European Union Aviation Safety Agency

FAQ n.44040

FAQs:

Application process, Applications for product certification/validation of foreign certificates, Certification of products and organisations

Question:

Can a US applicant use the EASA Portal?

Answer:

The US applicant can indeed submit the application online to EASA via the Portal.

An online application document is then generated, which replaces the current application forms as you know them.

In order to stay in line with the bilateral procedures, the US applicant will send the online application document together with the requested data for the validation request to the responsible FAA ACO which will forward the complete validation request to EASA along with the FAA concurrence letter.

EASA ensures that only once the FAA letter is received along with the application summary document and the requested data for the validation request, EASA will further proceed with the application registration.

The EASA Portal simply logs the application, which is held pending until the FAA has reviewed the application and provided EASA with a concurrence letter. It is not required for US applicants to upload supporting documents for the validation request to the EASA Portal.

The EASA Portal is currently set up to only provide the applicant with an acknowledgement message, not the FAA. As can be seen in the illustration, it is incumbent on the US applicant to notify the responsible FAA ACO of their EASA application by providing the online application document to the FAA. Once notified by the applicant themselves, FAA can initiate the review of their submission and only then can the FAA provide EASA with the required concurrence letter.

Once EASA receives the FAA concurrence letter, which confirms that the FAA has conducted their review of the application, only then will EASA perform their full eligibility check of the application, and once eligible, the EASA task number is assigned and the technical checks and investigation will start.

The EASA Portal is an alternative to the previous procedure of having to use MS-Word forms

when submitting applications for design approval to EASA.

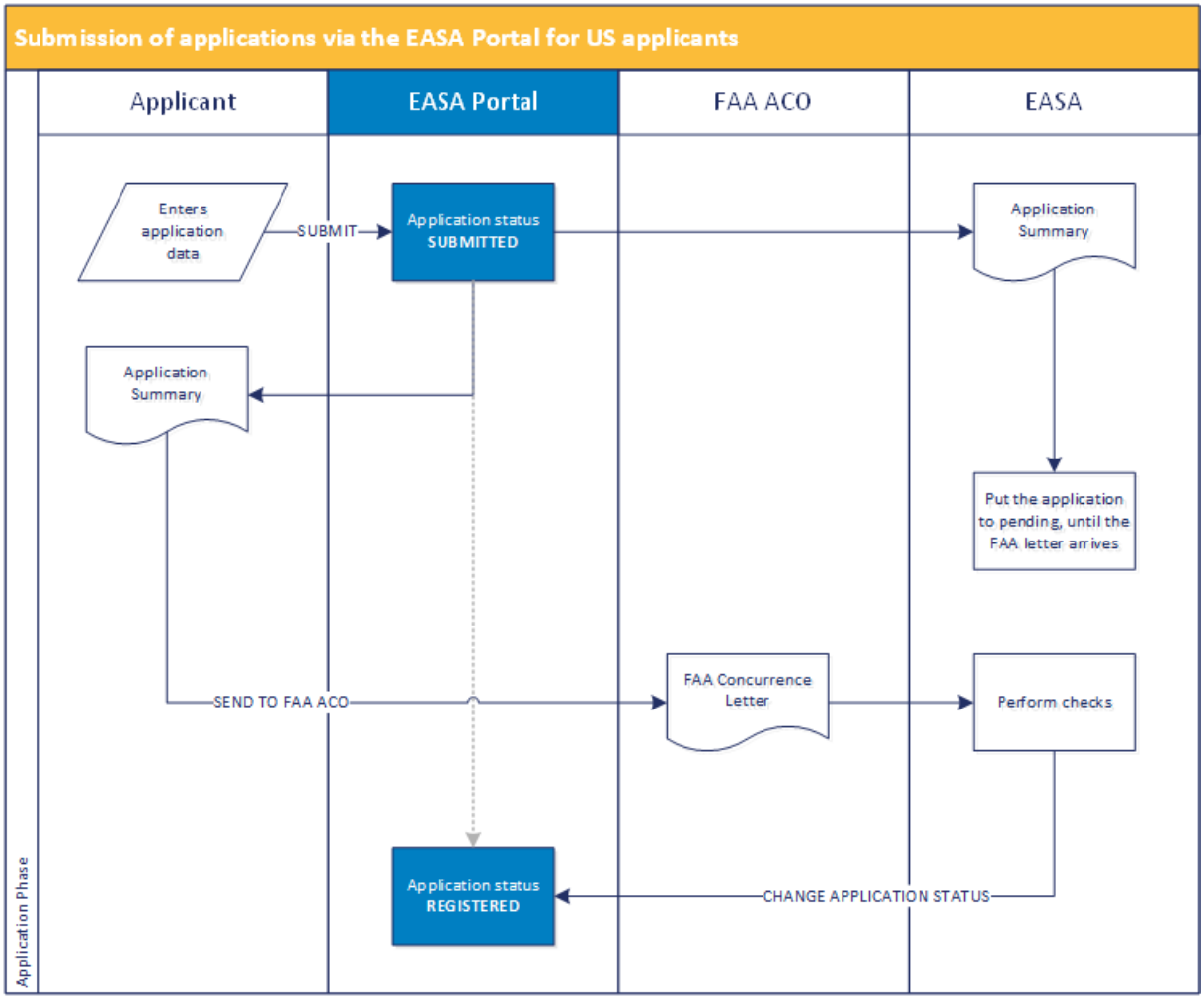
Applicants can easily register to the EASA Portal by sending an email to portal [at] easa.europa.eu.

While the MS-Word forms are still acceptable, online submittal of applications over the EASA Portal is now the preferred method by EASA for receiving applications.

The overall application process to EASA under the TIP remains essentially the same.

The EASA Portal guide can be accessed at the following link: EASA Portal guide.

Following an overview of how the submittal process for US applicants works in order to stay in line with TIP procedures:



The US applicant will complete the application data in the EASA Portal and press "Submit".
The EASA Portal will send an email to the applicant with the application summary document (Application Acknowledgement) attached to it.
The applicant forwards the document to their FAA ACO in lieu of a completed EASA application form.
Meanwhile, EASA will change the application status in the EASA Portal to "Pending".

FAA ACO reviews the application and forwards together with forwarding letter to EASA.

EASA performs the full eligibility check and, if applicable, changes the application status in the EASA Portal to “Registered”.

The technical checks and investigation can start upon formal EASA acceptance.

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14/09/2021

Link:

https://www.easa.europa.eu/en/faq/44040