



**EASA**  
European Aviation Safety Agency

# STC Project Management

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STC Workshop  
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**Your safety is our mission.**

An agency of the European Union 

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- STC Project Management
  - Certification Programme
  - Project Schedule
  - EASA Team Organisation
  - EASA Level of Involvement
  - Mutual Responsiveness
  - Submittal of files
  - Conference Calls



## ➤ Certification Programme

### ➤ Identifying application as Simple, Standard or Complex on the application form;

- Nothing to do with Major - Minor STC (Part 21)
- Related to the EASA fees and charges
- Significant Changes = Complex (in general)
- Several Panels involved = Standard
- One Panel involved = Simple
  - Reasons why standard often is filed as Simple:
    - ▶ Have you read the filling instructions?
    - ▶ You have done similar design many times?
    - ▶ Some requirements not addressed?
    - ▶ Special Conditions or CM not identified?

**FOR FEES AND CHARGES REASONS  
RECLASSIFICATION  
IS AGREED WITH APPLICANT**



## ➤ Certification Programme

### ➤ Description

#### ➤ Familiarization

The descriptive and familiarization part of the CP is crucial. Any time spent to give the team a correct understanding is paid back on the project time.

Useful is a kick-off; face-to-face, telecom or Webex



## ➤ Certification Programme

### ➤ Change Tracking

- It is important for the team to be able to easy review what has changed between different revisions of the CP.  
TIME SAVING!



## ➤ Project Schedule

### ➤ How long does a project review take at EASA?

The optimal case:

- We have seen it before and experts available
- Applicant have done it before,
- All documentation is there and accurate

Count for a minimum of 10 days per step in the project

- Familiarization
- Agreement of certification Program and LOI
- Compliance Demonstration
- Technical Visa / Final Report

=> 40 working days





## ➤ Project Schedule

### ➤ Prioritisation

- Normally a strict First-Come-First-Serve strategy is used
- However, within reasonable means we try to meet the project schedule from any applicant.
  - Plan in advance
  - Agree the schedule with the PCM
  - Keep us up to date
- The EASA team are defining the LOI, but the applicant is encouraged to Propose the LOI



## ➤ Project Schedule

### ➤ Project Flow

#### ➤ Intermittent Communication

- Long time between contact makes it difficult to pick up where we stopped

### ➤ Project on-hold

- When putting a project on-hold, communicate with the PCM
- Project Pause: Fees and Charges clock is stopped if communicated to the Applications Department.





## ➤ EASA Team Organisation

### ➤ EASA Team is assigned per product

- As example, one specific team for B737 and another for Airbus A320
- Some transproduct Focals exists, like for Stretchers.



## ➤ EASA Team Organisation

### ➤ Panel Designation

Panel	Number
PCM	0
Flight and Human Factors	1
Flight Crew Data	2
Structures	3
Hydro mechanical Systems	4
Electrical Systems	5
Avionics Systems	6

Panel	Number
Powerplant Installation and Fuel Systems	7
Environmental Control Systems (ECS)	8
Noise, Fuel Venting and Emissions	9
Software and AEH	10
Cabin Safety and Cabin Crew	11
DASA	12
Transmission	13
ICA	14
MMEL	15
FSTD	16



# STC Workshop - STC Project Management

## ➤ EASA Team Organisation

- We have a product organisation, with experts working transverse.
- The Team, the PCM or the Applicant can ask to involve the seniority expert hierarchy in a technical discussion.

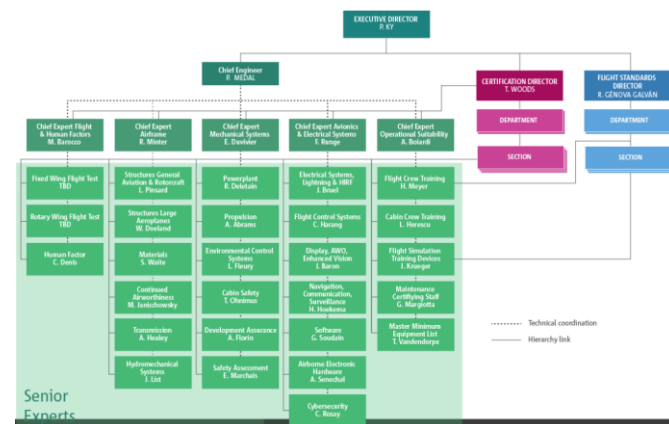
## ➤ Expert Hierarchy:

### ➤ Chief Engineer

### ➤ Chief Experts

### ▶ Senior Experts

### ▶ Experts





- EASA Level of Involvement (LOI)
  - Familiarisation is not part of the LOI – is the means to define the LOI
  - Involved panel might not work in sync
  - LOI assume that the Familiarisation is 100% perfect



## ➤ Mutual Responsiveness

### ➤ EASA Workload

- A majority of our current activities are urgent, dealing with a relevant number of projects at the same time, with different level of complexity, including immediate related safety

### ➤ Communication with the team

- Communicate with PCM, keep the Expert in cc (if not other agreed)

### ➤ Response time

- Code of conduct for the European Union staff asks for a reply in 10 working days, but not necessary a performed review of a document.



## ➤ Submittal of Files

### ➤ A few larger files

- Use EASA Filebox (up to 100 MB)
- Files are deleted after 30 days in the Filebox

### ➤ Many and smaller files

- Use e-mail (up to 10 MB)

.....Or as agreed with the PCM on case by case



## ➤ Conference Calls

### ➤ EASA can use Webex

- Perform a test connection before the meeting
- Camera function is fancy, but often with little added value except taking bandwidth.



## ➤ Useful links

- Certification Memo <https://www.easa.europa.eu/document-library/public-consultations/certification-memoranda>
- Special Conditions <https://www.easa.europa.eu/document-library/public-consultations>
- EASA Experts organisation <http://www.easa.europa.eu/the-agency/agency-organisation-structure>





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**End slide**

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