

## Certification Processes

**How to keep contact with EASA approved Production Organisations? What is expected from DOA on top of providing mail address and establishing a DO/PO agreement?**

### Answer

The DOA is expected to be in contact with the POA producing parts for the STC in case of multiple installations. Example could be metallic/composite structure for antenna installations. It is obvious that the POA must inform the DOA in case of quality escapes etc. while the DOA must keep the POA informed if approved production drawings are changed.

### Last updated:

18/10/2019

### Link:

<https://www.easa.europa.eu/en/faq/104874>

**What are the EASA minimum prerequisites for DOAs to process and approve minor design changes?**

### Answer

In order to be able to process and approve minor changes to the type design, the design organization must have at least the privileges 21.A.263 (c) 1 (classification) and 21.A.263 (c) 2 (approval of minors) in its TOA. It is fundamental that the aforementioned privileges are associated to the scope areas concerned by the minor changes.

### Last updated:

18/10/2019

### Link:

<https://www.easa.europa.eu/en/faq/104875>

**Where can we find proper Form20 (Permit to Fly) and Form18 (Flight Conditions) templates?**

**Answer**

Please refer to the already existing FAQ no. 20123 published on EASA for further information about Form 18 (a,b) and Form 20 (a,b).

Regarding where to find these forms:

Form 18a: Created by the design organisation

Form 18b: Available in the EASA Application Forms section

Form 20a: Provided by respective NAA

Form 20b: Created by the design organisation

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104876>

**When a Type Certificate holder refuses to share the pre mod approval data and we own the design & certification data, could we apply for an EASA STC once the aircraft is with operator?**

**Answer**

The ownership of the aircraft is not directly impacting considerations whether an individual aircraft can or cannot be modified through an EASA change. The fact that the Design Organisation must assess the interfaces of their change with the pre-mod configuration as applicable applies in general. In some cases there is no alternative to a commercial agreement with the TC holder .

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104877>

**What can EASA do to improve consistency of STC timescales? - In my experience some have been very good but some appalling.**

**Answer**

Each project is being considered individually by the responsible product certification manager. While we try to keep a maximum response time of 4 weeks after the delivery of a technical

package, we cannot avoid specific situations that might impact the overall timescale of the project.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104878>

**STC configuration management practical approach: how to ensure a high level of customization maintaining an acceptable configuration control?  
Additional topic: impact on MMEL Suppl.**

**Answer**

Several configurations can be covered by a single STC, provided that they are properly defined and identified in the design definition documents. Future customization should be updated in the design definition documents in accordance with an appropriate approval process. Aircraft serial numbers are not requested by EASA in the definition of the configuration.

MMEL supplements are constituents of the Operational Suitability Data.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104879>

**Is EASA Policy for changes embedded in Non-EASA approved design applicable to minor changes? Example : Covers change of TSO C39 seats already installed by STC FAA.**

**Answer**

The process used for installation of EASA changes in an aircraft including non-EASA approved designs is applicable to minor changes in the same way; please note that EASA would like to remind that the applicant is still expected to take all the efforts needed in order to define the interfaces between his design and the non-approved one.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104880>

**Does the fact that general aviation and small CS25 aircraft are dealt with in one department induce any change to applicable regulations?**

**Answer**

No.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104881>

**To perform a Design it is needed to check the related Certification Specifications, Special conditions, Equivalent Safety Finding, deviations, annex to TCDS, any other document?**

**Answer**

For compliance demonstration to the applicable certification basis there is also associated Guidance Materials & Acceptable Means of Compliance materials along with industry standards to be considered.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104882>

**For questions outside of an STC project, does EASA have a preferred way for applicants to approach EASA experts?**

**Answer**

Please send your questions to the STC coordinator using the generic mailbox [STC\\_news \[at\] easa.europa.eu](mailto:STC_news@easa.europa.eu)

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104883>

**Is there any method to open an STC application on a product not certified yet such as the A319 ACJ Neo?****Answer**

Yes. It is acceptable to apply for an STC on an aircraft model not yet certified by EASA. However, the STC project cannot be closed before issuance of the Type Certificate.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104884>

**Is it be possible to contact department coordinators directly for clarifications?****Answer**

No. For questions no specifically related to STC projects, please send your query through the "contact us" form of our website. A contact person will then be defined (department coordinator if adequate) and will answer your question.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104885>

**Will assigned PCM for the STC project stay in charge up to 5 years?****Answer**

The PCM are assigned to projects as the result of multiple considerations. The Rotation policy is one of those considerations: it means that a given PCM is supposed to hand over the projects related to a specific aircraft type after a period of time that is in average 5 years

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104886>

**Rotation of PCMs: whilst understandable, how will EASA ensure that past agreements are not subject to renegotiation due to alternative view of the new PCM?**

**Answer**

In case of discrepancy or lack of clarity, please ask for the involvement of the senior PCM who will ensure consistency with EASA policies.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104887>

**Can you confirm that Panel's expert Statements of Satisfaction are submitted to DOA Team Leaders routinely; as I've not had this feedback from my DOATL (based in UK @ CAA Gatwick)?**

**Answer**

Statements of Satisfaction are submitted to the Product Certification Manager not to the DOA Team Leader (DOA TL). The DOA TL has only access to the database where feedback is collected but not to the Statement of Satisfaction document itself.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104888>

**Can we get feedback of DOA performance per project directly afterwards rather than waiting for it during an audit where the context is lost?**

**Answer**

The DOA Dashboard including the Certification feedback is shared with the DOA only once per year (at time of the surveillance report). For project-related feedback, please contact the

Product Certification Manager in charge of the certification project.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104892>

**In my point of view, the important in the DOA dashboard is not to have a good or a bad notation, but to know why it is not 100%. It is important to progress.**

**Answer**

Noted.

However, detailed information regarding the Certification feedback for the different projects are provided when the DOA signs the Memorandum of Understanding regarding the intended use of the data and just culture. Details about the MOU are provided by the responsible DOATL.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104893>

**Is it also planned to have technical experts joining the audits with the DOA Team Leader to have more insight into the industry? We have good experiences with that.**

**Answer**

To have Team Members from Certification participating in DOA Audits is the standard case if the volume and kind of design activities permit it. Some DOATLs have certification background and certain expertises in different field. In such a case, an expert may not be necessary in case the DOA performs only Minor Changes. However, with LOI implementation involvement of certification colleagues in DOA Audits will be more important.

**Last updated:**

18/10/2019

**Link:**

<https://www.easa.europa.eu/en/faq/104894>