



Certification support for validation

PR.CSERV.00001-005

	Name	Validation	Date
Prepared by:	Birgit Heese	Validated	19/11/2024
Verified by:	Charles Leboeuf	Validated	20/11/2024
Reviewed by:	Dominique Perron	Validated	20/11/2024
Approved by:	Rachel Daeschler	Validated	20/11/2024
Authorised by:	Rachel Daeschler	Validated	20/11/2024



**DOCUMENT CONTROL SHEET****Reference documents****a) Contextual documents**

Certification Specifications - Certification Specifications

Chicago Convention Annex 10 - Aeronautical Telecommunications (International Standards and Recommended Practices)

Commission Implementing Regulation (EU) 2019/2153 - of 16 December 2019 on the fees and charges levied by the European Union Aviation Safety Agency, and repealing Regulation (EU) No 319/2014

Commission Regulation (EU) 748/2012 - amended Commission Regulation of 3 August 2012 laying down implementing rules for the airworthiness and environmental protection certification of aircraft and related products, parts and non-installed equipment, as well as for the certification of DPO

ED Decision 2024/014/ED - On the delegation of power of the Executive Director to certain members of the Agency's Certification Directorate

ED Decision 2024/029/ED - On the allocation criteria for certification and oversight tasks to National Competent Authorities (NCA).

ED Decision 2024/030/ED - On the allocation criteria for certification and oversight tasks to Qualified Entities (QE).

MB Decision 12-2007 - Decision of the MB of 1 Oct. 2007 concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products parts and appliances (hereinafter referred to as PCP Decision).

Regulation (EU) 2018/1139 - Regulation of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency.

b) Internal documents

FO.CSERV.00041 - Contract for CSVs of EASA Certificates and other Third Country Approval Activities

TE.CSERV.00187 - List of CSV Letter templates

Abbreviations/Definitions

CSV: Certification support for validation

CSP: Certification Service Provider (NAA & QE)

NAA: EU member state National Aviation Authority

PCM: Project Certification Manager

TAN: Task Assignment Notification

QE: Qualified Entity

SoC: Statement of Compliance

TCA: Third Country Authority

Log of issues

Issue	Issue date	Change description
-------	------------	--------------------





Certification support for validation

Doc #
Approval DatePR.CSERV.00001-005
20/11/2024

001	02/07/2014	First issue, migration of Certification Directorate applicable sections of procedure E.P010-01, update to reflect revised working procedures
002	01/09/2014	Issue 002. Migration of PR.CSV.00001-001 in compliance with Convergence project.
003	13/08/2015	Issue 003. Amendment of the CSV technical closure process and of project monitoring.
004	22/12/2015	Fourth issue. Addition of note (3) to mention annual project (internal audit observation), update of interface with APMAN procedures, update CSV template letters.
005	20/11/2024	Issue 005. Amendment of CSV forwarding letter process and several updates





INTRODUCTION

Purpose and scope

This procedure defines and describes the steps necessary to complete certification support for validation of EASA certificates/approvals in Third Countries requiring technical support from EASA as well as test witnessing, conformity inspections and compliance findings related to activities where EASA is not Primary Certifying Authority.

Legal framework

- International agreements concerning the recognition of certificates concluded between the Union and a third country, as provided in Article 68(1) of REGULATION (EU) 2018/1139 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2018;
- Working arrangements between EASA and national aviation authorities of third countries concerning certification of products and parts, as provided in Article 90(2) of REGULATION (EU) 2018/1139 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 4 July 2018;
- COMMISSION IMPLEMENTING REGULATION (EU) 2019/2153 of 16 December 2019 on the fees and charges levied by the European Union Aviation Safety Agency, and repealing Regulation (EU) No 319/201 (fees related to certification support for validation activities are charged in accordance with Annex Part I (Table 5), and Annex Part II and V of that regulation)
- Contract for certification support for validation of EASA certificates and other Third Country approval activities" templates for which is published on the Agency's website at: www.easa.europa.eu > Document Library > Application Forms. Application Forms | EASA (europa.eu).

Basic Principles

1. Application

EASA will decide on whether the requested support will be provided by EASA personnel and/or seconded personnel, or outsourced to an NAA or QE. All CSV tasks, irrespective by whom they are performed, shall be executed following the provisions of this procedure.

An application for validation of EASA certificates/approvals in Third Countries is sent by the Applicant to the Third Country Authority (TCA) via EASA. The format of this application is defined by the applicable Bilateral Agreements, Working Arrangements or TCA's procedures. For an updated list of such agreements/arrangements follow the Agency's website at <https://www.easa.europa.eu/en/domains/international-cooperation/international-cooperation-explained>.

In case the Applicant wishes to receive EASA's active support (e.g. compliance findings and statements against the TCA requirements), the Applicant has to apply to EASA using the form "Contract for certification support for validation of EASA certificates and other Third Country approval activities" which is published on the Agency's website at <https://www.easa.europa.eu/en/document-library/application-forms>.

For concurrent certification validation projects, the form "Contract for certification support for validation of EASA certificates and other Third Country approval activities" should be filled in by the applicant for TC, Major significant change and complex STC projects only.

The work sharing and use of resources between the certifying authority and validating authority are described in the applicable Technical Implementation Procedure available on the Agency's website at <https://www.easa.europa.eu/en/domains/international-cooperation/international-cooperation-explained>.





2. CSV project categories:

- a) Small Service Package: CSV project requiring a forwarding letter only with no technical support.

These applications are forwarded on the request of the Applicant to a Third Country with no Bilateral Agreement with the European Union (EU) or to a TCA with no Working Arrangement with EASA. CSV Small Service Package projects (no project, no allocation) are entirely handled internally within the Applicant Relations Section (RS.3). The applicant is charged at a flat rate corresponding to one EASA working hour for the work performed by EASA.

- b) Medium or Large Service Package: CSV project requiring technical support from EASA.

Whether an application is classified as medium or large depends on the product category as indicated in the application form.

Medium or Large Service Package CSV projects are handled by the Certification Departments with support from the Business Services Department (RS.3) for administering the CSV project. The applicant will be charged by the Invoicing Section in accordance with the applicable Fees and Charges Regulation in force at the date of receipt of application. As mentioned in the "purpose" section, this procedure covers only the projects that require EASA technical involvement.

This category includes:

(1) Projects requiring a forwarding letter only with limited technical support to a Third Country having a Bilateral Agreement with the European Union (EU) or to a TCA having a Working Arrangement with EASA. For example: Basic STC projects where the forwarding letter will only contain the design change classification and the Statement of Compliance to the U.S. type certification basis.

The design change classification for Basic STC/Major Changes Level 2, and the Statement of Compliance to the U.S. type certification basis will be made either by EASA or prepared by the NAA PCMs.

(2) All other projects where technical involvement is needed (e.g. non-basic STC, Major Changes Level 1 or TCs).

Notes:

(1) Medium CSV projects for ETSOA are entirely handled internally by the EASA ETSO section.

(2) In the case the TCA requests EASA technical support for a CSV Small Service Package, it shall be handled as a CSV Medium or Large Service Package (i.e. CSV project requiring technical support from EASA).

(3) Upon coordination between the Agency and TC Holders, annual CSV projects may be created in specific cases involving routine and repetitive CSV work performed for the TC Holder. More details can be found in the CSV related section of the Certification Handbook.

- (c) Certification Support for Validation: Individual service

Technical assistance/support related to compliance finding activities and validation support shall be charged as individual service should the Agency confirm that the effort required significantly exceeds the predefined service packages.

3. Test witnessing including conformity tests setups/conformity inspection related to production approvals / Other compliance finding support.

The TCA will send EASA a request to perform test witnessing on its behalf. A copy of this request should be sent to the European company that has the design responsibility of the test to be performed.





Certification support for validation

Doc #
Approval DatePR.CSERV.00001-005
20/11/2024

The company where the test has to be performed should submit the application form "Contract for certification support for validation of EASA certificates and other Third Country approval activities". One form per test witnessing is required.

After review of the application form, EASA will issue a project number and allocate the test witnessing task internally or to the locally responsible NAA. A copy of the allocation letter will be sent to the company.

Technical experts from EASA or from Members States NAAs will directly communicate with the TCA and the EU Company for further technical coordination.

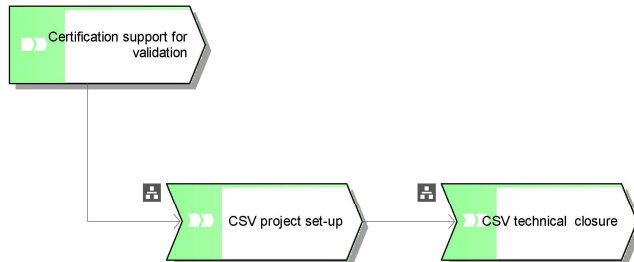
After completion of the test witnessing activities, the Responsible Party (from EASA or NAA) will forward the technical visa by e-mail to technical.visa@easa.europa.eu , copying the appropriate department functional mailbox.





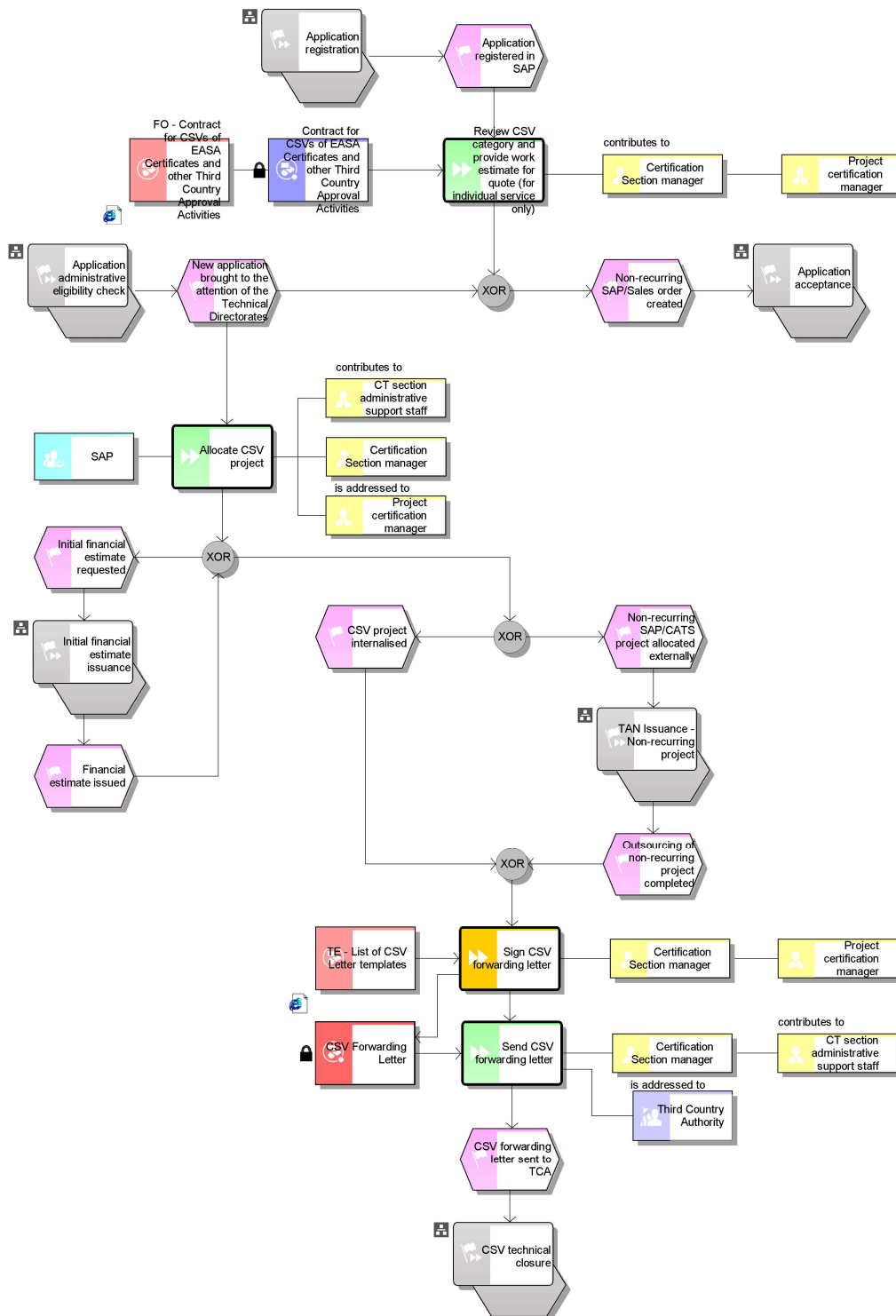
Structure of process charts

Certification support for validation





CSV project set-up





Activity	Description to the process activity
Allocate CSV project	<p>EASA will decide (as per ED Decision 2024/029/ED and 2024/030/ED on the allocation criteria for certification tasks) on whether the requested support will be provided by EASA personnel and/or seconded personnel, or outsourced to a Certification Service Provider (CSP). The service of validation of ETSOA is always provided by EASA staff.</p> <p>Technical support shall be provided up to a maximum 50 working hours for medium and large service package projects.</p> <p>For the 'CSV Individual Service' category, allocation of hours is done in accordance and upon acceptance of the quote by the applicant. Upon acceptance of the quote, the CT section administrative support staff performs the task allocation to the internal PCM or requests the Partner Relations Section to proceed with the issuance of the TAN to the CSP.</p>
Review CSV category and provide work estimate for quote (for individual service only)	<p>The responsible Section Manager (or PCM on-duty) reviews the application and other documents submitted by the applicant.</p> <p>Purpose of the review is to confirm the CSV project category and to provide a work volume estimate to the Applicant Relations Section for those projects classified as 'CSV Individual Service' projects.</p> <p>For further guidelines, refer to the EASA Certification Handbook.</p>
Sign CSV forwarding letter	<p>The forwarding letter is either prepared by the CT section administrative support staff and reviewed by the PCM or drafted by the PCM using the appropriate letter template. The letter is registered in ARES. In some cases, the forwarding letter may contain the Statement of Compliance to the TCA certification basis (for e.g. Basic STCs to the FAA). In these cases, the approval of the Section Manager or his/her deputy is required unless subject to signature delegation (refer to particular signature delegation principles where applicable in the CT section).</p> <p>Note: The forwarding letters do not require any signature, the approval in the Ares workflow is sufficient.</p>
Send CSV forwarding letter	<p>The CT administrative support staff e-mails the CSV forwarding letter (together with the data package, if any) to the TCA copying the Applicant Relations Section.</p>

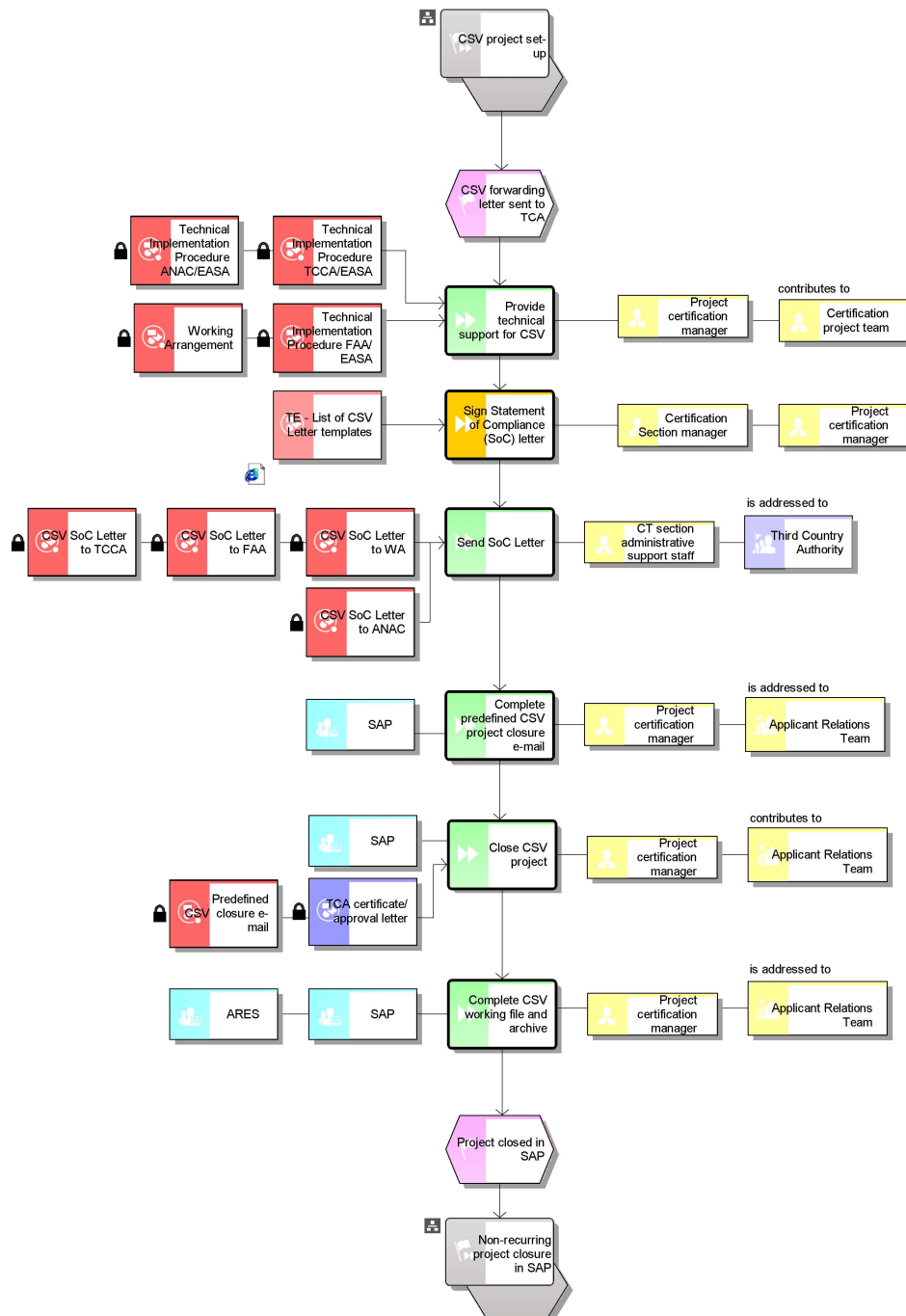
Internal Process Interfaces

Application administrative eligibility check
Application registration
Initial financial estimate issuance
Application acceptance
TAN Issuance - Non-recurring project
CSV technical closure





CSV technical closure





Activity	Description to the process activity
Provide technical support for CSV	The PCM, together with the team of experts, provides technical support to TCA, where required. The PCM and his/her team shall follow the Technical Implementation Procedures with the Bilateral Partners or the Working Arrangements with other countries' authorities (e.g. CAAC).
Sign Statement of Compliance (SoC) letter	<p>After completion of the validation support activities, the PCM drafts a letter including the SoC with the TCA product Certification Basis (or relevant E/TSO standard) for the responsible Section Manager's review and signature unless subject to signature delegation (refer to particular signature delegation principles where applicable in the CT section)</p> <p>Notes: In case of FAA Basic STCs, the forwarding letter should contain the design change classification and the Statement of Compliance to the U.S. type certification basis. There might be more than one letter, depending on the complexity and status of the activity, for e.g. letters of approval on behalf of the other authority.</p>
Send SoC Letter	The SoC letter is then sent by the CT section administrative support staff to TCA for completion of the validation activities and issuance of the foreign certificate.
Complete predefined CSV project closure e-mail	After completion of the validation support activity, the PCM fills in the CSV closure e-mail and forwards it to the Applicant Relations Section (RS.3) asking for the closure of the project, also attaching the SoC (or other document marking the technical closure of the project).
Close CSV project	<p>Applicant Relations Section (RS.3) closes the project upon receipt of the (predefined) CSV closure e-mail from the PCM.</p> <p>This e-mail will become a record of the project's technical closure.</p>
Complete CSV working file and archive	<p>The PCM collects and arranges all documents & records received and generated during the project under a specific project folder. Observe records management work instructions and guidelines on 'working file' management.</p> <p>When received, the PCM forwards the copy of the TCA Certificate/ Approval to, applicant.services@easa.europa.eu and the Applicant Services Section attaches the documents to the project in SAP.</p>

Internal Process Interfaces

CSV project set-up
Non-recurring project closure in SAP



**RECORDS****Appendix A : Operational Documents**

CSV project set-up	
Record	Activity
CSV Forwarding Letter	- Sign CSV forwarding letter

Appendix B : External Documents

CSV project set-up	
Record	Activity
Contract for CSVs of EASA Certificates and other Third Country Approval Activities	- Review CSV category and provide work estimate for quote (for individual service only)

CSV technical closure	
Record	Activity
TCA certificate/ approval letter	- Close CSV project

