

EASA Approval Process

Duration: The processing time depends on the completeness of your application package, the quality of your documentation and the complexity of your case.

Notes: it is important that you sign your application. **Unsigned applications will not be accepted.**

During the approval process you may be contacted by EASA staff to clarify some points relating to your applicant account data and/or your application data. Delays in responding to these requests will lead to an extended processing time.

In case your application cannot be accepted, we will inform you of the reason for this decision and will always try to provide you with information on an alternative way forward.

This information sheet applies to application process for FO.CERT.00134 and is dated 19/01/2019.

CONTACT

Certificate Delivery Team
Applicant.Services@easa.europa.eu

Application acceptance process

Applicant Account

APPLY

Application submission to EASA

You submit your completed and **signed** application form and, if applicable, additional documents to the specified email address.

Completeness and eligibility check

The **Certificate Delivery Team** will review your application and verify its completeness and check whether the eligibility criteria have been met. You may be contacted in case of questions and whenever the application is deemed to be incomplete. In case you are a first time applicant, an **EASA Applicant Account** will be created for you.

CHECK

Incomplete Application

REGISTER

Acknowledgement of application

Your application will now be recorded in the EASA system. You will receive an email from the **Certificate Delivery Team**, containing your **task number**, which you can use throughout the entire application process to identify it with.

Eligibility and classification review

The technical section in charge of your application will perform a first technical **eligibility review** to ascertain that the application meets the criteria set for application acceptance. You may receive a request for further information at this stage.

REVIEW

Reject Application

INVOICE

Assign responsible entity

EASA will take the decision on who will be the responsible PCM for your application. This could be an EASA internal staff member, or the work on your application is outsourced to a Certification Service Provider (CSP), e.g. a National Aviation Authority (NAA) or a Qualified Entity (QE).

Application approval

Once all checks have been successfully passed, your application will be approved by EASA. This will be communicated to you via email and will be accompanied by a PDF copy of the approval.

APPROVE