



EASA

European Aviation Safety Agency

5th EASA Certification Workshop with Industry Representatives

**29 January 2015
Maritim Hotel
Cologne, Germany**

Your safety is our mission.

An agency of the European Union 

TE.GEN.00409-001



EASA
European Aviation Safety Agency

The EASA Applicant Portal

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- 5th EASA Certification Workshop
 - 29 January 2015
 - Maritim Hotel
- Cologne, Germany

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Agenda

- EASA Applicant Portal
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EASA Applicant Portal

- **The EASA Applicant Portal** is a gateway allowing applicants for certification tasks to prepare and submit applications to the Agency online.
- **It can be accessed via the EASA website** and is located at:
<https://ap.easa.europa.eu/>

The screenshot displays the EASA Applicant Portal interface. On the left, there is an 'Applicant login' section with fields for 'Email:' and 'Password:', a link 'If you forgot your password, click here', and buttons for 'EASA staff login' and 'Login'. The main content area on the right is titled 'The EASA Applicant Portal' and contains the following text:

As part of a range of improvements designed to ensure that applicants receive an efficient and consistent service, EASA has launched the EASA Applicant Portal, a convenient gateway allowing applicants to prepare and submit applications online. It also allows applicants to view and monitor the status of their applications, and to manage their own contact details and user credentials.

Applying online will bring extensive benefits to the application process. Its guided interface will simplify applying for certification tasks, save applicants time and effort, minimise delays caused by validation issues and make the entire process more transparent. In short, the overall efficiency of the application process will be improved, reducing administrative transactions and thus helping EASA schedule certification work in a timely manner.

Please consult the [user guide](#) for information on how to register to use of the Applicant Portal, view and filter your applications, view and edit contact persons associated with your EASA applicant account, provide credentials for application management users and, last but not least, on how to register and submit applications.

Scope of the EASA Applicant Portal

Initially, it will be possible to submit applications for the following certification tasks online:

- Major Change → corresponds to FO.TCCH.00031
- Major Repair → corresponds to FO.TCCH.00031
- Derivative → corresponds to FO.TCCH.00031
- Minor Change → corresponds to FO.TCCH.00032
- Minor Repair → corresponds to FO.TCCH.00032
- Supplemental Type Certificate – Initial → corresponds to FO.STC.00033
- Supplemental Type Certificate – Major Change → corresponds to FO.TCCH.00031
- ETSOA – Initial → corresponds to FO.ETSOA.00034
- ETSOA – Minor Change → corresponds to FO.ETSOA.00034

Further application types will be gradually introduced in future updates of the Applicant Portal.

How to Register to the EASA Applicant Portal

The EASA Applicant Portal is available for use by applicants located in the EU or associated member states. Applicants wishing to register to use the EASA Applicant Portal need to complete form [FO.APMAN.00127-001 – EASA Applicant Portal Registration Form](#), and submit the duly completed and signed form together with the mandatory additional document(s) to:

European Aviation Safety Agency
Applications and Outsourcing Department
Ref: Applicant Portal Registration
Postfach: 10 12 53
50453 Köln
Germany

In case of questions and technical issues, please contact: Applicant.Portal@easa.europa.eu.

Functional requirements:
Internet Explorer (≥ version 9)
Latest versions of Google Chrome (latest version)
Latest versions of Mozilla Firefox (latest version)



Applicant Portal Scope

- **Online submission** of applications is currently possible for the following certification tasks :
 - Major Change
 - Major Repair
 - Derivative
 - STC
 - STC - Major Change
 - Minor Change
 - Minor Repair
 - ETSOA
 - ETSOA – Minor Change

- Further application types will be introduced in forthcoming updates of the Applicant Portal.

- The Applicant Portal will be introduced to non-EU applicants in 2015



Applicant Portal Features

Main Features:

- **Preparation of applications** using a **guided procedure**, ensuring data completeness and consistency
- **Online submissions** of applications to EASA and the possibility to upload additional (technical) files
- **Automatic EASA acknowledgment** of application receipt, including a **summary PDF** of the entered data
- **Applications list overview** including the EASA **task number** and view on the application registration status
- Applicant **self-management** of **contact persons** and **user credentials**



Applicant Portal Features – Guided Interface

- **Guided interface:** the applicant is guided through the steps to enter the necessary application data.

The screenshot displays the EASA Applicant Portal interface. At the top, the EASA logo and name are visible, along with the text 'European Aviation Safety Agency' and 'You are logged in as Irja Graeber'. Below this, a navigation bar includes links for 'Applications', 'Applicant information', 'My details', 'User Guide', and 'Logout'. The main content area is titled 'Create application' and shows the 'Application Type' as 'STC - Initial Approval'. A series of tabs at the top indicate the steps: 1. Applicant data, 2. Application nature, 3. Applicability 1, 4. Applicability 2, 5. Related approval, 6. Application details, 7. Attachments, and 8. Summary/Confirm. Below the tabs, there are buttons for 'Save', 'Confirm', and 'Back to applications list'. The form itself contains three sections: 'Classification' with radio buttons for 'SIMPLE', 'STANDARD' (selected), and 'COMPLEX'; 'Including change to approved parts of Flight Manual' with radio buttons for 'Yes' (selected) and 'No'; and 'Applicant's Reference' with a text input field containing 'NVIS/25.32.5623/2014'.

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You are logged in as Irja Graeber

Applications Applicant information My details User Guide Logout

Create application Application Type **STC - Initial Approval**

1. Applicant data 2. Application nature 3. Applicability 1 4. Applicability 2 5. Related approval 6. Application details 7. Attachments 8. Summary/Confirm

Save Confirm Back to applications list

Classification *

☐ SIMPLE
☒ STANDARD
☐ COMPLEX

Including change to approved parts of Flight Manual *

☒ Yes ☐ No

Applicant's Reference *
Please provide an individual reference to this application
Your Reference NVIS/25.32.5623/2014



Applicant Portal Features – Mandatory fields

- **Mandatory fields** are marked with a red *. The Applicant Portal will prevent the submission of an application if mandatory fields have been left blank.

Product identification

Type model* VHF-Receiver

Description* EASA AIR VHF-Receiver

Part number

Please type the part number [+ Add part number](#)

[- Delete selected part number](#)

| Part number |
|------------------|
| PN 123456789()() |
| PN 987654321()() |
| PN456789321()() |

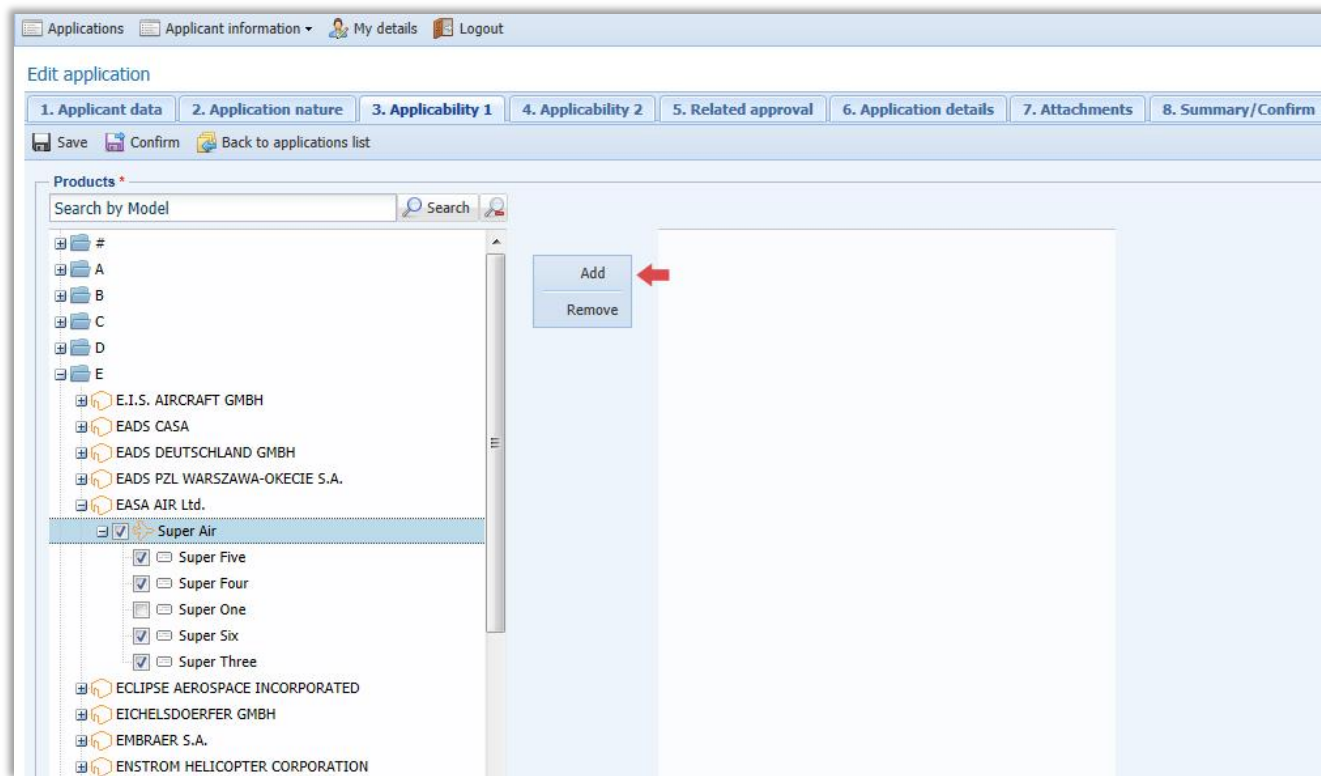
Equipment Category 2 AVIONICS - COMMUNICATION

- **Standardised data**, such as e.g. the equipment category (ETSOA), can be picked from drop down lists.



Applicant Portal Features – Product List

- **EASA product list:** the applicant can pick the applicable models directly from a comprehensive product list
- The choice of product will **automatically determine** the applicable fee category.





Applicant Portal Features – Applications List

- **Applications list:** the applicant has access to the list of all own applications prepared using the Applicant Portal, including:
 - the request status
 - the user who has prepared the application
 - the applicant's reference
 - the EASA task number

| Create new application Edit/View application Delete application Duplicate application Set status Filter by | | | | | | | | |
|--|----------------|----------------|--------------------------|------------------------------|----------------------|------------|----------------------|-------------|
| | Request number | Applicant name | Application type | Reference | Request status | Created by | Created on | Task number |
| ➤ | 300002096 | EASA AIR LTD. | Minor Repair | Repair of fuselage scratches | Submitted | EASA | 19-Jun-2014 11:51:36 | |
| ➤ | | EASA AIR LTD. | ETSOA - Minor change | Re-issue | Draft | EASA | 19-Jun-2014 11:47:53 | |
| ➤ | 300002095 | EASA AIR LTD. | STC - Initial Approval | 69.325_AHS-45 | Request for Revision | EASA | 19-Jun-2014 11:44:01 | |
| ➤ | 300002094 | EASA AIR LTD. | STC - Initial Approval | Avionics Update - FDR | Registered | EASA | 19-Jun-2014 11:42:35 | 10029670 |
| ➤ | 300002093 | EASA AIR LTD. | ETSOA - Initial Approval | 15.2014/5156 | Registered | EASA | 19-Jun-2014 11:38:05 | 10029669 |



Applicant Portal Features - Acknowledgement

- Upon submission, the Acknowledgement document is sent to the applicant:



European Aviation Safety Agency

Acknowledgement of Application for Approval of Major Change / Major Repair Design

Request N°: 300009999

| | | | |
|-----------------------|--------------------|---------------------|------------|
| Your Reference | Mod # 2017/125.687 | Submitted on | 24/12/2013 |
|-----------------------|--------------------|---------------------|------------|

| | |
|--|--------------------|
| Applicant | EASA AIR LTD. |
| Application Type | MAJOR CHANGE |
| Classified as | STANDRAD |
| Including change to approved parts of FM | YES |
| Product Details | |
| Type Certificate Holder | EASA AIR LTD. |
| Type Certificate Number | EASAA.000 |
| Type | SUPER AIR |
| Model | SUPER 1 |
| Model | SUPER 2 |
| Model | SUPER 3 |
| Applicable Airworthiness Code | CS-25 |
| Fees & Charges Category | > 150,000 KG |
| Description | |
| Title | Mod # 2017/125.687 |



Applicant Portal Features - Contact Management

- **Contact management:** The applicant can add, change and delete contact persons in the applicant's account.
- **Credential management:** Access to the Applicant Portal can be directly assigned to other users by the applicant's Master User.

The screenshot shows the Applicant Portal interface. At the top, there are navigation links: 'Applications', 'Applicant information' (with a dropdown arrow), 'My details', and 'Logout'. The 'Applicant information' dropdown menu is open, showing options: 'Applicant details', 'Contacts management' (highlighted with a red arrow), 'List users', and 'Register user'. Below the menu, there is a table with columns: 'Type', 'Title', 'Last name', 'First name', 'Job title', and 'Email'. The table contains three rows of contact information.

| Type | Title | Last name | First name | Job title | Email |
|-------------------|-------|-----------|------------|------------------------|-------------------|
| General contact | Mr. | Bianchi | Giovanni | Quality system man... | giovanni@easa.com |
| General contact | Mr. | Dupont | Jean | Airworthiness Engin... | jean@easa.com |
| Invoicing contact | Ms. | Meyer | Anna | Accounting Manager | anna@easa.com |



Applicant Portal Features – User Roles

There are three different types of user roles defined for the Applicant Portal – each with specific rights and responsibilities

- **Master User (1)**
 - Fully responsible for the Applicant's account
 - Contact data management
 - Credential management for AMU/RU
 - Preparation and submission of applications
- **Applications Management User (n)**
 - Preparation and submission of applications
- **Read User (n)**
 - View registered application data



Applicant Portal Benefits

- **Using the Applicant Portal brings a number of benefits for the Applicant:**
 - The **guided interface** simplifies applying for certification tasks, saving applicants time and effort.
 - The **applications list** provides an overview of applications and their processing status.
 - Access to **contact and address data** makes the entire process more transparent for the applicant.
 - Overall **reduction of administrative transactions** during the application phase.
 - **Reduced response time** and a faster processing of incoming applications.
 - **Improvement of data quality** due to integration with a centralised list of aeronautical products.



Registration Process

- Following documents are required for the registration to the Applicant Portal:
 - ① EASA Applicant Portal Registration Form (Form 127)
 - ② Articles of incorporation of the entity/business registration stating the company name, business registration number and legal seat of the company
 - ③ Evidence of the authorisation/powers of the Master User (power of attorney, delegation, by-laws, board resolution, etc.)
- Please also see the [User Guide](#) and the [Terms of Use](#)



Contacts

- In case of further questions please contact:
Applicant.Portal@easa.europa.eu

- Requests concerning the registration as a user of the Applicant Portal can also be sent to: Applicant.Master@easa.europa.eu

- The Applicant Portal can be accessed via the EASA website and is located at: <https://ap.easa.europa.eu/>. You will also be able to access the following from this website:
 - User Guide
 - Applicant Portal Registration Form
 - Applicant Portal Terms of Use



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Thank You

Questions?

Your safety is our mission.

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