

## **C - Fees for the Approval of Organisations**

### **C.1 - General**

#### **C.1.1 - When does the application or surveillance fee have to be paid by the organisation?**

##### **Answer**

- The application fee must be paid prior to the commencement of any work.
- For the issuance, maintenance or amendment of the certificate, all invoices issued so far for the related project must have been paid.
- The first annual surveillance fee has to be paid after receiving the certificate and upon receipt of the invoice.
- The aforementioned methods are applicable for hourly fees (the first invoice is based on an estimate of working hours) and flat fees.

##### **Last updated:**

12/08/2014

##### **Link:**

<https://www.easa.europa.eu/hr/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 should be included in the calculation of the number of staff.

##### **Last updated:**

01/06/2007

##### **Link:**

<https://www.easa.europa.eu/hr/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 shall be included in the total number of staff. With regard to the contracted staff the organisation shall identify them in the box "contractors" in the EASA Form and they will be added to the total number of staff for the fee purpose.

#### **Last updated:**

01/06/2007

#### **Link:**

<https://www.easa.europa.eu/hr/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 shall re-calculate the next billing cycle(s) of the surveillance fee, following the approval of the change.

#### **Last updated:**

27/01/2020

#### **Link:**

<https://www.easa.europa.eu/hr/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 shall re-calculate the next billing cycle(s) of the surveillance fee, following the approval of the change.

**Last updated:**

27/01/2020

**Link:**<https://www.easa.europa.eu/hr/faq/19318>

## **C.2 - Design Organisation Approval (DOA) and Alternative Procedure for Design Organisation Approval (AP DOA)**

### **C.2.1.1 - Which application form should I use for approval of Design Organisation services?**

**Answer**

All application forms are available from the [Application forms](#) page.

**Last updated:**

18/05/2010

**Link:**<https://www.easa.europa.eu/hr/faq/19319>

### **C.2.1.2 - How can I determine the amount of the fee applicable to my Design Organisation?**

**Answer**

The fee depends on two elements:

- the type of activity for which a DOA is applied.
- the number of staff related to the activities under the scope of the agreement.

**Last updated:**

01/06/2007

**Link:**<https://www.easa.europa.eu/hr/faq/19321>

### **C.2.1.3 - How can I calculate the number of staff for my Design Organisation?**

## Answer

The number of staff should be calculated as follows:

For all sites involved in design and certification activities under the approval:

All staff involved in:

- Managing the design organisation;
- Drawing, calculating, testing, simulating;
- Producing and verifying compliance documentation;
- Performing airworthiness office tasks; System monitoring.

In addition, for Design subcontractors, the following staff should be counted:

- All staff involved in producing compliance documents;
- All staff involved in verifying compliance documents;
- All staff involved in airworthiness office tasks;
- All staff involved in system monitoring.

### Last updated:

01/06/2007

### Link:

<https://www.easa.europa.eu/hr/faq/19322>

## C.2.2 - What do I have to pay for my AP DOA application and changes to it?

### Answer

The fees applicable for an AP DOA application are stipulated in Table 9B of the Annex to [Implementing Regulation 2019/2153](#).

Changes to AP DOA are charged on an hourly basis as set out in Part II of the Annex to [Implementing Regulation 2019/2153](#).

### Last updated:

27/01/2020

### Link:

<https://www.easa.europa.eu/hr/faq/19323>

## C.3 - Production Organisation Approval (POA)

### C.3.1 - Which application form should I use for approval of foreign

## Production organisation services?

### Answer

All application forms are available from the [Application forms](#) page.

### Last updated:

01/06/2007

### Link:

<https://www.easa.europa.eu/hr/faq/19324>

## C.3.2 - As of when are the new criteria (for determining the corresponding initial investigation and surveillance fees) for Production Organisation approvals applicable?

### Answer

The new criteria are applicable for all applications received after 1 January 2020 and for all valid (existing) approvals at the entry into force as from the next billing cycle starting after the entry into force of the [Implementing Regulation 2019/2153](#). Approvals issued after 1 January 2020 are also subject to the fees stipulated in Table 10 of the Annex to the Implementing Regulation 2019/2153.

### Last updated:

27/01/2020

### Link:

<https://www.easa.europa.eu/hr/faq/19326>

## C.4 - Maintenance Organisation Approval (MOA) and Maintenance Training Organisation Approval (MTOA)

### C.4.1.1 - Foreign Part-145 Organisations subject to bilateral agreements - Which application form should I use for approval of Foreign Part-145 Organisations subject to bilateral agreements?

### Answer

All application forms are available from the [Application forms](#) page.

**Last updated:**

27/01/2020

**Link:**<https://www.easa.europa.eu/hr/faq/19327>**C.4.1.2 - Foreign Part-145 Organisations subject to bilateral agreements -  
For which timeframe is the application fee levied?****Answer**

The application fee for approvals under a bilateral agreement covers the initial process. For the continued validity of the approval, following the issuance of the approval, the applicant is charged an annual continuation fee.

**Last updated:**

27/01/2020

**Link:**<https://www.easa.europa.eu/hr/faq/19329>**C.4.2.1 - Foreign Part-145 Organisations not subject to bilateral agreements -  
Which application form should I use for application for a Foreign Part-145  
organisation that is not subject to a bilateral agreement?****Answer**

All application forms are available from the [Application forms](#) page.

**Last updated:**

12/08/2014

**Link:**<https://www.easa.europa.eu/hr/faq/19330>**C.4.2.2 - Foreign Part-145 Organisations not subject to bilateral agreements -  
Does "the fee will be based on the number of staff related to the  
organisation" mean the total number of staff employed in an organisation  
(including non technical)?**

## Answer

This means the total number of staff employed by the organisation in order to comply with EASA Part-145. This number should include, but is not limited to: the nominated Persons in accordance with Part-145.A.30 a & b - post-holders, managers, supervisors, certifying staff, technicians and mechanics for aircraft, engines and components, NDT personnel, technical support personnel such as planners, engineers, technical record staff, librarians, quality control/assurance staff, specialized services staff, training staff, store department staff, purchasing department staff, contract staff in the above categories. Some of these staff are not considered as technical staff but shall be included in the total number of staff.

### Last updated:

12/08/2014

### Link:

<https://www.easa.europa.eu/hr/faq/19331>

**C.4.2.3 - Foreign Part-145 Organisations not subject to bilateral agreements - If the technical ratings of an organisation contain several A ratings (A1, A2, A3, A4) and several B ratings (B1, B2, B3), will this organisation be charged the highest A rating flat fee plus the highest B rating flat fee?**

## Answer

In the case of multiple A and B ratings, only the highest fee will be charged.

### Last updated:

12/08/2014

### Link:

<https://www.easa.europa.eu/hr/faq/19332>

**C.4.3.1 - Foreign Part 147 Organisations not subject to bilateral agreements - Which application form should I use for application for a foreign Maintenance Training organisation?**

## Answer

All application forms are available from the [Application forms](#) page.

**Last updated:**

12/08/2014

**Link:**<https://www.easa.europa.eu/hr/faq/19333>

**C.4.3.2 - Foreign Part 147 Organisations not subject to bilateral agreements - Does "the fee will be based on the number of staff related to the organisation" mean the total number of staff employed in an organisation (including non technical)?**

**Answer**

This means the total number of staff employed by the organisation in order to comply with EASA Part-147. This number should include, but is not limited to: the nominated Persons in accordance with Part 147.A.105 a, b & c - managers, quality assurance staff, trainers, examiners, practical assessors, instructors, contract staff in the above categories.

**Last updated:**

01/06/2007

**Link:**<https://www.easa.europa.eu/hr/faq/19334>

**C.4.4 - Do I have to pay fees for each facility?**

**Answer**

Approval fee: One facility is included in the organisation approval fee as well as in the annual organisation surveillance fee. For the second and each subsequent facility, additional approval fees are charged. This can be in the phase of the initial approval as well as during the surveillance phase.

Surveillance fee: For facilities added **after** the initial organisation approval, the surveillance fee shall be adapted as of the next fee cycle, following the approval of the change.

Temporary sites, as detailed in the MOE, are not subject to fees.

**Approval****Surveillance**



<b>Permanently approved site*</b>	As detailed in MTOE § 1.6	Chargeable, as following: <ul style="list-style-type: none"> <li>• fee applicable per site,</li> <li>• except for the first site declared in the MTOE.</li> <li>• Except for site located in the same country and within 90 mn drive or 75 km from PPB or from a previously approved site if distinct from PPB</li> <li>• change of address consisting in moving a training site to a new location (previous site is cancelled)</li> </ul>	Chargeable, as following: <ul style="list-style-type: none"> <li>• fee applicable per site,</li> <li>• except for the first site declared in the MTOE</li> <li>• Except for site located in the same country and within 90 mn drive or 75 km from PPB or from a previously approved site if distinct from PPB</li> </ul>
<b>Temporary site*</b>	When applicable and iaw a dedicated procedure described in MTOE § 2.8 and/ or § 2.16	Chargeable as following: <ul style="list-style-type: none"> <li>• flat fee for the approval of an “off- site training/ examination” procedure to be described in the MTOE (MTOE § 2.8 and/ or § 2.16),</li> <li>• Flat fee is equivalent to 1 additional site as per reg. (EC) No 319/2014</li> </ul>	Chargeable as following: <ul style="list-style-type: none"> <li>• flat fee for the surveillance of “off- site” trainings and examinations,</li> <li>• independent from the number of training/ examination occurrences.</li> <li>• Flat fee is equivalent to 1 additional site as per Reg. 319/2014</li> </ul>

\* policy applicable to organisation’s and sub-contractor site

#### Last updated:

30/09/2021

#### Link:

<https://www.easa.europa.eu/hr/faq/19339>

### C.4.5 - Do I have to pay fees for each training course?

#### Answer

One training course is included in the initial approval fee. If you offer more than one training course, approval fees are charged for each additional course. This can be in the phase of the

initial approval as well as during the surveillance phase.

No additional surveillance fee is charged for training courses.

Changes, upgrades, amendments to existing training courses are not subject to fees.

		<b>Approval**</b>	<b>Surveillance</b>
<b>Basic training</b>	Cat B1.1	Chargeable, except when: - already approved for B1.2, - concurrently applying for B1.2	n/a
	Cat B1.2	Chargeable, except when: - already approved for B1.1, - concurrently applying for B1.1	n/a
	Cat B1.3	Chargeable, except when: - already approved for B1.4, - concurrently applying for B1.4	n/a
	Cat B1.4	Chargeable, except when: - already approved for B1.3, - concurrently applying for B1.3	n/a
	Cat B2	Chargeable	n/a
	Cat B3	Chargeable	n/a
	Cat A1	Chargeable, except when: <ul style="list-style-type: none"> <li>• already approved for B1.1</li> <li>• already approved for A2</li> <li>• Concurrently applying for B1.1 or A2</li> </ul>	n/a
	Cat A2	Chargeable, except when: <ul style="list-style-type: none"> <li>• already approved for B1.2</li> <li>• already approved for A1</li> <li>• Concurrently applying for B1.2 or A1</li> </ul>	
	Cat A3	Chargeable, except when: <ul style="list-style-type: none"> <li>• already approved for B1.3</li> <li>• already approved for A4</li> <li>• Concurrently applying for B1.3 or A4</li> </ul>	

Cat A4	Chargeable, except when: <ul style="list-style-type: none"> <li>• already approved for B1.4</li> <li>• already approved for A3</li> <li>• Concurrently applying for B1.4 or A3</li> </ul>	
Cat (B1.X+B2)	Chargeable, except when: <ul style="list-style-type: none"> <li>• already approved for B1.X <b>and</b> B2</li> <li>• Concurrently applying for B1.X <b>and</b> B2</li> </ul>	n/a
“Bridging” course (ie Cat B1.X to Cat B1.Y)	Chargeable, except when: <ul style="list-style-type: none"> <li>• already approved for B1.X <b>and</b> B1.Y</li> <li>• Concurrently applying for B1.X <b>and</b> B1.Y</li> </ul>	n/a
Type cat B1 (theory + Practical)	Chargeable, except when: <ul style="list-style-type: none"> <li>• Addition of a model when already approved for another model of the same Part 66 Type Rating</li> </ul> <p><b>Example 1:</b> addition of A321 (CFM56) to an already approved A319/A320 (CFM56) course. <b>Example 2:</b> addition of GIV-X ( G450) to an already approved GIV-X ( G350) course.</p> <ul style="list-style-type: none"> <li>• Addition of an additional power-plant to a type course already approved or pending approval</li> </ul> <p><b>Example:</b> addition of A320 (V2500) course to an already approved A320 (CFM56) course.</p> <p><b>Counter-example:</b> addition of Airbus A300-600 to A300 classic is chargeable.</p>	n/a

Type cat B2 (theory + Practical)	<p>Chargeable, except when:</p> <ul style="list-style-type: none"> <li>• Addition of a model when already approved for another model of the same Part 66 Type Rating</li> </ul> <p><b>Example 1:</b> addition of A321 (CFM56) to an already approved A319/A320 (CFM56) course. <b>Example 2:</b> addition of GIV-X ( G450) to an already approved GIV-X ( G350) course.</p> <p>• Addition of an additional power-plant to a type course already approved or pending approval</p> <p><b>Example:</b> addition of A320 (V2500) course to an already approved A320 (CFM56) course.</p> <p><b>Counter-example:</b> addition of Airbus A300-600 to A300 classic is chargeable.</p>	n/a
C	<p>Chargeable, except when:</p> <ul style="list-style-type: none"> <li>• Already approved for B1 <b>or</b> B2</li> <li>• Concurrently applying for B1 or B2</li> </ul>	n/a
A	<p>Chargeable, except when:</p> <ul style="list-style-type: none"> <li>• Already approved for B1</li> <li>• Concurrently applying for B1</li> </ul>	n/a
“Differences” course (theory / Practical)	<p>Chargeable*, except when:</p> <ul style="list-style-type: none"> <li>• Already approved for full B1 or B2 course (as applicable) for at least one of the 2 aircraft types on which the difference course is based</li> <li>• Concurrently applying for the full B1 or B2 course (as applicable) for at least one of the 2 aircraft types on which the difference course is based</li> </ul> <p>* a difference course means: . From aircraft A to aircraft B, or . from aircraft B to aircraft A. in case both courses are submitted, only 1 is chargeable.</p>	n/a
Type cat (B1+B2) (theory + Practical)	<p>Chargeable, except when:</p> <ul style="list-style-type: none"> <li>• Already approved for B1 <b>and</b> B2 (theory + Practical)</li> </ul>	n/a

## Type Training

Type cat B1  
(theory only)

Chargeable, except when:

- Already approved for (B1 + B2) (theory)
- Concurrently applying for (B1 + B2) (theory)
- Addition of a model when already approved for another model of the same Part 66 Type Rating

**Example 1:** addition of A321 (CFM56) to an already

approved A319/A320 (CFM56) course. **Example 2:**

addition of GIV-X ( G450) to an already approved  
GIV-X ( G350) course.

n/a

- Addition of an additional power-plant to a type course already approved or pending approval

**Example:** addition of A320 (V2500) course to an already approved A320 (CFM56) course.

**Counter-example:** addition of Airbus A300-600 to A300 classic is chargeable.

Chargeable, except when:

- Already approved for (B1 + B2) (theory)
- Concurrently applying for (B1 + B2) (theory)
- Addition of a model when already approved for another model of the same Part 66 Type Rating

**Example 1:** addition of A321 (CFM56) to an already

approved A319/A320 (CFM56) course. **Example 2:**

addition of GIV-X ( G450) to an already approved  
GIV-X ( G350) course.

n/a

Type cat B2  
(theory only)

- Addition of an additional power-plant to a type course already approved or pending approval

**Example:** addition of A320 (V2500) course to an already approved A320 (CFM56) course.

**Counter-example:** addition of Airbus A300-600 to A300 classic is chargeable.

Chargeable, except when:

- Already approved for B1 (theory)
- Already approved for (B1 + B2) (practical)
- Concurrently applying for (B1 + B2) (practical)
- Addition of a model when already approved for another model of the same Part 66 Type Rating

Type cat B1  
(Practical only)

**Example 1:** addition of A321 (CFM56) to an already approved A319/A320 (CFM56) course. **Example 2:** addition of GIV-X ( G450) to an already approved GIV-X ( G350) course. n/a

- Addition of an additional power-plant to a type course already approved or pending approval

**Example:** addition of A320 (V2500) course to an already approved A320 (CFM56) course.

**Counter-example:** addition of Airbus A300-600 to A300 classic is chargeable.

Chargeable, except when:

- Already approved for B2 (theory)
- Already approved for (B1 + B2) (practical)
- Concurrently applying for (B1 + B2) (practical)
- Addition of a model when already approved for another model of the same Part 66 Type Rating

Type cat B2  
(Practical only)

**Example 1:** addition of A321 (CFM56) to an already approved A319/A320 (CFM56) course. **Example 2:** addition of GIV-X ( G450) to an already approved GIV-X ( G350) course. n/a

- Addition of an additional power-plant to a type course already approved or pending approval

**Example:** addition of A320 (V2500) course to an already approved A320 (CFM56) course.

**Counter-example:** addition of Airbus A300-600 to A300 classic is chargeable.

Type cat B1 + B2 (Practical only)	Chargeable, except when: <ul style="list-style-type: none"> <li>• Already approved for B1+B2 (theory)</li> <li>• Already approved for B1 (practical) and B2 (practical)</li> </ul>	n/a
Engine course only (B1 or B2)	Chargeable, except when: <ul style="list-style-type: none"> <li>• Already approved for full course (airframe + engine)</li> <li>• Concurrently applying for full course (airframe + engine)</li> </ul>	n/a
Airframe course only (B1 or B2)	Chargeable, except when: <ul style="list-style-type: none"> <li>• Already approved for full course (airframe + engine)</li> <li>• Concurrently applying for full course (airframe + engine)</li> </ul>	n/a
Avionics course only (B1 or B2)	Chargeable, except when: <ul style="list-style-type: none"> <li>• Already approved for full course (airframe + engine + avionics)</li> <li>• Concurrently applying for full course (airframe + engine + avionics)</li> </ul>	n/a
Reduced course for experienced engineers (B1 or B2)	Chargeable, except when: <ul style="list-style-type: none"> <li>• Already approved for full course</li> <li>• Concurrently applying for full course</li> </ul>	n/a

\*\* applicable whenever the course is applied for either as part of an initial application for an organisation approval, or when the course is added to an existing approved scope of approval.

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