Minutes of the Certification Workshop with Industry Representatives
24 January 2013, 09:00h – 17:00h, EASA/Cologne

Welcome – Presentation by *Dr. Norbert Lohl*

Certification Update - Presentation by *Dr. Norbert Lohl*
<u>Industry opinions/questions</u>

 ➢ Industry requested a short status update on outsourcing of certification activities to NAAs and QEs and work volume share between NAAs and QEs

   The Agency informed Industry that last year a call for tender was launched to renew the Framework Service Contracts with the current service providers (NAAs) and to open this market to Qualified Entities. New Framework Service Contracts have been concluded with 10 entities selected on the basis of their technical (e.g., their technical capabilities in the document of organisation approvals and certification) and financial offers with clear priority is given to the technical aspects over the financial ones. In addition thereto, it must be underlined that before the selected entity may perform certification tasks on behalf of the Agency, the entity must be qualified through the accreditation process. This process is on-going. Today we have Framework Service Contracts with 20 NAAs, in the future Framework Service Contracts will most likely be implemented with 14 NAAs and 10 QEs

 ➢ Industry inquired about the development of number of staff over the next years

   The Agency responded that the Business Plan indicates the expected increase in the number of staff based on the Agency's given scope.

 ➢ Industry requested the Agency's view on the relationship QE versus DOA approval holder

   The Agency responded that conflict of interest should be avoided at all times and corresponding contractual provisions have been put in place. A QE cannot perform a certification task on behalf of the Agency and in parallel be involved in a certification project for EASA. The extension of the DOA concept is being considered, further to a request made by industry to consider to increase the DOA privileges within the limits set by the Basic Regulation and its Implementing Regulations.

<u>Administrative Handling of Certification Projects – Presentation</u> *by Frank Steffens*
<u>Industry opinions/questions</u>

 ➢ **Grouping of applications and invoices**
   - The Agency explained that the project aims at simplifying the management of projects and related invoicing activities. A test phase has been launched in January 2013 with Airbus and is on-going. The roll-out to other major frequent applicants (TC-holders) is foreseen later during 2013. Individual coordination meetings will be organised with interested TCH. To this end, the EASA Applications and Procurement Services department requested the industry associations, in particular GAMA and ASD to nominate TCH-contact points and to provide the list of nominees to EASA preferably by end of Q1 2013.

 ➢ **On-line application tool**
   - Further to a question raised by Industry on the visibility on invoices, the Agency confirmed that the web portal aims at providing a transparent overview of the submitted applications, their processing status and related invoicing activities. However, functionalities will be rolled out gradually and not everything will be available from the start.

   - Industry expressed their high interest in the on-line application tool but raised the Agency's awareness that the FAA still requires paper work. Industry would like the FAA to accept to use the web-portal under the Bilateral.

- In response to another question the Agency confirmed that if there is a mistake in the application with regard to the classification of the certification project as simple/standard or complex, the Agency needs to correct the classification as the classification impacts the level of fees due. Normally projects are not stopped because of reclassification, unless the applicant does no longer meet the eligibility criteria (e.g., application for minor change by non-DOA holder reclassified as major change).

- The Agency reassured Industry that the implementation of an on-line application tool will not impact the way the Agency performs certification activities. The administrative/financial workflow needs to be distinguished from the technical workflow. There is only an impact on the administrative/financial workflow (less micro-management).

- Industry requested the Agency to present the new administrative/financial workflow at the next meeting.

- The Agency informed the Industry about the current cleansing initiative of dormant and expired projects. In this context it needs to be emphasized that a formal notification is required if an applicant decides to officially abandon an application or to postpone a certification project. In such cases the Agency cancels the respective project. In the absence of such a formal notification the Agency regards the project as on-going and the related fee cycle continues, irrespective of whether the applicant puts the project internally "on hold".
  For projects where the applications reach their expiry dates as per Part 21, the Agency contacts the applicants before a decision on project closure or extension is taken. Requests for extension need to be filed by the applicants (21.A.101(e)2).

Rulemaking update- Presentation by *Peter Corbeel*
Industry opinions/questions:
- Industry informed EASA on the difficulties encountered with EASA Form 1. Peter Corbeel responded that the Agency is examining whether it is possible to elevate from the rule for commercial parts.

- Industry commented that they expect the fast track procedure to be applied to RMT.0262 (MDM.060) 'SMS and LOI' and offered to lobby to make sure the LoI can be introduced within less than 4 years. Industry also offered their support in finalising relevant guidance material.

- Industry requested to clarify the impact of the omnibus NPA on the global aspects of CPR.

Rulemaking update- Presentation by *Juan Anton*
Industry opinions/questions:

Rulemaking update- Presentation by Guy Readman
Industry opinions/questions:
- Industry appreciates EASA's active role in ICAO standard setting and stresses the importance of its continuation.

Rulemaking update- Presentation on CPR *by Gilles Garrouste (ASD)*
Industry opinions/questions:
- Industry requested to be involved in the development of CPR.

Certification Memoranda- Presentation *by Caroline Ruga*
Industry opinions/questions:
- Industry appreciates the CM process improvements considered internally and externally and ASD requested a short meeting on overall CM process improvements

- Industry raised the Agency's awareness on specific cases where Agency staff does not act in line with the content of a CM.

- Industry would like to rely on an automated notification system instead of relying on the notification through Industry representatives.
  The Agency informed that a notification service has been made available to Industry for the Current Consultations page and Certification Memoranda page. Industry can subscribe t this service by clicking the 'subscribe to this page by email' icon. The subscriber will then receive an email alert whenever there is an update on the page subscribed to.

- Industry requested EASA to consider a pre-consultation process with industry on newly proposed CMs
  The Agency informed that there is no intention to introduce a pre-consultation phase during the drafting process as all newly proposed CMs are published on the Agency's website for public consultation for a period of 6 weeks. Additionally, the CM Writer may consider to informally communicate EASA's intention to develop a CM to those stakeholders which may be affected by the envisaged CM.

Level of Involvement- Presentation by *Frédéric Copigneaux*
Industry opinions/questions:
- Industry welcomed the LoI concept for certification projects and the idea to introduce the LoI concept for validation projects.

- The Agency responded to Industry that the LoI concept will not have a direct impact on the level of fees due

- Industry asked whether the applicant will take part in the determination of the required Level of Involvement.
  The Agency responded that the applicant will be involved in the process to make sure the Agency takes well-informed a decision. The LoI is an Agency decision whereas the Certification Programme is owned by Industry.

ARC- Presentation by *Walter Desrosier (GAMA)*
Industry opinions/questions:

International Cooperation- Presentation by *Ralf Erckmann*
Industry opinions/questions:
- Industry raised some concerns on the delays experienced in the validation of FAA STCs
  The 2012 stakeholder feedback questionnaire does not indicate a specific problem with validation of FAA STCs. It needs to be investigated whether this is a one of issue or a conceptual problem. So far the Agency is unaware that there would be a fundamental delay in the validation of FAA STCs.

US-EU BASA – TIP improvements- Presentation by Gilles Garrouste (ASD)
Industry opinions/questions:
- The Agency informed that some of the referenced topics are already taken into account and being progressed, for some others some more expert input is required to define how to deal with the subject.
- Industry proposed to compile a common (industry/EASA) BA priority list for further discussion with the EC. It has been agreed that Industry will submit such a list to EASA.

EASA Internal Occurrence Reporting System (IORS): update and future developments- Presentation by *Yves Morier*
Industry opinions/questions:
- Industry inquired whether all industry concerns related to data protection have been addressed.
  The Agency reassured Industry that the data is protected to the highest level possible by means of e.g., integration of SMS, IORS commitment on confidentiality, procedures and work instructions on how to disseminate information and on how to protect confidential data, FileBox, etc.

AOB:

Industry requested to consider for future workshops:
> ➢ to hand-out the presentations prior to the workshop
> *EASA responded that, for as far as possible, presentations could be provided in advance through the EASA website.*
> ➢ to split people in groups according to area of interest (e.g., IAW, CAW, …)
> *EASA responded that the workshop is a forum for the Certification Directorate to exchange information on activities affecting product safety which are of particular interest to Industry. It is also an opportunity for Industry to give feedback and to present issues of common interest (e.g., FAA ARC on SMS and priorities for TIP development)*

General conclusions:

Dr Lohl thanked the Industry representatives airline representatives who attended and asked them to encourage the other members of the Association of European Airlines to attend the next workshop.

The Industry warmly thanked the Agency for the work performed so-far. It has been agreed to continue the fruitful collaboration and to maintain an open dialogue. The Certification Director expressed his particular thankfulness to all Agency Departments having supported the workshop.

The 4th workshop is planned for January 2014.

All presentations are published on the Agency's website: EASA - 3rd EASA Certification Workshop with Industry Representatives (AEA, AIA, AIAC, ASD & GAMA)

List of EASA actions:

1. Raise the issue of the use of web-portal by US applicants at the next COB meeting with the FAA

2. Present new administrative/ financial workflows at the next Certification Workshop with Industry Representatives

3. Create a Working Group composed of relevant EASA Experts and Industry with the aim of reviewing the CMs on Software Aspects of Certification and Airborne Electronic Hardware.

List of Industry Actions:

1. Collect and provide contact points to EASA by end March 2013 for discussions on project grouping and invoice grouping – ASD/GAMA

2. Nominate Industry representatives to participate to the Working Group composed of relevant EASA Experts and Industry with the aim of reviewing the CMs on Software Aspects of Certification and Airborne Electronic Hardware – ASD

3. Provide Bilateral Agreement priority list to EASA – ASD