



**EASA**  
European Aviation Safety Agency

# Applications for STC

Timo Reinartz  
Acting Applications Management Section Manager

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An agency of the European Union 

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# Agenda

- How to submit your application?
- Administrative process
- Revisions to STCs
- Transfer of STC
- OSD
- Validation of STC in 3<sup>rd</sup> countries



# How to submit your application?

Preferred channel = **EASA Applicant Portal**

- Prepare and submit applications online
- Numerous benefits
  - ❑ Overview and status of submitted applications
  - ❑ User friendly guided-interface
  - ❑ Ensures data quality and consistency (e.g. centralised list for aeronautical products)
  - ❑ Ensures all mandatory fields are completed (Pre-filled data, e.g. automatic F&C category selection)
  - ❑ Processing times reduced, etc...
- Simplified registration process for DOA/APDOA holders
- Further developments planned

The Applicant Portal can be accessed via EASA website or <https://ap.easa.europa.eu/>

For further questions contact: [applicant.portal@easa.europa.eu](mailto:applicant.portal@easa.europa.eu)



# How to submit your application? (cont.)

## Traditional application forms:

- Latest version of Application Form on EASA website
- Complete all required fields, sign and date application
- Please use correct form!!
  - Initial STC = FO.CERT.00033
  - Major Change to STC = FO.CERT.00031
- Submit via email to [STC@easa.europa.eu](mailto:STC@easa.europa.eu)
- EASA recommends to use the Applicant Portal for future applications



# Administrative process – applications

- All incoming STC applications processed by Applications Management Team (RS.3.1)
  - ❑ Admin eligibility check, project creation, acknowledgement email
  - ❑ Technical eligibility check
  - ❑ Acceptance letter sent upon task allocation
  - ❑ Invoicing of STC= Yearly Flat fee according to fees & charges regulation.  
Invoicing upon allocation of the project
- Number of STC applications registered in 2015 = 633



# Administrative process – certificates

- All STCs issued by Applications Management Team (RS.3.1)
  - ❑ Upon receipt of Technical Visa, STC issued and submitted to Certification Manager for signature
  - ❑ Processing time: dispatch within 2 days of TV receipt
  - ❑ Reclassifications at end of process or non-payment may delay dispatch
  - ❑ Final invoice pro rata basis
- Number of STC Approvals issued in 2015 = 600



# Revisions to STCs

## ➤ Major Change to STC:

- please apply via Portal or submit an application
- technical investigation leading to revision of STC

## ➤ Administrative re-issuance of STC

- In case of company name change / address change
- Ongoing discussions: administrative re-issuance of STC for DOA self-approved minor changes to STC
  - send email to EASA
  - re-issuance is charged 1 working hour
  - no technical work involved



# Transfer of STC

- Please use Form FO.CSERV.00038
- Both current holder and new holder may apply
- Make sure new holder fills in Annex to form FO.CERT.00038:
  - responsibilities and obligations as new holder
- Only to be used in case of transfer of ownership/ Change of DOA holder
- Simple company name change = administrative re-issuance
  - Please note! The validity of the STC is not affected by the change of the name, a re-issuance of the document with the new name is not required

In case of questions , please contact [STC@easa.europa.eu](mailto:STC@easa.europa.eu)





# Applications for OSD

- Ongoing discussion to integrate OSD application into the STC application form
  - Fully integrate OSD process into the STC process
  - Revised application form available end 2016
- In transition phase, for Design Changes affecting the OSD, use Form FO.CSERV.000128
- Send your application to [OSD@easa.europa.eu](mailto:OSD@easa.europa.eu)



# Validation of STC in 3<sup>rd</sup> countries

- Please use Form FO.CSERV.00041
- Provide correct identification of TCA
  - Without BA or CA = no validation support required, free of charge

<b>3. Identification of Third Country Authority (TCA)</b> Prior to making the next selection, please familiarise yourself with the details of the applicable Bilateral Agreement between the European Union (EU) and Third (non-EU) Countries or Working Arrangement between the TCA and EASA. (see <a href="http://easa.europa.eu/">http://easa.europa.eu/</a> > Document library>Partnerships>Bilateral agreements or Working arrangements)		
<b>3.1 Identification of Third Country</b>	<b>3.1.1</b> <input type="checkbox"/> Third Country <b>with</b> a Bilateral Agreement (BA) or TCA Working Arrangement (WA) with EASA (on airworthiness and environmental certification or acceptance of Civil Aeronautical Products)	Please specify the country
	<b>3.1.2</b> <input type="checkbox"/> Third Country <b>without</b> a Bilateral Agreement (BA) or TCA Working Arrangement (WA) with EASA on airworthiness and environmental certification or acceptance of Civil Aeronautical Products)	Please specify the country

- Send your application to [validation-support@easa.europa.eu](mailto:validation-support@easa.europa.eu)
- For data package requirements consult the FAQ on EASA website



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**Thank you**  
**Questions?**

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