European Union Aviation Safety Agency

C.1 - General

C.1.1 - When is the application or surveillance fee due?

Answer

- The application fee is due prior to the commencement of any work.
- All invoices issued so far for the related project must have been paid before EASA issues, maintains or amends a certificate.
- The first annual surveillance fee is due after receiving the certificate and upon receipt of the invoice.
- The above method applies to flat fees and hourly fees (the first invoice is based on an estimate of working hours).

Last updated:
17/01/2026

Link:
https://www.easa.europa.eu/en/faq/19312

C.1.2 - Should administrative staff be included in the calculation of the number of staff?

Answer

Only administrative staff required to comply with the applicable regulation and associated AMC/Guidance Material should be included in the calculation of the number of staff.

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13/01/2026

Link:
https://www.easa.europa.eu/en/faq/19315

C.1.3 - Should the total number of staff include contracted employees, employed by the company on a one year or two-year contract basis?

Answer

Any staff employed by the organisation are considered for the total number of staff. Contracted staff shall be identified by the organisation in box "contractors" in the appropriate EASA Form and they will be added to the total number of staff for the purpose of fee calculation.

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Link:
https://www.easa.europa.eu/en/faq/19316

C.1.4 - Can I apply for a re-calculation of my fee if there is a change of rating or scope within the invoice period?

Answer

In the event of a change in the rating or the scope during the year covered by the surveillance fee, the Agency will re-calculate the fee for the next billing cycle(s) of the surveillance fee, following approval of the change.

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Link:
https://www.easa.europa.eu/en/faq/19317

C.1.5 - Can I apply for a re-calculation of my fee if there is a change in the capacity of my organisation following, for example, a reorganisation, restructuring or redundancy programme?

Answer

In the event of a change in the activity of an organisation, e.g. change to the number of staff, change of the facilities and/or courses, and upon declaration and approval of this change as a significant change with the appropriate EASA Form, the Agency will re-calculate the fee for the next billing cycle(s) of the surveillance fee, following approval of the change.

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Link:
https://www.easa.europa.eu/en/faq/19318