



## Essential requirements for Qualified Entities

| Requirement  | Description  |
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| Legal entity   | Qualified Entity means an accredited legal or natural person which may be charged with certain certification or oversight tasks. All Qualified Entities shall have their Principal Place of Business in an EASA member state. The nominated expert staff shall have residency in an EASA member state, exemption from this requirement can only be applied to a minority of the staff on a case-by-case basis.   |
| Non-compete assurance  | The qualified entity, its director and the staff responsible for carrying out the certification and oversight tasks, may not be involved, either directly or as authorized representatives, in the design, production, marketing or maintenance of the products, parts, non-installed equipment, constituents or systems or in their operations, service provision or use. This does not exclude the possibility of an exchange of technical information between the involved organizations and the qualified entity.<br><b>Note:</b> This requirement shall not prevent an organization created with the aim of promoting aerial sport or leisure aviation from being eligible for accreditation as a qualified entity, on condition that it demonstrates to the satisfaction of the accrediting authority that it has put in place adequate arrangements for the prevention of conflict of interest. |
| Professional integrity and impartiality                                  | The qualified entity and the staff responsible for certification, oversight and relevant outsourcing tasks must carry out their duties with the greatest professional integrity and possible technical competence.<br><br>All staff working on EASA projects (project by project) must not be in a situation of conflict of interest.<br><br>The qualified entity shall be able to demonstrate that it has established a system/ set of adequate arrangements to assess any potential conflict of interest of its staff involved in EASA projects. This shall be accompanied by individual declarations of non-conflict of interest.   |
| Freedom from pressure and incentive of any type (particularly financial) | Impartiality of the staff responsible for certification, oversight or other relevant tasks must be guaranteed. Staff shall be free of any pressure and incentive of any type of a financial type. Their remuneration must not depend on the number of investigations carried out or on the results of such investigations.   |





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| Nominated experts                    | <p>The QE must employ staff and possess the means required to perform adequately the technical and administrative tasks linked with the certification and oversight process.</p> <ul style="list-style-type: none"> <li>▪ Sufficient personnel and a system in place to plan the availability of personnel to perform its tasks and ensure the proper completion of all tasks. The qualified entity must have sufficient staff capacity to ensure high availability and mobility of the staff to provide flexible work allocation and replacement as well as concept for succession planning, if need be. A system shall be in place to plan the availability of personnel to ensure the proper completion of all tasks</li> <li>▪ Sound technical and vocational training or sufficient expertise gained through experience of relevant activities: personnel that are qualified to perform their allocated tasks and that have the necessary knowledge and experience and receive initial and recurrent training to ensure continuing competency</li> <li>▪ Satisfactory knowledge of the requirements of the certification and oversight tasks they carry out and adequate experience of such processes</li> <li>▪ The entity shall ensure that a high level of service and reliability is always maintained and that the quality and consistency of the services delivered is sustained throughout the duration of the contract</li> </ul> <p><b>Note:</b> If the QE tasks experts previously employed by EASA the following has to be noted: The involvement of such experts shall be further assessed and accepted in accordance with any relevant provisions contained in the Commission Decision C(2018)4048 (“revolving doors”) adopted by the Agency’s Management Board. In line with article 24, former staff may be asked to carry out activities for the Agency. Paid activities are authorized on an exceptional basis only and are generally subject to the following cumulative conditions:</p> <ul style="list-style-type: none"> <li>▪ the activities are in the Agency’s general interest</li> <li>▪ they meet a specific need requiring knowledge that is not available other than through the former staff member in question</li> </ul> |
| Technical means to perform the tasks | <p>The qualified entity must demonstrate that it has the means and technical equipment to perform administrative and financial tasks, e.g., processing of purchase orders (TAN, Activity Reports, invoices) under following conditions:</p> <ul style="list-style-type: none"> <li>▪ secure record keeping system that allows the adequate storage, accessibility and reliable traceability of relevant documents and oversight documentation</li> <li>▪ ensure data is kept in the EU</li> <li>▪ established records management &amp; archiving policy that allows adequate traceability and data protection of records/data relating to the tasks executed during the performance of the Certificate awarded</li> <li>▪ available infrastructure to access the technical infrastructure of accessible EASA tools</li> <li>▪ for military operations, new technologies and other sensitive areas, staff may be required to demonstrate specific security clearance or accreditation.</li> </ul>  |





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| Management System, competence | <p>The qualified entity and staff responsible for certification, oversight or other relevant tasks must maintain as a minimum:</p> <ul style="list-style-type: none"> <li>▪ a management system, including as a minimum documented policies and procedures to describe its organization, the means and methods for establishing compliance with Regulation (EU) 2018/1139 and its delegated and implementing acts. The procedures shall be kept up to date, and serve as the basic working documents within that competent authority for all its related tasks</li> <li>▪ a function to monitor compliance of the management system with the relevant requirements, including the establishment of an internal audit process and a safety risk management process. Compliance monitoring shall include a feedback system of audit findings to senior management of the QE to ensure the implementation of corrective actions as necessary; a person or group of persons having a responsibility to the senior management of the competent authority for the compliance monitoring function</li> <li>▪ an oversight programme covering oversight activities were applicable</li> <li>▪ a system to identify and inform EASA of any changes in organizational structure and management system that affects its capability to perform tasks as accredited QE</li> </ul> |
| Equipment                     | Adequate facilities and office accommodation for personnel to perform their allocated tasks, access to equipment for exceptional checks as well as standard IT and communication equipment.  |
| Drafting and English skills   | Ability to draw up statements, records, and reports, as well as corrective actions and findings in English, to demonstrate that the certification, oversight and other relevant tasks have been carried out with the required quality level.   |
| Insurance                     | The qualified entity must take out liability insurance unless its liability is assumed by one Member State in accordance with its national law. <b>General Third-Party Legal Liability Insurance</b> with coverage up to a minimum of 5 Mio EUR (per claim) and <b>Professional Legal Liability Insurance</b> with coverage up to a minimum of 1 Mio EUR (per claim).  |
| Secrecy                       | Staff must observe professional secrecy regarding all information acquired in carrying out their tasks under Regulation EU 2018/1139.  |

