



**EASA**  
European Aviation Safety Agency

# SEPIAC - Shared Electronic Platform for Initial Airworthiness Certification

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**Your safety is our mission.**

An agency of the European Union 



- Introduction
  - General
  - Status & Upcoming Features / Packages
  - Training
  - Practical Information
- ETSO Specifics
  - Template & Content Types
  - Discussions



# Introduction



# SEPIAC - Introduction

- One Central Platform to communicate during Certification Project
  - TC, STC and Major Change Projects, ETSOA...
- MS Sharepoint Cloud-Based Platform
  - No specific software application needed
  - Web Based
- Accessible for EASA, Applicants, NAAs, Third Country Authorities
  - Different authorisation per entity



**CONFIDENTIAL**



# SEPIAC – Introduction: Benefits & Drivers

## ➤ Clarity

- Same document and latest version

## ➤ Efficiency

- Concurrent Reviewing and Editing

## ➤ Flexibility

- Offline and Online Working

## ➤ Business Continuity



## ➤ Visibility

- Status of document
- Progress of Project
- Current actionee, what's next?



## ➤ Resource Optimization

- Managing Workload



## ➤ Traceability

- Platform for Comments





# SEPIAC – Introduction: Security & Confidentiality

- “Community Cloud” for EU Agencies
  - Shared & dedicated cloud bound by strict security/privacy requirements
  - Compliant with DIN/ISO 27001:2013
- External “Cloud” Provider
  - Hosted in Germany
  - Duplicated in another location in Germany
  - Audited by ENISA (European Network and Information Security Agency)





# SEPIAC – Introduction: Status & Upcoming Releases

## ➤ Current SEPIAC Release:

### ➤ Release 2.3.1: August 2018

- Includes the basic functionalities of R1
- F5 login
- Revamped Dashboard with Gantt, Tasks, Contacts and Statistics
- Initial Validations projects
- Inclusion of ETSOA and Engine TC projects
- CDI/LOI
- Initial KPI
- Users feedback & bug fixes



## ➤ Forthcoming Releases:

### ➤ Release Version 3: development to be started in September 2018

- Incremental upgrade in packages
  - SAP/IMF integration
  - Stabilization
  - Workflows
  - Reporting
- Deployment starting Fall 2018





# SEPIAC - Planning Packages Development for 2018

Sept

Dec

TIME

**PKG #1**  
**Roadmap to IMF**

**PKG #2**  
**Stabilization**

**PKG # 3**  
**Nintex (Forms &  
WF) + Validations**

**PKG # 4**  
**Reporting**

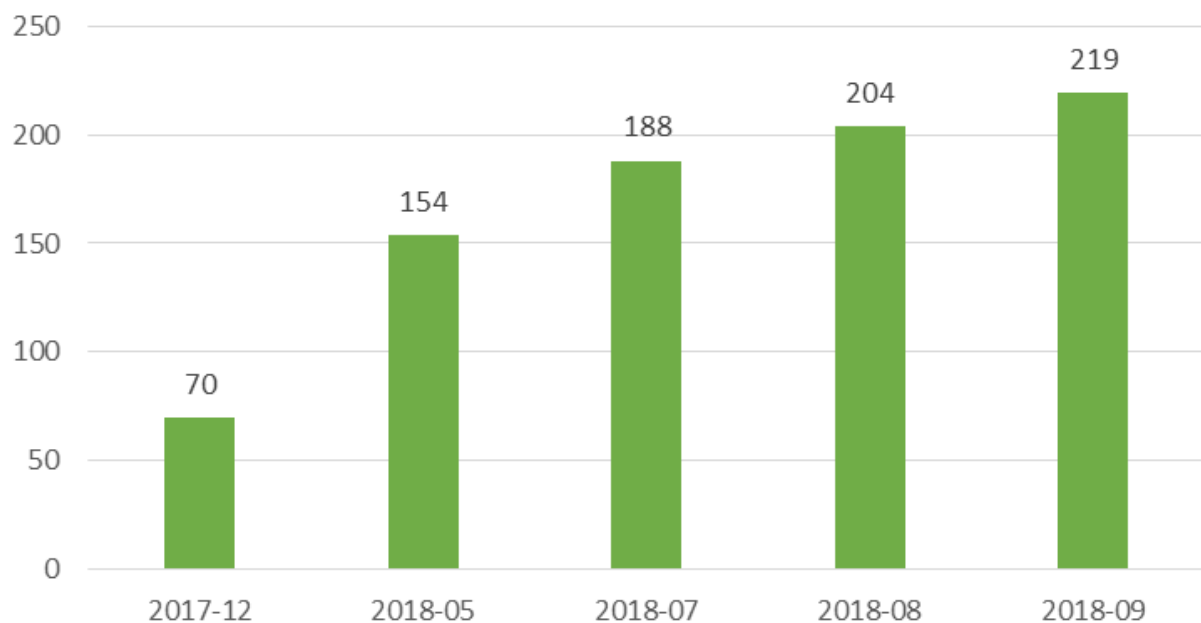
Subject to budget / procurement process



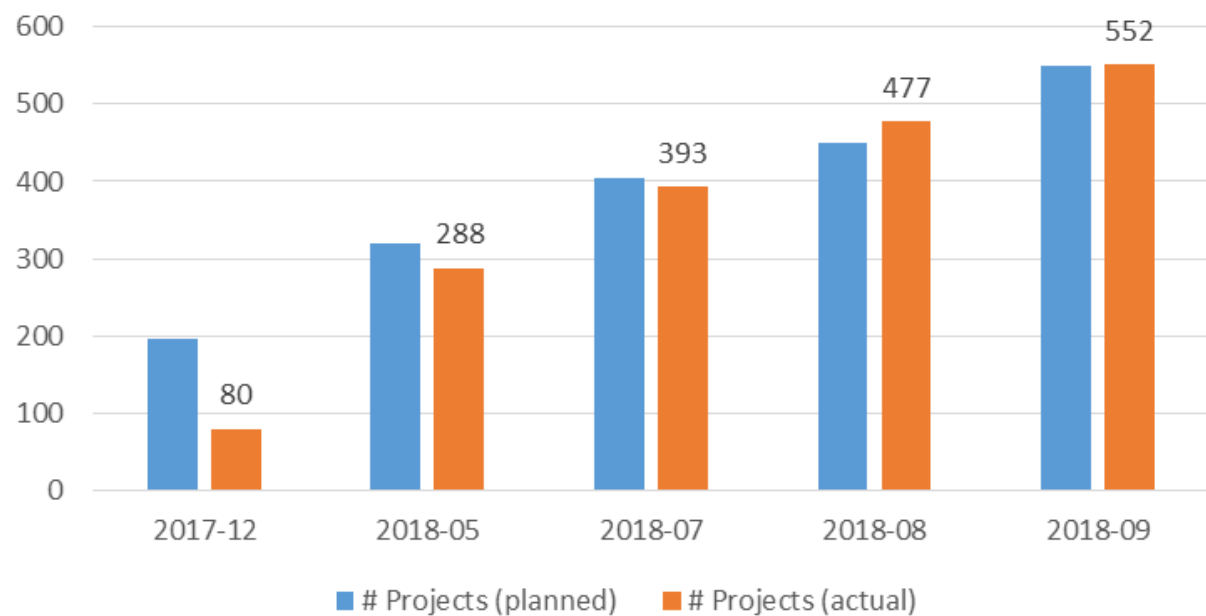


# SEPIAC – Introduction: Current Figures (13/09/2018)

SEPIAC Rollout: cumulated Applicants



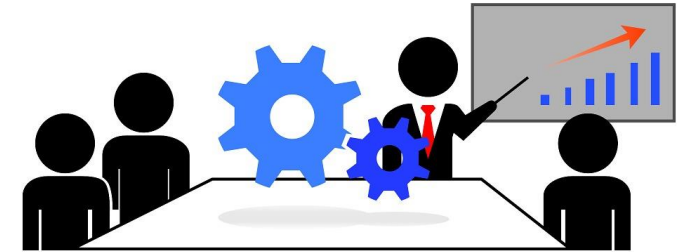
SEPIAC Rollout: projects hosted





# SEPIAC – Introduction: Training

- Online training course planned (EASA ELG platform)
- Dedicated training days at Industry/NAA/TCA\*
- Dedicated Webex Courses\*
- Ad-Hoc training in EASA\*
- “How to” and “Guidelines” material (available directly in SEPIAC)



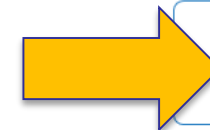
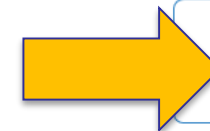
## Links & Resources

HOW-TO DOCUMENTS

GUIDELINE DOCUMENTS

CHANGE YOUR PASSWORD

\* upon request





# SEPIAC – Introduction: Practical Information

## ➤ Access Rights Management

- For each company, one admin account will be created initially
- Admin Account responsible for creating other users
  - All individuals in technical departments who need to interact with EASA
- E-mail to [SEPIAC-Support@easa.europa.eu](mailto:SEPIAC-Support@easa.europa.eu) or [etsoa@easa.europa.eu](mailto:etsoa@easa.europa.eu) for admin user creation
  - (first name, family name, e-mail)



## ➤ Problem Solving

- Functional Mailbox: [SEPIAC-Support@easa.europa.eu](mailto:SEPIAC-Support@easa.europa.eu)
- Guidelines and Supporting Material Available on the Platform



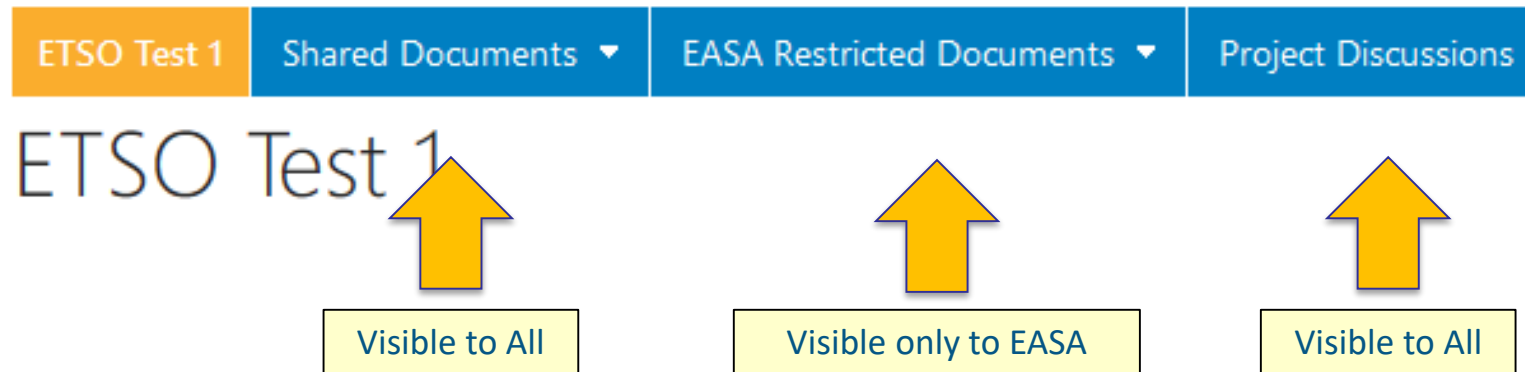


# ETSO Specifics



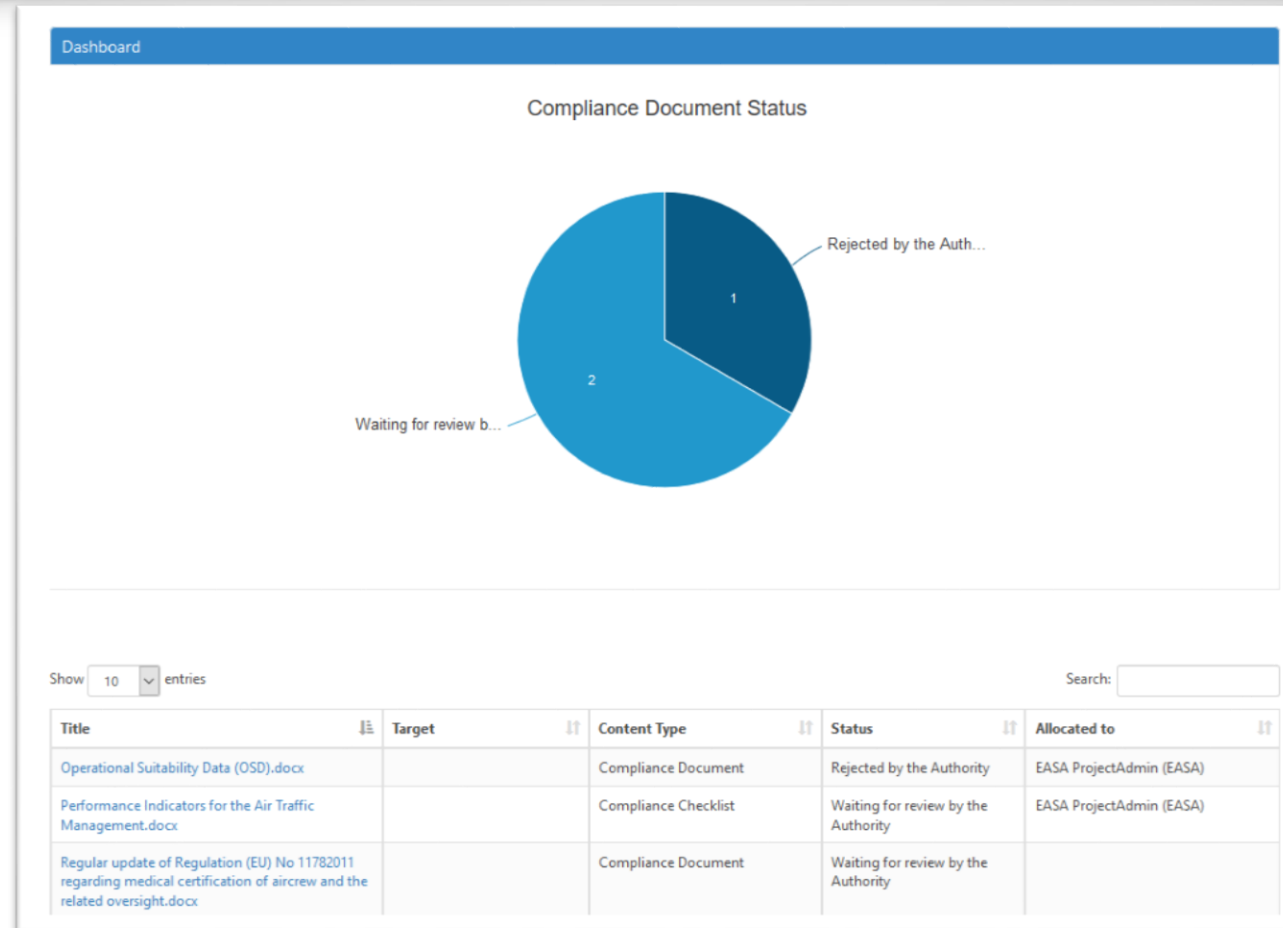
# SEPIAC - ETSO: Dashboard

- SEPIAC Release 2.x integrated the project template for ETSO:
- Different libraries with different access rights for the parties involved (EASA and Applicant).





# SEPIAC - ETSO: Dashboard



Metadata are used to ease sorting/filtering ⇒ Fill them!



# SEPIAC - ETSO: Content Type Deliverable

- The applicant shall always select the « **ETSO deliverable** » type
  - See next slides
- Following types may be also used when appropriate:
  - Meeting Agenda
  - Minutes of meetings
  - Presentations
  - Video
  - Emails – Archive/prefer discussion
  - Letters – limited use

CRI (Certification Review Item)  
Email  
Letter  
Minutes of Meeting  
Presentation  
EASA Report  
Expert Statement of Technical Satisfaction  
Type Certificate  
TCDS (Type Certificate Data Sheet)  
TCDSN (Type Certificate Data Sheet Noise)  
\* Technical Visa for Type Certificate  
Restricted Type Certificate  
Technical Visa for Post-Approval  
Meeting Agenda  
Application  
Approval  
Video  
Other  
Approval (STC)  
Approval (Minor change)  
Approval (Minor repair)  
Approval (Major change)  
Approval (Major repair)  
Approval (ETSOA)  
Approval (Type Certificate)  
Certification Plan  
**ETSO deliverable**  
EASA Picture  
Review Sheet  
Technical Visa for ETSO

**PLEASE DO NOT USE OTHER TYPES FOR ETSO**



# SEPIAC - ETSO: Content Type Deliverable

Add a document ✕

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type

Create a new document.

Compliance Document Status \*

ETSO document type \*

Regulation par. (CS/FAR/JAR)

Publication Status \*

Withdrawn

Target Date

Enterprise Keywords

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

Title

Name \*  .docx

Assignee

Version: 0.1

Created at 24/05/2018 09:12 AM by ☐ Xavier Audouze (EASA)

Last modified at 24/05/2018 09:12 AM by ☐ Xavier Audouze (EASA)

Check In Cancel

Once the ETSO deliverable content type is chosen,

Select the ETSO document type between the following values:

Certification Program  
DDP  
Compliance matrix  
Software  
AEH  
Test Plan  
Test Reports  
Analysis  
Drawing  
Manual  
Miscellaneous





# SEPIAC - ETSO: Content Type Deliverable

- « Certification Program »
- « DDP »
- « Compliance matrix »
- « Software »  
SW plans, SAS, SCI, ...
- « AEH »  
HW plans, HAS, HCI, ...
- « Test Plan »  
Environmental, mechanical, ...
- « Test Reports »  
Environmental, mechanical, ...
- « Analysis »
- « Drawing »  
Installation dwg, Nameplate dwg, ...
- « Manual »  
Maintenance, installation, operation manuals, ...
- « Miscellaneous »  
Installation limitations, ...



# SEPIAC - ETSO: Content Type Deliverable

Add a document ✕

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type: ETSO deliverable ▼  
Create a new document.

Compliance Document Status \* ▼

ETSO document type \*  
Certification Program  
DDP  
Compliance matrix  
Software  
AEH  
Test Plan  
Test Reports  
Analysis  
Drawing  
Manual  
Miscellaneous

Regulation par. (CS/FAR/JAR)

Publication Status \*

Withdrawn

Target Date: 12 AM 00

Enterprise Keywords

Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

Title

Name \*: my sample document .docx

Assignee: Enter names or email addresses...

Version: 0.1  
Created at 24/05/2018 09:12 AM by ☐ Xavier Audouze (EASA)  
Last modified at 24/05/2018 09:12 AM by ☐ Xavier Audouze (EASA)

Check In Cancel

## ➤ Document status:

Compliance Document Status *	Pending submission from the applicant
	Waiting for review by the Authority
	Commented by the Authority
	Accepted with comment(s) by the Authority
	Accepted without comment by the Authority
	Rejected by the Authority

## ➤ Confidentiality level

## ➤ Meaningful title

## ➤ Same name for all versions of the document



# SEPIAC - ETSO: Discussions

- Instead of emails better use discussions
- Select an item
- Click on **new Discussion**
- A new window appears
  - Select Status
  - Select Assignee
  - Select Action owner

The screenshot displays the SEPIAC ETSO Discussions interface. At the top right, there is a search bar labeled 'Search this site'. Below it, a section titled 'Related Discussions' contains a link '+ new discussion'. A yellow arrow points from this link to a modal window that appears when a new discussion is created. The modal window has the following fields:

- Subject**: A text input field.
- Body**: A large text area for the discussion content.
- Discussion Status \***: A dropdown menu with 'Open' selected.
- Assignee**: A text input field with the placeholder 'Enter names or email addresses...'.
- Discussion Action \***: A dropdown menu with 'Applicant' selected.
- Buttons**: 'Save' and 'Cancel' buttons at the bottom right.



# SEPIAC – Introduction: Look & Feel

<https://sepiac.easa.europa.eu/>



**EASA**  
European Aviation Safety Agency

**Thank you for your attention!**

**Your safety is our mission.**

An agency of the European Union 