Forward signed technical visa (TCD) to F.1.3 Certificates and Approvals Section
Receive approval for minor change/FM stand alone for signature	---
Sign approval for minor change/FM stand alone	Sign prepared approval for minor change or FM stand alone (EASA Form NR 93) as applicable.
Forward signed approval for minor change/FM stand alone to F.1.3	Forward signed approval for minor change/FM stand alone to F.1.3 (Certificates and Approvals section)
Archive all project related documents and records	The PCM together with the Sections secretaries shall archive the relevant records and file the electronic records (if applicable) in accordance with existing internal working instructions on records management at section level.

Internal Process Interfaces
Minor change/ FM stand alone changes approval technical investigation Certificate/Approval issuance Minor change/ FM stand alone changes approval set up a project



Review major change approval - set up a project





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Activity	Description to the process activity
Process application for approval of Major Change	<p>Applications for Approval of a Major Change (EASA Form NR 31) shall be sent to the EASA Applications and Procurement Services Department Manager of the Products Applications Management Section F.1.1.</p> <p>Further details about format and address can be found on the EASA website.</p> <p>The Certification Manager (CM) or a designated Project Certification Manager (PCM) will review at the Morning Meeting with F.1.1 staff all applications newly received.</p> <p>The details are specified in Morning Meeting – Terms of Reference, Work Instruction number WI.APMAN.00008.</p> <p>The CM or a designated PCM will estimate the working hours necessary to perform the technical investigation and will select the EASA PCM (using EASA or NAAs seconded staff) or allocate the technical investigation to the NAAs in accordance with MB Decision 4-2009 of 10 February 2009 of the Management Board on guidelines for the allocation of certification tasks to national aviation authorities and qualified entities, and Work Instruction WI.ASALL.00050 Terms of Reference for Task Allocation and Staff Secondment.</p> <p>In principle, the CM or the designated PCM also performs a first applicant eligibility check. A DOA database that lists the approved DOAs their full scope of the design activities that can be performed, DAO Team Leader, etc. is maintained on the Agency's Intranet site and it is available for consultation.</p>
Receive task attribution for approval of Major Change	<p>After the morning meeting when the PCM has been identified and the project total work volume has been estimated and entered in SAP, an e-mail is sent to the appointed internal PCM.</p> <p>Should the selected PCM be an NAA employee, then a purchase order (request for secondment will be sent to the relevant NAA. Should the task be completely allocated to an NAA a purchase order (task allocation) shall be sent to the relevant NAA.</p> <p>The appointed PCM receives the task attribution by e-mail together with the following documents: EASA Form NR 31 , EASA application process sheet, initial documentation, SoD concurrence letter, if applicable, prefilled EASA Form NR 96, and assignment request form FO.ASALL.00003 that contains the planned working hours for the project.</p>
Verify eligibility of the applicant	<p>Coordination with the DAO section is required in cases where the current TC holder is not the original TC holder.</p>
Assess if product is EU product	<p>The selected PCM will review the application and will determine if the product concerned is an EU product or not.</p>
Coordinate with the DOA section	<p>Coordinate with the DOA section whether the requirement of part 21 are met</p>
Check if automatic acceptance is applicable	<p>For validations, it has to be taken into account that there is the possibility of different levels of major changes (refer to the Bilateral agreement).</p>
Assess whether a bilateral agreement is in place with SoD	<p>If the applicant is not an EU applicant, the PCM will investigate if there is a Bilateral Agreement in place with the SoD.</p> <p>The certification tasks will be performed in accordance with the applicable</p>



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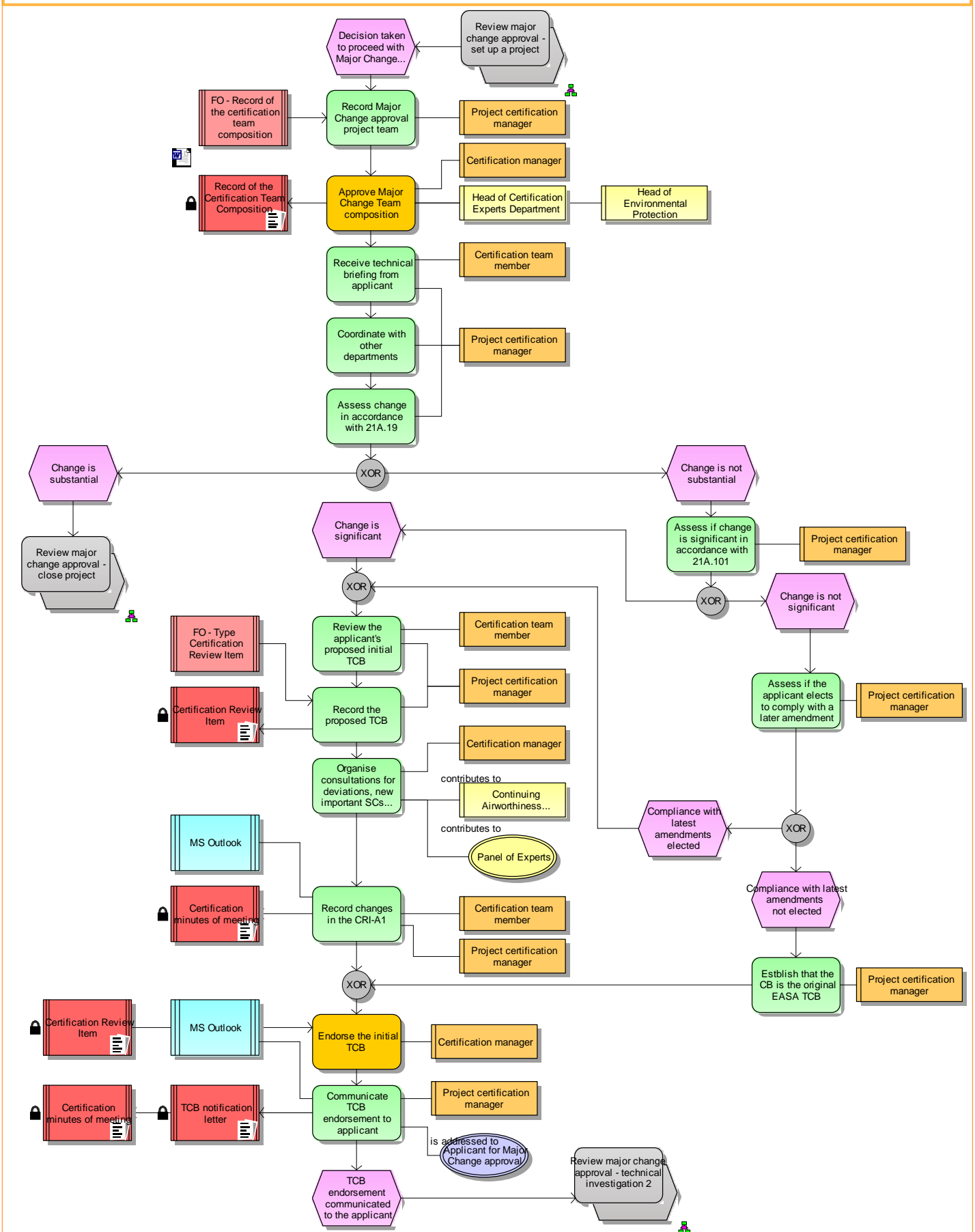
	<p>Bilateral Agreements with the State of Design (SoD).</p> <p>In the case of a formal recognition agreement between the Community and a Third Country in accordance with Article 12 of Regulation (EC) 216/2008, this agreement including the associated implementing procedures may supplement, change or supersede the above certification procedures.</p>
Inform applicant of acceptance	---
Assess if there is a working arrangement in place	<p>If no BA is in place with the SoD, the PCM will investigate further, if there is a WA in place between EASA and the Airworthiness Authority of the SoD.</p> <p>In the case that there is a WA between EASA and the competent authority of a third country in accordance with Article 27 of the Basic Regulation, the WA certification procedures shall apply.</p> <p>Based on the WA the PCM may use the foreign certification system, which has been demonstrated the same level of independent checking function, to find compliance with the EASA certification basis.</p>
Assess whether DOA approved per 1702/2003 Art. 3.2	The PCM shall make the assessment whether the Non-EU applicant organisation has demonstrated its capability by holding a certificate issued in accordance with 1702/2003 Article 3.2
Assess if there is an EASA approved DOA/POA	<p>If a project is considered to be outside the scope of the WA or BA the PCM will contact the Organisations Department in order to establish if the applicant has an EASA approved organisation. In the case of a DOA and POA, the certification tasks will be performed in accordance with this procedure.</p> <p>If no DOA/POA is in place the certification process stops. The PCM will inform F.1.1 Applications Management Section, who will notify the applicant of the rejection of the application and recommend the applicant to contact the EASA organisation department and make applications for DOA and POA.</p> <p>All documents received to date will be filed in accordance with WI.DRM.00038 Certification Directorate records keeping and archiving.</p>
Take decision to proceed with Major Change approval	---

Internal Process Interfaces

Technical eligibility coordination
 Review major change approval - close project
 Review major change approval technical investigation 1



Review major change approval - technical investigation 1





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Activity	Description to the process activity
Record Major Change approval project team	<p>The PCM will record the team composition using the EASA form FO.TC.00038 following the form's Completion Instructions.</p> <p>For projects managed by an EASA PCM, the PCM is responsible for proposing, managing and issuing this form, and for filing it.</p> <p>For projects allocated to an NAA, the CM is responsible for managing and issuing this form, upon PCM team definition from the NAA, and for filing it.</p> <p>Maintenance of the team composition form is detailed in the Certification General User Guide (former Certification Handbook) document UG.TC.00002.</p>
Approve Major Change Team composition	<p>The Record of the Certification Team Composition form FO.TC.00038 will be approved (when needed) by the CM and by the Head of Experts department. The need and the purpose of these signatures is detailed in the Certification General User Guide (former Certification Handbook) document UG.TC.00002.</p>
Receive technical briefing from applicant	<p>For significant changes, the certification team needs to receive thorough technical briefings from the applicant about the product in order to fully understand the design, including new used technologies and any unique or unconventional features or intended unconventional usage of the product.</p> <p>These design features, which cannot be addressed by the usual applicable certification specification, might affect the establishment of the EASA Type Certification Basis with the inclusion of dedicated Special Conditions.</p> <p>For 'non-significant' changes the technical briefings from the applicant shall be aligned accordingly.</p>
Coordinate with other departments	<p>During the technical investigation process the PCM and his team will interface with other departments as necessary (Aircraft/Engine/Propeller, Equipment approval, Environmental protection, Maintenance, Operations, Legal department, Applications and Procurement Services and Finance Services departments).</p> <p>Procedures and Work Instructions relevant to the process interfaces with other departments should be followed.</p>
Assess change in accordance with 21A.19	<p>In accordance with Part 21A.19, the PCM make the determination if the change is substantial or not.</p> <p>If the change is substantial, the PCM will reject the application and inform F.1.1 Applications Management Section, who in turn will notify the applicant of the rejection of the application and recommend the applicant to apply for a new Type Certificate (go to Close project- Archiving of Records). All documents received to date will be filed by each section in accordance with the applicable internal Work Instructions on records management.</p> <p>If the change is not substantial, go to activity "Assessment if the change is significant or not significant".</p>
Review the applicant's proposed initial TCB	<p>The applicant will propose the initial Type Certification Basis (TCB) to the PCM.</p>



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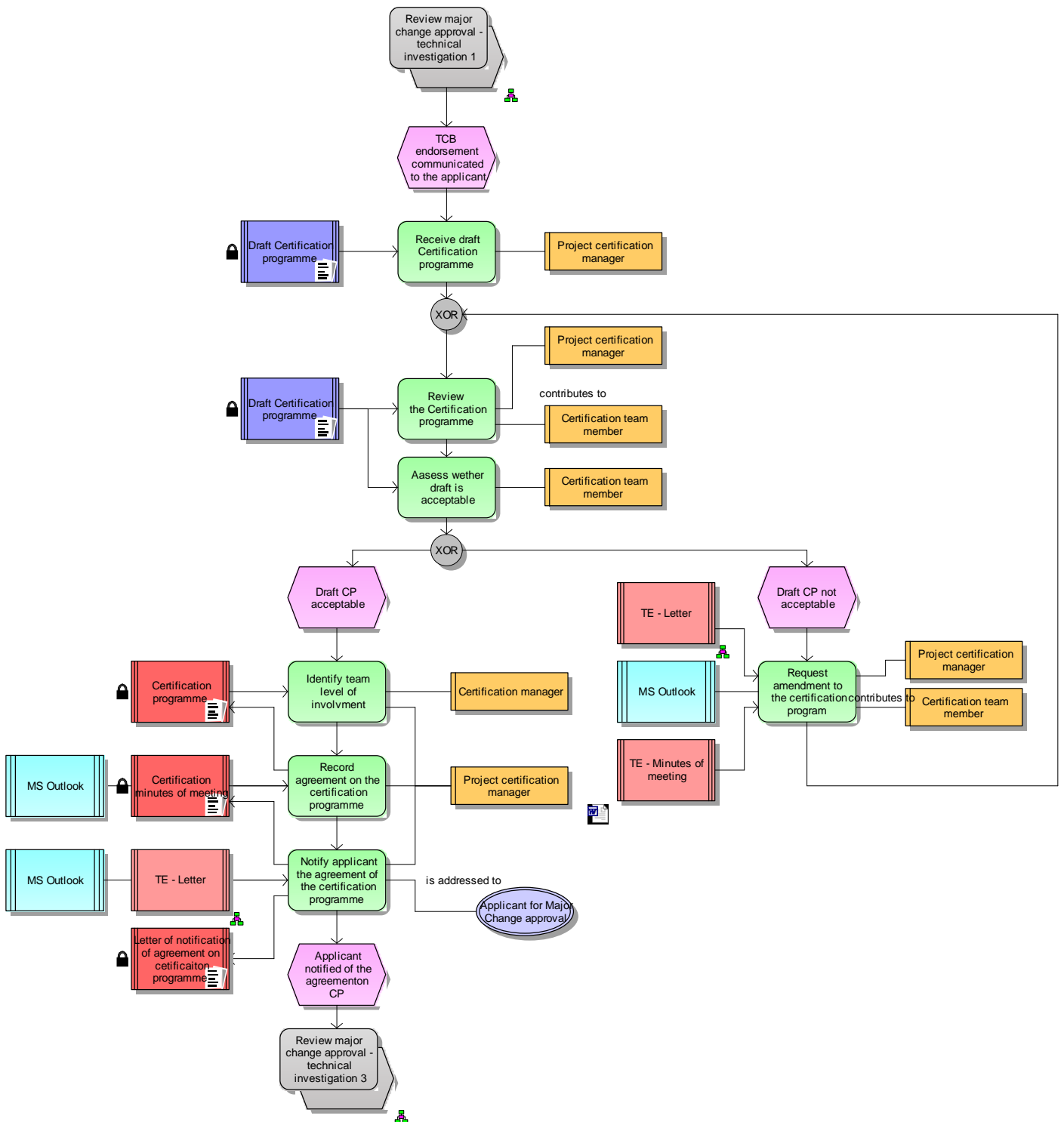
	<p>For non-significant changes the applicant can elect to comply with a later certification specifications amendment.</p> <p>If the change is not significant (and the applicant does not elect to comply with a later amendment) the TCB is the original EASA TCB of the applicable product.</p> <p>Depending on the situation, a CRI A-1 may need to be established - for details refer to Certification General User Guide (former Certification Handbook), document UG.TC.00002.</p>
Record the proposed TCB	---
Organise consultations for deviations, new important SCs and ESFs	<p>Before initiating the public consultation, the CM will organise consultations for Deviations, important new SCs and ESFs with the Panel of Experts and Rulemaking Department.</p> <p>The final decision shall be published in the Official Publication of the Agency.</p>
Assess if change is significant in accordance with 21A.101	The Applicant will make the declaration if the change is significant or non-significant. The PCM will accept or not this declaration.
Record changes in the CRI-A1	Any Deviation, Special Condition, Equivalent Safety Finding detailed in a separate CRI will be recorded in CRI-A1 when forming part of the Certification Basis.
Assess if the applicant elects to comply with a later amendment	For non- significant changes, the applicant can elect or not to comply with a later certification specifications amendment.
Endorse the initial TCB	<p>The responsible EASA CM will review the Type Certification Basis as proposed by the PCM and will endorse at least its initial and final content.</p> <p>The endorsement of the CM shall be traceable (e.g. recorded notes of internal meeting, e-mail)</p>
Communicate TCB endorsement to applicant	The PCM will notify the applicant of the agreed TCB, making reference to the possibility of appeal under article 44 of the Basic Regulation as mentioned in Management Board Decision MB 12- 2007 Amending the Products Certification Procedures MB Meeting 04-2007 (11 September 2007).
Establish that the CB is the original EASA TCB	For non- significant changes, the applicant can elect or not to comply with a later certification specifications amendment.

Internal Process Interfaces

- Review major change approval - set up a project
- Review major change approval - close project
- Review major change approval - technical investigation 2



Review major change approval - technical investigation 2





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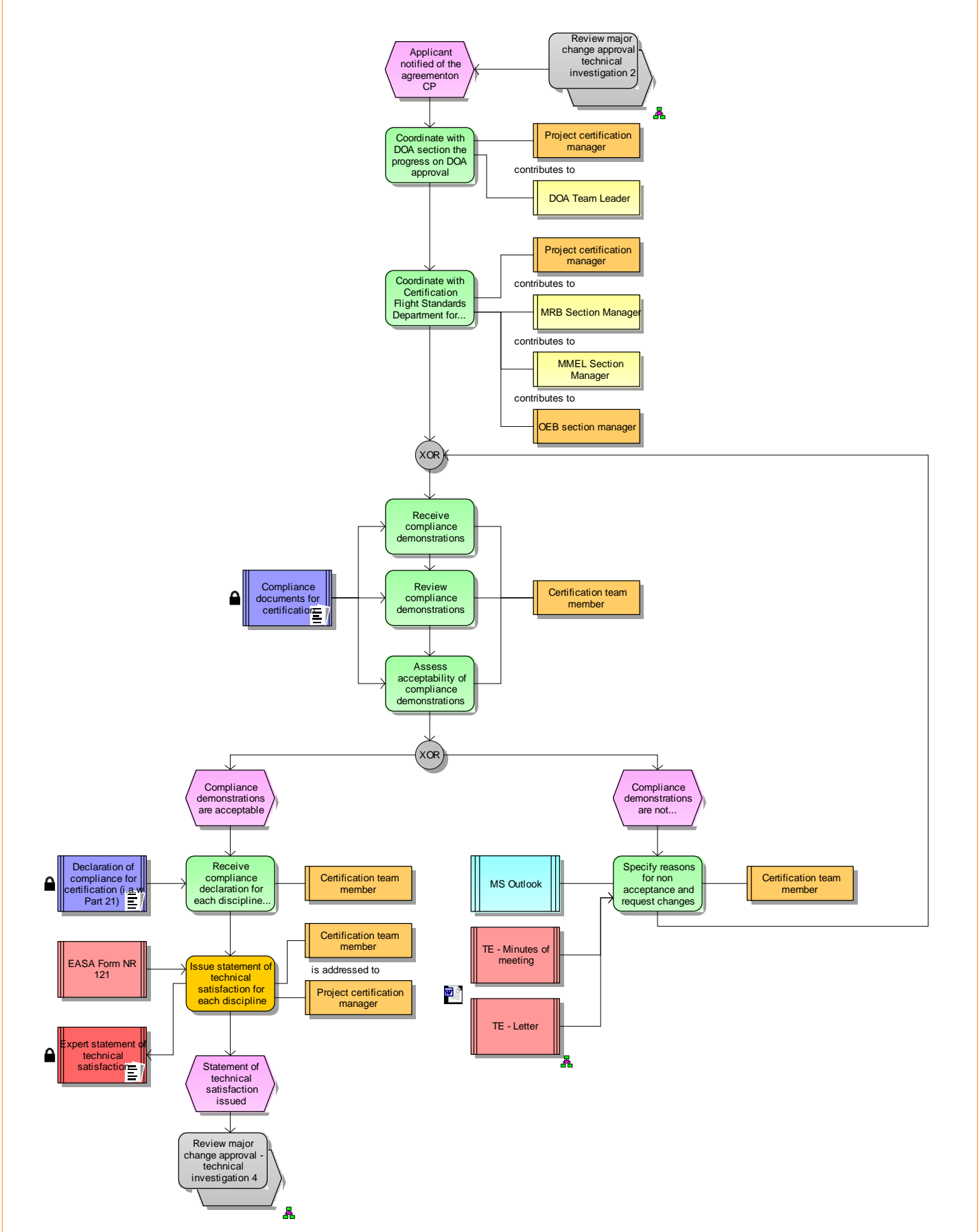
Activity	Description to the process activity
Receive draft Certification programme	<p>The applicant will submit a proposed Certification Programme which:</p> <ul style="list-style-type: none"> a) Describes the proposed means of compliance with the type certification basis to the level and with the details appropriate to the complexity of the project and accounting for the applicant DOA procedures. b) Identifies (also by reference to other documents) all the activities intended to be carried out for compliance demonstration and the related documents <p>All documents required to show compliance with the applicable requirements and their scheduled date of availability will be identified in the Certification Programme for each subject.</p>
Review the Certification programme	AMC 21A.14(b) is applied as common practice (establishment of Certification Programme)
Assess whether draft is acceptable	---
Identify team level of involvement	<p>The PCM (and where applicable together with the CM) will identify on the Certification Programme the Team Members' Level of Involvement.</p> <p>For EP, the PCM will coordinate with the EP CM to identify on the Team Members' Level of Involvement.</p> <p>When defining the certification team involvement, full use should be made of the applicants Design Organisation Approval (DOA) privileges under Article 263 (b) of Annex Part 21A. Particularly all compliance documents to be accepted without further verification by the certification team shall be agreed with the applicant according to the scheduled level of involvement.</p>
Record agreement on the certification programme	The PCM and his team shall discuss and agree the Certification Programme with the applicant. The PCM shall record his agreement with the Certification Programme in a traceable way (e.g. minutes of meeting; e-mail; letter)
Notify applicant the agreement of the certification programme	The PCM shall notify the applicant of his agreement on the Certification Programme including LoI in a traceable way (e.g. minutes of meeting; e-mail; letter).
Request amendment to the certification program	---

Internal Process Interfaces

Review major change approval technical investigation 1
 Review major change approval technical investigation 3



Review major change approval - technical investigation 3





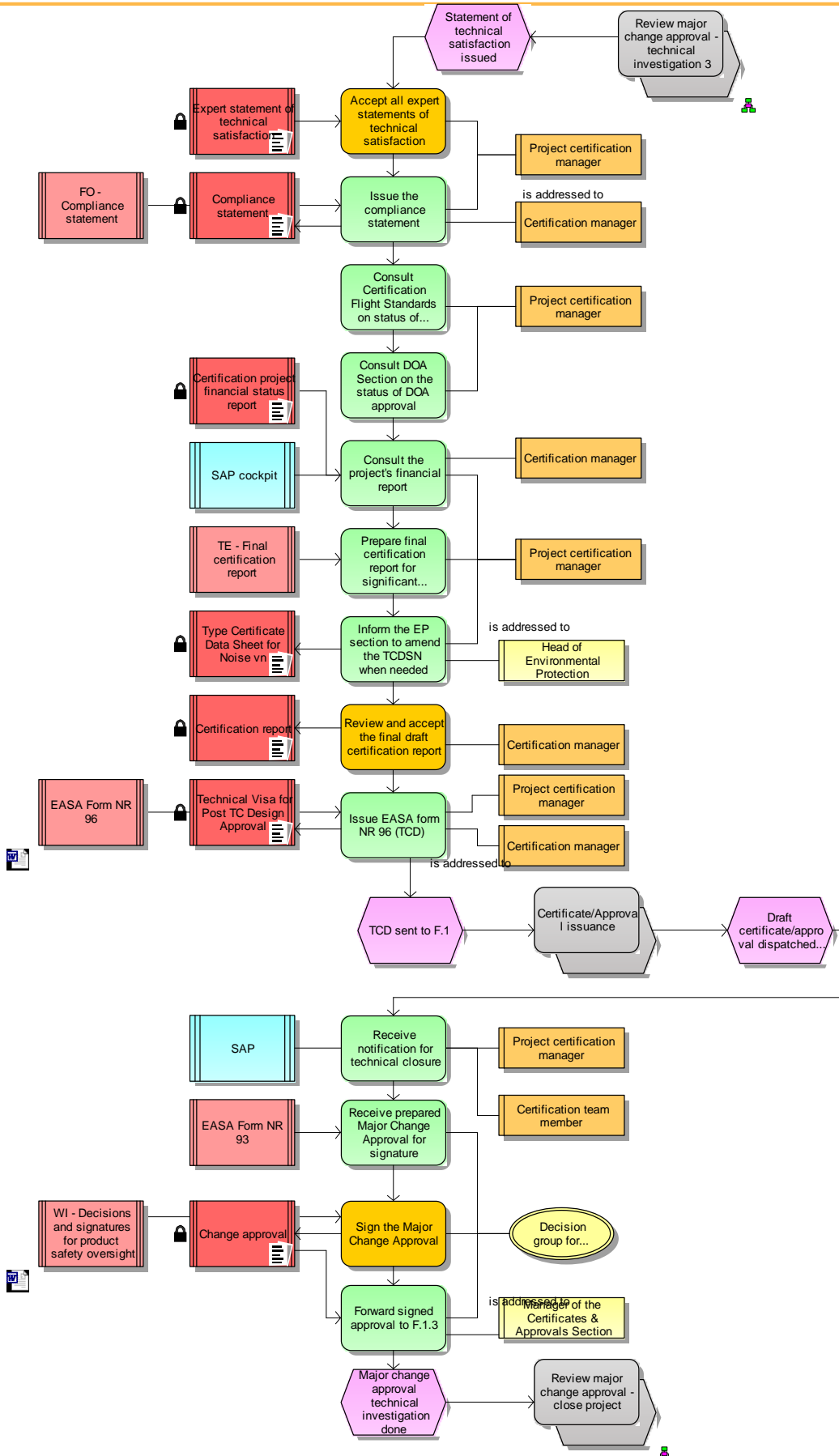
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Activity	Description to the process activity
Coordinate with DOA section the progress on DOA approval	Coordinate with DOA section the DOA approval in the case where the application for DOA is being processed concurrently with the design approval.
Coordinate with Certification Flight Standards Department for MMEL, MRB, OEB interactions, when needed.	---
Receive compliance demonstrations	Receive compliance demonstrations from applicant.
Review compliance demonstrations	---
Assess acceptability of compliance demonstrations	---
Receive compliance declaration for each discipline from the applicant	---
Issue statement of technical satisfaction for each discipline	<p>If the compliance demonstrations are acceptable, the Team Members shall issue to the PCM statements of satisfaction with the applicants' compliance declaration of the discipline involved using EASA Form NR 121, Expert Statement of Technical Satisfaction.</p> <p>For simple major changes, the team is formed by PCM only. He performs the review of the compliance demonstrations.</p>
Specify reasons for non acceptance and request changes	---

Internal Process Interfaces
Review major change approval - technical investigation 2 Review major change approval technical investigation 4



Review major change approval - technical investigation 4





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Activity	Description to the process activity
Accept all expert statements of technical satisfaction	---
Issue the compliance statement	On acceptance of all necessary statements of satisfaction received from the EASA certification team, the PCM shall issue a compliance statement to the responsible EASA CM confirming that the Type design of the product complies with the Type Certification Basis.
Consult Certification Flight Standards on status of MMEL, MRB, OEB interactions.	---
Consult DOA Section on the status of DOA approval	The PCM shall consult with the DOA Team Leader on the status of teh DOA approval, which needs to be granted ahead of the closure of the technical investigation.
Consult the project's financial report	<p>Upon request, and until the system allows the independent extraction of data from the SAP cockpit version, the PCM will request from F.1.4 (Fees and Charges Invoicing Management Section) the project's financial status report at the closure of the technical investigation.</p> <p>The expected content of the financial status report will include the project start date, dates/ amounts/ payment status of all sent invoices and any due invoices.</p> <p>The Accounting Department will notify the responsible CM and PCM whenever the due fee remains unpaid after receipt of the second reminder and will invite the Head of Product Certification Department and the responsible CM and PCM to take part in related discussions in the Debt Recovery Committee (DRC). Further to these discussions the DRC will recommend follow-up actions to the Certification Director and to the Finance & Business Services Directorate.</p>
Prepare final certification report for significant changes	<p>For significant changes, the PCM in conjunction with the Team, shall produce a report which will record the Type Design on which the type investigation process is based, the significant subjects investigated, the details of that investigation, the process followed and the conclusions regarding compliance with the Certification Basis.</p> <p>Certification General User Guide (former Certification Handbook), document UG.TC.00002, defines working procedures addressing the content and presentation of such Final Report.</p> <p>Note: In case of validation the Final Report contains the State of Design Statement of Satisfaction with delegated compliance findings.</p> <p>The PCM shall present the final report to the CM for approval.</p>
Inform the EP section to amend the TCDSN when needed	Changes in the noise levels need to be recorded in the EASA TCDS for Noise if a TCDSN exists. The PCM shall inform the EP section to amend the EASA Noise Database accordingly.
Review and accept the final draft certification report	For significant changes, the PCM shall present the final draft report to the responsible EASA CM for approval.
Issue EASA form NR 96 (TCD)	<p>After approval of the final draft report the responsible EASA PCM shall fill in the Technical Visa, EASA Form NR 96, sign it and forward it to F.1.3 Certificates and Approvals Section.</p> <p>The Technical Visa is the EASA approved document on the basis of which a certificate or approval is issued and is also used to report the hours worked by</p>



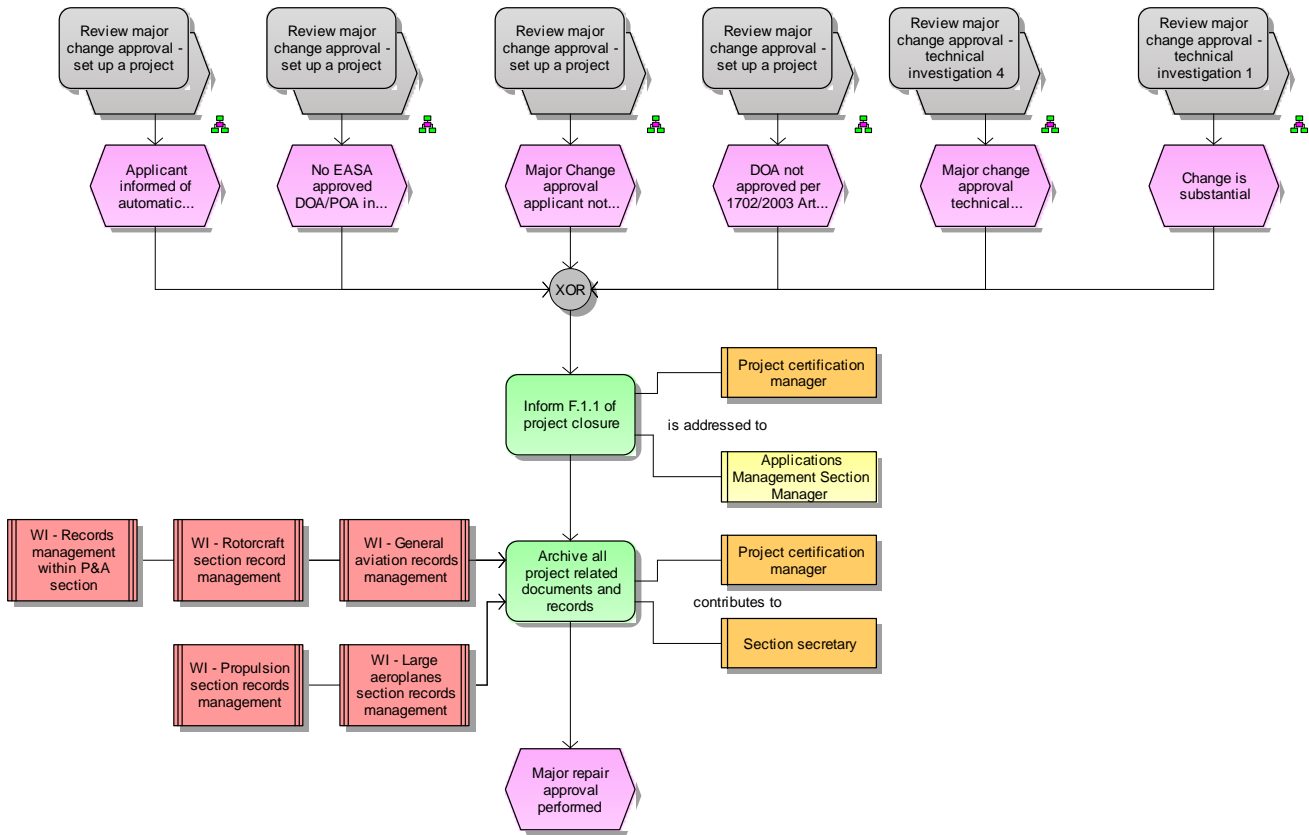
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	<p>the Team and missions undertaken for planning and budgetary purposes. This document enables the administrative closure of the project for Post Type Certification projects and enables both, the technical and administrative closure of the project.</p> <p>The Technical Visa (Technical closure document- TCD) is also forwarded to the departments supporting the administrative and financial follow-up of the projects and used, as appropriate, in the processing of invoices, the verification of payments, and at a higher level, in the budget planning/execution and closure activities.</p> <p>In order to enable the administrative closure of the project the PCM and the team members shall record all project applicable hours on the relevant codes in the time tracking system (CATS); the missions should also be booked under the relevant code in MiMa .</p> <p>Upon receiving the completed Technical Visa from the PCM, the Applications & Procurement Services Dept. shall ensure that all necessary steps for the administrative and financial project closure are performed.</p>
Receive notification for technical closure	Upon the registration of the Technical Visa in SAP, an automated e-mail "Notification of Technical Closure" is created and sent to the PCM and to the TM in order to inform them that the project will be available only for a limited period of time and that they should book the last hours against the project.
Receive prepared Major Change Approval for signature	---
Sign the Major Change Approval	For the Approval signature delegation see Work Instruction WI.TC.00036 – "Decisions & Signatures for Product Safety Oversight"
Forward signed approval to F.1.3	Forward signed approval to F.1.3 Certificates and Approvals section

Internal Process Interfaces
<p>Review major change approval technical investigation 3 Certificate/Approval issuance</p> <p>Review major change approval - close project</p>



Review major change approval technical - close project





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Activity	Description to the process activity
Inform F.1.1 of project closure	Inform F.1.1 (Applications management Section) of the reasons for rejection of application.
Archive all project related documents and records	The PCM together with the section Secretary shall archive the relevant records and file the electronic records (if applicable) in accordance with existing internal working instructions on records management at section level.

Internal Process Interfaces

Review major change approval - set up a project
Review major change approval technical investigation 4
Review major change approval technical investigation 1



Approval of change to type certificate

Doc #

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Approval Date

21/07/2010

RECORDS**Appendix A : Operational Documents**

Minor change/ FM stand alone changes approval - technical investigation	
Record	Activity
Technical Visa for Post TC Design Approval	- Issue EASA form NR 96 (TCD)
Expert statement of technical satisfaction	- Issue expert statement of tech satisfaction if necessary
Record of the Certification Team Composition	- Record team composition for minor change if needed
Certification minutes of meeting	- Record minor change action item list - Notify applicant of minor change action items
Minor change/repair action item list	- Record minor change action item list

Minor change / FM stand alone changes approval - close project	
Record	Activity
Technical Visa for Post TC Design Approval	- Forward signed technical visa (TCD)
Change approval	- Sign approval for minor change/ FM stand alone

Review major change approval - technical investigation 1	
Record	Activity
Certification Review Item	- Record the proposed TCB
Record of the Certification Team Composition	- Approve Major Change Team composition
Certification minutes of meeting	- Communicate TCB endorsement to applicant - Record changes in the CRI-A1
TCB notification letter	- Communicate TCB endorsement to applicant

Review major change approval - technical investigation 2	
Record	Activity
Letter of notification of agreement on certification programme	- Notify applicant the agreement of the certification programme
Certification programme	- Record agreement on the certification programme
Certification minutes of meeting	- Notify applicant the agreement of the certification programme

Review major change approval - technical investigation 3	
Record	Activity
Expert statement of technical satisfaction	- Issue statement of technical satisfaction for each discipline

Review major change approval - technical investigation 4	
Record	Activity
Technical Visa for Post TC Design Approval	- Issue EASA form NR 96 (TCD)
Certification report	- Review and accept the final draft certification report
Change approval	- Sign the Major Change Approval
Type Certificate Data Sheet for Noise vn	- Inform the EP section to amend the TCDSN when needed
Compliance statement	- Issue the compliance statement

Appendix B : External Documents

Minor change / FM stand alone changes approval - set up a project	
Record	Activity



Approval of change to type certificate	Doc #	PR.TCCH.00001-001
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SoD concurrence letter	<ul style="list-style-type: none"> - Receive task attribution for Minor change/FM stand alone from F.1.1 - Process applic for approval of Minor change/ FM stand alone
Application for Approval of Minor Change / Minor Repair Design	<ul style="list-style-type: none"> - Receive task attribution for Minor change/FM stand alone from F.1.1 - Process applic for approval of Minor change/ FM stand alone
Minor change/ FM stand alone approval initial documentation	<ul style="list-style-type: none"> - Receive task attribution for Minor change/FM stand alone from F.1.1 - Process applic for approval of Minor change/ FM stand alone
Application for approval of stand-alone or minor change related revision of Flight Manual (FM)	<ul style="list-style-type: none"> - Receive task attribution for Minor change/FM stand alone from F.1.1 - Process applic for approval of Minor change/ FM stand alone

Minor change/ FM stand alone changes approval - technical investigation	
Record	Activity
Compliance documents for certification	<ul style="list-style-type: none"> - Receive compliance documents - Check acceptability of documents - Review compliance documents

Review major change approval - set up a project	
Record	Activity
Major change to TC initial documentation	- Receive task attribution for approval of Major Change
Approval of major change/major repair design	- Receive task attribution for approval of Major Change
SoD concurrence letter	- Receive task attribution for approval of Major Change

Review major change approval - technical investigation 2	
Record	Activity
Draft Certification programme	<ul style="list-style-type: none"> - Assess wether draft is acceptable - Receive draft Certification programme - Review the Certification programme

Review major change approval - technical investigation 3	
Record	Activity
Declaration of compliance for certification (i.a.w Part 21)	- Receive compliance declaration for each discipline from the applicant
Compliance documents for certification	<ul style="list-style-type: none"> - Receive compliance demonstrations - Assess acceptability of compliance demonstrations - Review compliance demonstrations