European Union Aviation Safety Agency

Approval process

What is the status of my project?

Answer

If you wish to enquire about the status of your project, please contact directly your project certification manager (PCM) by quoting the EASA task number. The contact details of the PCM are sent to you with the EASA Acceptance Letter once your project has been allocated.

Alternatively you may send an email to application.services [at] easa.europa.eu (application[dot]services[at]easa[dot]europa[dot]eu).

Last updated:

17/03/2020

Link:

https://www.easa.europa.eu/en/faq/21896

My project is re-classified, what implications are there?

Answer

Fees & charges category re-classification

Your project may be reclassified to a higher or lower category, e.g. from Simple to Standard, based on certain criteria that are defined in Commission Implementing Regulation (EU) 2019/2153. As a re-classification to a higher category leads to a higher fee, we will contact you first for your acceptance before taking any further action.

In case of re-classifications to a lower category, a credit note will be issued, if applicable.

For further information on the different fees & charges categories, please consult the tables sorted by application type provided in the Annex of the fees and charges regulation Commission Implementing Regulation (EU) 2019/2153.

	Simple	Standard	Significant	Complex Significant

EASA Supplemental Type Certificate (STC)	STC, major design change, or repair, only involving current and well-proven justification methods, for which a complete set of data (description, compliance check-list and compliance documents) can be communicated at the time of	All other STCs, major design	‘Significant’ is defined in point 21.A.101(b) of Annex I (Part 21) to Regulation (EU) No 748/2012	‘Complex Significant Change’ is any significant change (ref. GM 21.A.101 of Annex I (Part 21) to Regulation (EU) No 748/2012) involving at least two reasons justifying its classification as significant (examples of criteria as per this GM 21.A.101 of Annex I (Part 21) to Regulation (EU) No 748/2012: change in the general configuration, change to the principles of construction, assumptions used for certification have been invalidated) or

EASA major design changes	application, and for which the applicant has demonstrated experience, and which can be assessed by the project certification manager alone, or with a limited involvement of a single discipline specialist	changes or repairs	(and similarly in FAA 14CFR 21.101 (b)).	any significant change involving two or more examples described as significant change (column 'Description of change' Tables in Appendix 2 to GM 21.A.101 of Annex I (Part 21) to Regulation (EU) No 748/2012). If justified by exceptional technical circumstances, the Agency may reclassify a complex significant application to significant.
EASA major repairs			n/a	n/a

Part 21 re-classification

Your application may be reclassified to a different application type, e.g. from Minor Change to Major Change based on certain technical criteria that are defined in Part 21. In this case a new application must be made to EASA.

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12/03/2020

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https://www.easa.europa.eu/en/faq/21897

I would like to cancel, interrupt or re-activate my project; what do I need to do?

Answer

Cancellation

You may cancel your project at any time by completing form FO.APMAN.00143 or by sending an email to applicant.services [at] easa.europa.eu quoting the EASA task number. We will confirm and, if applicable, proceed with any accounting adjustments.

Users of the Applicant Portal may cancel their application directly in the tool.

Interruption

To interrupt a project, please complete form FO.APMAN.00143.

- An application may only be interrupted once, for a period not exceeding 18 months following the initial request to interrupt.
- If the initial request was for 6 or 12 months, the interruption may be extended to the total of 18 months.
- The application validity is not impacted by the interruption.
- An application cannot be interrupted retroactively. The interruption period starts on the date indicated by the applicant but not earlier than the date when the request is received by the Agency.

Re-activation

- EASA will automatically re-activate the application at the end of the interruption period – the

applicant does not need to re-submit a new application to re-activate.
- Should the applicant wish to re-activate the project prior to the end of the requested interruption period, a request for early re-activation shall be submitted using form FO.APMAN.00143.

Fees and Charges

- The fee paid for an application interrupted within the first year after the application receipt shall not be reimbursed.
- For applications interrupted after the first year, the balance of any fees or charges due for the ongoing billing cycle shall be 1/365th of the relevant annual fee or charge per day (for more information, see Fees and Charges | EASA).
- A re-activated application shall trigger a new fee or charge irrespective of the fees or charges already paid prior to the interruption (for more information, see Fees and Charges | EASA).

Form FO.APMAN.00143 can be downloaded here.

If you have any invoicing related queries, please contact applicant.services [at] easa.europa.eu (applicant[dot]services[at]easa[dot]europa[dot]eu)

For further information on the termination or interruption of your project, please refer to Fees and Charges | EASA.

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08/05/2026

Link:
https://www.easa.europa.eu/en/faq/21898

What else do I need to know on the Annual Fee for holders of EASA Type Certificates / Restricted Type Certificates?

Answer

After the issuance of the EASA Type Certificate / Restricted Type Certificate, EASA will levy per period of twelve (12) months an annual fee in accordance with **Table 8 of Part I of the Annex** to this Regulation, for the purpose of maintaining the certificate. The first 12-month period starts on 01 June following the date on which the certificate is issued.

By derogation from the flat fees set out in **Table 8**, the following shall apply:

A. For freighter versions of an aircraft that have their own type certificate, a coefficient of 0,85 is applied to the fee for the equivalent passenger version.

B. For holders of multiple EASA Type Certificates, EASA Restricted Type Certificates and/or multiple other Type Certificates, a 25 % reduction to the annual fee is applied to the fourth and subsequent certificates subject to the same flat fee in the same fee category identified in **Table 8**.

C. The hourly rate set out in **Part II of the Annex**, up to the level of the full fee for the relevant fee category shall be charged in the following cases:

1. For aircraft

   a. which are out of production for more than 20 years, or
   b. of which less than 50 units have been produced worldwide, or
   c. of which 50 or more units have been produced worldwide, provided that the certificate holder demonstrates that less than 50 units are in service worldwide;

2. For engines and propellers

   a. which are out of production for more than 20 years, or
   b. of which less than 100 units have been produced worldwide
   c. of which 100 or more units have been produced worldwide, provided that the certificate holder demonstrates that the engine or propeller is installed in less than 50 aircraft in service.

The criteria established in point C. shall be assessed by reference to the 1st of January of the year in which the respective billing cycle starts.

Having regard to **Table 8** and the derogations listed above, the period during which an invoice regarding a fee for continuing airworthiness activities may be retroactively adjusted is limited to one year after its issuance.

The amounts referred to in **Part I and Part II of the Annex** shall be indexed, with effect of 01 January each year, to the inflation rate in accordance with the method set out in **Part IV of the Annex**.

Please note that the above summary of the related provisions of the Fees & Charges regulation is provided for convenience only. If, at any time, there is a discrepancy, inconsistency or conflict between the information provided above and in the Commission Implementing Regulation (EU) 2019/2153, the latter shall prevail.

Last updated:

13/08/2020

Link:

https://www.easa.europa.eu/en/faq/117088

What else do I need to know on the Annual Fee for holders of EASA European Technical Standard Order Authorisations?

Answer

After the issuance of the European Technical Standard Authorisation, EASA will levy per period of twelve (12) months an annual fee in accordance with **Table 8 of Part I of the Annex** to this Regulation, for the purpose of maintaining the certificate. The first 12-month period starts on 01 June following the date on which the certificate is issued.

By derogation from the flat fees set out in **Table 8**, the following shall apply:

A. For holders of multiple EASA European Technical Standard Order Authorisations and/or multiple other Technical Standard Order Authorisations, a 25 % reduction to the annual fee is applied to the fourth and subsequent certificates subject to the same flat fee in the same fee category identified in **Table 8**.

B. The hourly rate set out in **Part II of the Annex**, up to the level of the full fee for the relevant fee category shall be charged in the following cases:

- a. which are out of production for more than 15 years, or
- b. of which less than 400 units have been produced worldwide, or
- c. of which 400 or more units have been produced worldwide, provided that certificate holder demonstrates that the part or non-installed equipment is installed in less than 50 aircraft in service.

The criteria established in point B. shall be assessed by reference to the 1st of January of the year in which the respective billing cycle starts.

Having regard to **Table 8** and the derogations listed above, the period during which an invoice regarding a fee for continuing airworthiness activities may be retroactively adjusted is limited to one year after its issuance.

Minor changes to ETSOA are classified as ‘Administrative Change’ and ‘Technical Change’. An ‘Administrative Change’ will be charged one (1) working hour in accordance with **Part II of the Anne**x. A ‘Technical Change’ will be charged in accordance with **Table 4 of Part I of the**

Annex.

The amounts referred to in Part I and Part II of the Annex shall be indexed, with effect of 01 January each year, to the inflation rate in accordance with the method set out in Part IV of the Annex.

Please note that the above summary of the related provisions of the Fees & Charges regulation is provided for convenience only. If, at any time, there is a discrepancy, inconsistency or conflict between the information provided above and the Commission Implementing Regulation (EU) 2019/2153, the latter shall prevail.

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Link:
https://www.easa.europa.eu/en/faq/117089

Why am I no longer receiving an AMF approval but a Major or Minor Change approval or an STC instead?

Answer

EASA has recently simplified the administrative application process for Stand-alone FM revisions and has stopped issuing approvals under the title of “AFM Approval”. These have been replaced by the issuance of a standard change approval (e.g. Minor Change Approval/Major Change Approval, etc.).

In the past, applications for Stand-alone FM revisions could be made exclusively by using the designated paper application form FO.CERT.00036.

You may now simply apply for the pertinent type of design change activity online.

Activity as per FO.CERT.00036	**Activity as per Applicant Portal**
Stand-Alone Revision of Flight Manual	
classified as Minor	Minor Change
classified as Major - Simple	Major Change (for TC Holders only)
classified as Major - Standard	Major Change for STC (if applicable)
classified as Major - Complex	STC (non-TC Holder FMS change)

Please note that this change in the process has no impact on the fees that EASA will charge. FM revision applications have always been charged in accordance with the applicable classification as either Major Change or a Minor Change.

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Link:

https://www.easa.europa.eu/en/faq/67019