

GETTING STARTED

Quick Navigation



Find the task you need and go straight to the right section.



NOT SURE WHERE TO START?

Check My Pending Tasks first.
It shows the actions currently waiting for you.

GETTING STARTED

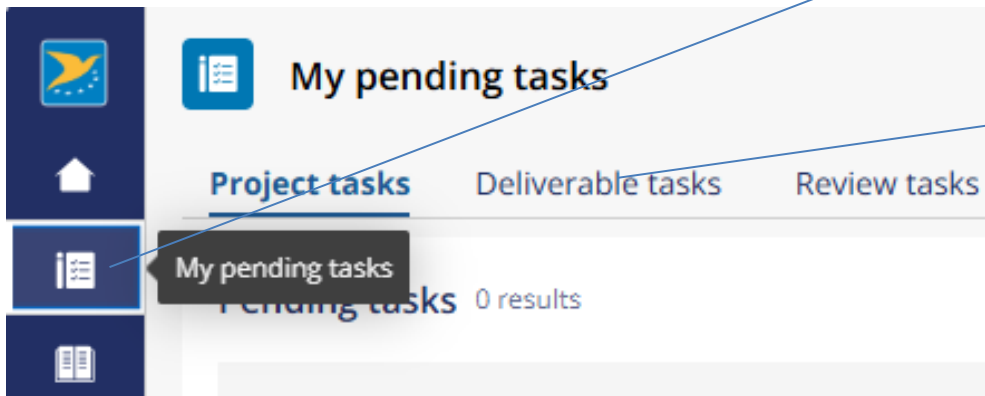
Navigate the Platform

Find your projects, tasks and pending actions.



GOAL

Know where to look first and quickly identify what requires your attention.



1

Open My Pending Tasks

Start here to see the actions currently waiting for you.

2

Review the tabs

Review the Tabs “Project tasks”, “Deliverable tasks” and “Review tasks”

3

Check the task details

Use the task details to understand what requires your attention.

Pending tasks 2 results

Task	↓ 1 Ur...	Status	Deliverable	Referenc...	Type of deliverable	Project id	Project title
Project id: 0100260216 (1)							
Manage Source(s)	10	PLANNING	Certification Programme	CP-005	Certification programme	0100260216	Webinar Demo 16th June
Project id: 1234567890 (1)							
Manage Source(s)	10	PLANNING	Certification Programme	CP-001	Certification programme	1234567890	ETSO Project

4

Open the relevant task

Select the task to continue to the corresponding project, deliverable or review.



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DELIVERABLES



REVIEW



RESPOND



SUBMIT

DELIVERABLES

Work with Deliverables

Use the Deliverables area to see the certification activities linked to your projects.



GOAL

Quickly understand the status of a deliverable and identify your next action.

The screenshot shows the 'Certification Project' sidebar on the left with fields like SAP ID, (AP)DOA Reference, PCM(s), Lead PCM, Certification specifications, Projected start date, Estimated completion date, Work status (set to DEFINE), Case ID, Created on, and Last modified on. The main area displays a table of 'Certification Programmes' with columns for Reference no., Issue, Title, Work st..., and Create dateti... The table lists two items: 'Certification Programme test' and 'Certification Programme', both with a status of 'REVIEW'.

1

Open Deliverables

Use the Deliverables area to see the deliverables linked to your projects.

2

Check the status

Review the deliverable status to understand its current workflow stage and whether action is required.

3

Open the relevant deliverable

Select the deliverable to view its details, documents and available actions.

TIP



Check the deliverable status to understand its current workflow stage and whether an action is pending.



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REVIEW



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Review Comments

Find Expert comments and understand what needs a response.



GOAL

Understand the Expert's comments and identify what requires your response.

My pending tasks

Administrative tasks Project tasks Deliverable tasks **Review tasks**

Pending tasks 3 results

Task	Urgency	Status	Title	Deliverable	Reference no.	Type of deliverable
Respond to review items	10	APPLICANT FOLLOWUP	Panel Review - CARUSO Claudio	Cert Prog 03	003	Certification programme
Respond to review items	10	APPLICANT FOLLOWUP	Panel Review - PIJERO Pietro	Cert Prog 03	003	Certification programme

Project id: 0018092026 (2)

Project id: 0100260216 (1)

1

Open the Expert review

Open the review with Applicant Follow-up status.

2

Review the comments

Select All review comments to see the full list of comments.

3

Click on the comment

Select the comment in the list to either preview it or open fully.

4

Access Review Task

Click on the GO button at the top to access the review task.

Certification Programme CP-001

Initiate revision

Reference no. CP-001
Urgency 10
Planned submission date 30 June 2026
Applicant target acceptance date 26 November 2026
Actual Submission Date 11 June 2026

Description: Main Certification Programme
Work Status REVIEW
Case ID CP-934
Created on 11 Jun 2026, 13:15
Last modified on 11 Jun 2026, 14:06
Project ID 0123456777
Project title Certification Project Test Demo
Project status DEFINE
Project type Supplemental Type Certificate (STC)
Applicant org.

Details

Versions

All review comments

Panel review list

Sources

Followers

History

Wait for all reviews

Panel Review - APPLICANT FOLLOWUP

Respond to review items

Panel Review - RESOLVED-COMPLETED

Panel Review - RESOLVED-COMPLETED

Panel Review - APPLICANT FOLLOWUP

Go

All review comments 4 results

Status	Title	Reviewer's comment	Applicant response	Discipline	Modified on	Source
OPEN	Comment #1	>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tempor invidunt ut labore et dolore magna aliquam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takim		Operational Suitability Data - Cabin Crew	11 Jun 2026, 14:11	Certificat
OPEN	Comment #1	>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed diam nonummy nibh euismod tempor invidunt ut labore et dolore magna aliquam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takim		Project certification management	11 Jun 2026, 14:03	Certificat

TIP



Hover over the comment for Preview or to open it in a new window. Reviews with status *Applicant Follow-up* require your action. *Resolved – Completed* reviews do not require further action.



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REVIEW



RESPOND



SUBMIT

RESPOND

Respond to an Expert

Enter your response to the Expert's comment and save it to the review.



GOAL

Provide a clear and complete response to the Expert's comment and save it to the review.

Open the actions menu

Click the three dots next to the comment you want to respond to.

Select Respond to expert

Choose Respond to expert from the menu.

Enter your response

Enter your response in the text field.

You can use formatting, lists, images and hyperlinks if needed.

Submit your response

Click Submit to save your response to the review.

This will not send it to EASA yet.

Respond to review items
Assigned to Applicant Work Basket • In CPR-867 • Urgency 10

- For each review comment item click the Actions menu (⋮) then select option 'Respond to expert'
- After responding to the comments please click **Submit** below.

(If you need to add a new source, you will need to initiate a revision of the Deliverable CP-934.)

Comments: Open ▾ 3 results

Stat...	Title	Reviewer's comment	Applicant response	Discipline	Modified on	Source title	Reference ID
OPEN	Comment #1	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takim 1. Lorem ipsum dolor sit amet 2. Lorem ipsum dolor sit amet	—	Project certification management	11 Jun 2026, 14:03	Certification Programme	CP-001

Respond to expert

Applicant position *

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Normal ▾ B / 5

Reviewer's comment

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet. Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata sanctus est Lorem ipsum dolor sit amet.

Cancel Submit

IMPORTANT



Submitting a comment response saves it to the review. It **does not send** the review to EASA yet. The review **must be submitted separately** once your responses are ready.



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RESPOND



SUBMIT

SUBMIT

Submit the Review

Once you have responded to all comments, submit the review to send your responses to EASA.



GOAL

Submit the review to send your responses to EASA for Expert follow-up.

Check your responses

Ensure all comments have a response before submitting the review.

1

Submit the review

Click Submit review to send your responses to EASA.

2

You can save for later if you are not ready yet.

Confirm submission

After first Submit, click GO to confirm that the review has been submitted to EASA.

3

TIP



Use **Save for Later** to keep comments available for review or editing by other users before submitting them to EASA.

IMPORTANT



Submitting the review sends your responses to EASA and creates a follow-up task for the assigned Expert. Further Applicant action may be required if the Expert requests additional clarification.



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REVIEW



RESPOND



SUBMIT