

## C.1 - General

### C.1.1 - When does the application or surveillance fee have to be paid by the organisation?

#### Answer

- The application fee must be paid prior to the commencement of any work.
- For the issuance, maintenance or amendment of the certificate, all invoices issued so far for the related project must have been paid.
- The first annual surveillance fee has to be paid after receiving the certificate and upon receipt of the invoice.
- The aforementioned methods are applicable for hourly fees (the first invoice is based on an estimate of working hours) and flat fees.

#### Last updated:

12/08/2014

#### Link:

<https://www.easa.europa.eu/fi/faq/19312>

### C.1.2 - Should administrative staff be included in the calculation of the number of staff?

#### Answer

Only administrative staff required to comply with the applicable Regulation and associated AMC/Guidance should be included in the calculation of the number of staff.

#### Last updated:

01/06/2007

#### Link:

<https://www.easa.europa.eu/fi/faq/19315>

### C.1.3 - Should the total number of staff include contracted employees, employed by the company on a one year or two year contract basis?

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**Answer**

Any staff employed by the organisation shall be included in the total number of staff. With regard to the contracted staff the organisation shall identify them in the box "contractors" in the EASA Form and they will be added to the total number of staff for the fee purpose.

**Last updated:**

01/06/2007

**Link:**<https://www.easa.europa.eu/fi/faq/19316>**C.1.4 - Can I apply for a re-calculation of my fee if there is a change of rating or scope within the invoice period?****Answer**

In the event of a change in the rating or the scope during the year covered by the surveillance fee, the Agency shall re-calculate the next billing cycle(s) of the surveillance fee, following the approval of the change.

**Last updated:**

27/01/2020

**Link:**<https://www.easa.europa.eu/fi/faq/19317>**C.1.5 - Can I apply for a re-calculation of my fee if there is a change in the capacity of my organisation following, for example, a reorganisation, restructuring or redundancy programme?****Answer**

In the event of a change in the activity of an organisation, e.g. change to the number of staff, change of the facilities and/or courses, and upon declaration and approval of this change as a significant change with the appropriate EASA Form, the Agency shall re-calculate the next billing cycle(s) of the surveillance fee, following the approval of the change.

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27/01/2020

**Link:**

