EASA Validation Applications – DO's and DON'Ts

Applicant Responsibilities

1) Coordinates with ACO per Order 8100.14A.
   - Use EASA application form corresponding to the requested design approval (see EASA website).
   - Must be a separate application for each approval, i.e. DO NOT COMBINE MULTIPLE DESIGN CHANGES ON A SINGLE FORM.

2) Forwards technical data package to technical focal point.
   - DO NOT SUBMIT ANY DOCUMENTS TO EASA before the ACO has forwarded your application.

3) Pays fee for initial EASA work per fees & charges regulation after receipt of the EASA invoice.
   - Make sure to make the correct reference to the invoice-number.
   - Please coordinate with your bank to ensure the correct amount is booked on EASA's bank account (taking into account potential bank fees).

4) Pays final invoice after receipt of EASA invoice.
   - No EASA certificate will be issued without full payment (see bullet points under 3 above).

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FAA ACO Responsibilities

1) Emails (preferred) or faxes application cover letter to EASA Programmes Department along with company's completed EASA application form. If emailed, use the specific product mailbox address (See EASA internet site).

   NOTE: DO NOT send BOTH fax and email, only a single notification should be made.

   ACO application cover letter (**NO DATA**) should have specific remarks to help trigger efficient EASA processing actions:
   - Identify if only AFM approval.
   - Identify if Basic or Non-basic STC per TVP.
   - Identify if the STC has an Approved Model List, if applicable.
   - Attach PDF of FAA-approval (if already available).

2) Follows Order 8110.52 for guidance on TC and STC validations.

3) Once a technical focal point has been identified (see step 3 below) any further FAA or EASA technical communications are with **assigned EASA technical contact** (EASA PCM or responsible NAA), not Programmes Dept.

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EASA Programmes Department Responsibilities

1) Receives FAA's notification along with application forms.

2) Establishes a project account (p-number), and assigns the work.

3) Notifies applicant of acceptance and identifies technical focal point contact for further communication.
   - Goal is to process application through Programmes Department within 3 days.

   APPLICATION PROCESS IS NOW COMPLETE; PROJECT IS UNDERWAY

4) When technical validation is completed, EASA Programmes Department will submit final invoice to the applicant, and after payment, will issue the certificate.
   - ACO receives an e-mail notification from the Programmes Department that EASA has issued its certificate (PDF will be attached) with reference to both the FAA and EASA certificate numbers.