European Union Aviation Safety Agency

FAQ n.44041

FAQs:

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

Question:

Can a Canadian applicant use the EASA Portal?

Answer:

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.

Once the on-line application is filed, the Canadian applicant will receive an acknowledgement message that an application has been filled. This on-line application will not be processed yet nor validated outright. It simply logs it and is held pending until such time TCCA has reviewed the application and provided EASA with a forwarding letter.

The EASA Portal is currently set up to provide the applicant only with an acknowledgement message, and not the TCCA. As can be seen in the illustration, it is incumbent on the Canadian applicant to actually notify TCCA of their EASA application by providing the Applicant Data Summary (FO.APMAN.00046) to TCCA. Once notified by the applicant themselves, TCCA can initiate the review of their submission and only then can TCCA provide EASA with the required forwarding letter.

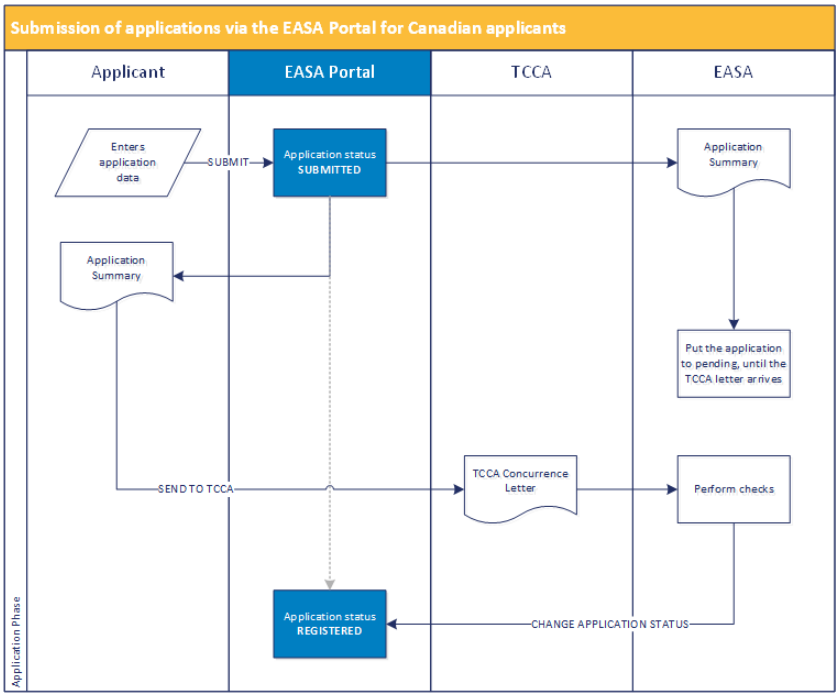
Once EASA receives the TCCA forwarding letter, which confirms TCCA has conducted their review of the application, only then will EASA perform their full eligibility check of the application, and once eligible the EASA task number is assigned and the technical checks and investigation started.

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

If a Canadian applicant elects to use the MS-Word forms, the forms cannot be electronically submitted via the portal. The MS-Word forms have to be filled by the applicant and a copy submitted to TCCA, who in turn will file the application to EASA. While the MS-Word Forms are still acceptable, EASA prefers the transition to using the on-line portal due to the efficiencies brought to the process (drop down boxes ensure the correctness of Applicant information, EASA product list, etc.).

The EASA Portal requires our applicant to notify TCCA that they have filed an application to EASA that without such notification their application will not be processed further by EASA.

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



The Canadian 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 TCCA in lieu of a completed EASA application form.

Meanwhile, EASA will change the application status in the EASA Portal to "Pending".

TCCA 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.

Last updated:

14/09/2021

Link:

https://www.easa.europa.eu/en/faq/44041