European Union Aviation Safety Agency

Applications for TCO a Authorisation

Who has access to the EASA TCO web-interface?

Answer

The person who has been explicitly nominated as contact point in the EASA form "Application for Third Country Operators Authorisation" will be your organisation's Master User for the TCO web-interface. This Master User may register and manage additional Users within your organisation.. EASA recommends that for redundancy reasons at least two users are registered for each operator.

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19572

What is the responsibility of the operator's focal point the so-called TCO Master User?

Answer

The Master User (MU) is the User EASA's primary point of contact and shall be an agent or employee of the organisation, duly authorised/empowered by senior management to represent the operator. He/she should have direct access to technical information. Therefore, remotely located personnel (e.g. station managers) or lawyers/consultants are not ideal candidates to act as MU and often cause delays in the process.

The MU is the only user that has the privilege to submit technical questionnaires to EASA. An operator can only appoint one MU. The MU is responsible for the administration and management of the organisations' staff users' accounts. For redundancy reasons the MU shall appoint at least one staff user.

The MU shall terminate access of staff users to the web-interface upon termination of employment with the current employer when access to the TCO web interface is not needed or following a breach of any of the policies governing the "Terms of

Reference” of the web-interface.

When the MU intends to terminate function, he/she shall coordinate the succession with EASA.

The MU shall maintain technical data submitted to EASA current at all times, (e.g., aircraft types, individual airframes, relevant certificates). The MU shall always be attentive to the email notifications received from the TCO web-interface (even after the initial issuance of the authorisation).

The MU is responsible for the follow up of non-compliance findings where applicable.

Furthermore, the MU should ensure that a proper system is put in place to respond/act immediately upon receipt of ‘TCO Alert’ messages, which are triggered when an aircraft submits a flight plan to EU territories for an aircraft that is not (yet) authorised under Part-TCO.

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/137704

How do we get our EASA TCO authorisation document when the authorisation process is completed?

Answer

Once your technical data has been reviewed and processed (and the outcome is positive) you will receive the original EASA TCO authorisation document as hard copy and in pdf format along with the specifications that are associated with the authorisation. Furthermore, the documents will be published on the TCO web-interface..

The authorisation remains valid subject to the conditions specified in the associated technical specifications which are published electronically.

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Link:
https://www.easa.europa.eu/en/faq/19573

Where can I find the TCO technical specifications associated with my TCO authorisation?

Answer

The latest TCO technical specifications associated with your TCO authorisation and the list of authorised aircraft will always be available on-line in the TCO web-interface when you are authorised.

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14/03/2022

Link:
https://www.easa.europa.eu/en/faq/19574

What is the "TCO authorisation number" mentioned on the TCO authorisation?

Answer

The TCO authorisation number (example: EASA.TCO.ABC-0567.01) is the official number of the authorisation document and is composed as follows: - EASA.TCO specifying the type of official EASA document - ABC-0567 corresponding to your TCO Code (unique identifier allocated to you upon application) - 01 the version of your authorisation.

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Link:
https://www.easa.europa.eu/en/faq/19575

What are the technical requirements needed to access the EASA TCO web interface?

Answer

You will need internet access and an internet browser. The EASA TCO web-interface supports the most common internet browsers.

To use the EASA TCO web-interface your browser must support JAVA script and SSL (Secure Sockets Layer) in order to secure confidential communication. In order to

correctly view and complete the application forms on the TCO web-interface you must have Adobe® Reader® (version 8 or higher) installed on your computer. This can be downloaded free-of-charge from http://www.adobe.com.

Last updated:
24/11/2016

Link:
https://www.easa.europa.eu/en/faq/19571

Will Member States or EASA be responsible for the authorisation of special approvals, e.g. for Low Visibility Operations (LVO)?

Answer

When an operator receives the TCO authorisation from EASA, the authorisation is accompanied by technical specifications. Normally, EASA will authorise the operator to perform all types of operation for flights to the EU, for which the operator holds an approval from its competent authority (e.g. LVO, EDTO, PBN, DG). Where necessary, EASA will exclude certain operations, by means of a technical limitation. The scope of the TCO authorisation can never exceed the scope of operations approved in the underlying air operator certificate (AOC) (Operations Specifications) issued by the competent authority of the operator.

Whenever there is a difference between the operations specifications associated to AOC and the specification associated to scope and privileges granted in the TCO Authorisation, the more limiting specification one should apply (AMC1 TCO200(b)).

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19578

Is there any effect on an operator who applies for a TCO authorisation if an EASA Member State is not ICAO compliant with a specific ICAO standard?

Answer

In order to be authorised, an operator must comply with all relevant ICAO standards, unless covered by either a) or b) below:

a) For reasons of equal treatment, EASA will not require compliance with those ICAO standards for which any EASA Member State has filed a difference to ICAO.

b) EASA has granted an exemption upon application of the operator in accordance with Article 76(4) of the Basic Regulation (EU) No 2018/1139. (GM1 TCO.200(a).

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19579

Are EU Member States involved in related processes?

Answer

Individual EU Member States no longer perform their own safety assessments of third country operators as part of the process to grant operating permits. However, EASA Member States will continue to take care of the following, as applicable:

- Commercial agreements (traffic rights), operating permits
- Insurance coverage
- Noise-abatement provisions
- Aviation security regulations
- Exemptions from Dangerous Goods Regulations
- Local aerodrome procedures (steep approach, Enhanced Vision Systems (EVS), etc.)

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24/11/2016

Link:
https://www.easa.europa.eu/en/faq/19591

How can we obtain operating permits for commercial operations to EASA Member States?

Answer

EU Member States will continue to issue operating permits for commercial air

transport operations in accordance with their national regulations. The TCO authorisation issued by EASA is a prerequisite to apply for such operating permits.

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Link:
https://www.easa.europa.eu/en/faq/19595

Which aircraft should be notified in the TCO Web Interface as part of our TCO application?

Answer

You should only notify aircraft listed in Operations Specifications associated to your AOC that are intended to be used for commercial air transport to EU territories. These aircraft must be authorised by your Civil Aviation Authority for flights to EU territories. To give an example, if you were an airline operating a regional turboprop fleet and a long-haul fleet, and you only intended to use your long-haul fleet to the EU, then only enter your long-haul fleet in the TCO web-interface. If your long-haul fleet consisted of sister aircraft A, B and C and you only intend to use aircraft A and B for flights to EU territories, do not notify aircraft C.

Aircraft planned to be added to your fleet in the future should not be notified to us, until they are endorsed in the Operations Specifications of your AOC. Aircraft withdrawn from operations to the EU and/or withdrawn from your fleet should be deleted in the TCO web-interface without undue delay.

You can amend the aircraft list in your Basic Operator Data (BOD) questionnaire in the TCO web-interface any time. It is important that the aircraft list is kept up to date at all times to avoid potential problems, e.g., during ramp inspections.

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Link:
https://www.easa.europa.eu/en/faq/19596

We have applied for an EASA TCO Authorisation, but it has not yet been granted. Can we operate to the EU before we have received an EASA TCO authorisation?

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Answer

No. You can only operate to the EU once EASA has issued your TCO Authorisation. Furthermore, EU Member States cannot issue operating permits for your commercial flights as long as you do not hold a TCO authorisation.

For ambulance flights and for flights in the public interest (e.g., humanitarian) the process for one-off notification flights is available (TCO.305).

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Link:
https://www.easa.europa.eu/en/faq/19560

What is the difference between the EASA TCO Authorisation and an operating permit issued by an EASA member State?

Answer

The TCO Authorisation is a safety authorisation issued by EASA following a technical assessment. This technical authorisation issued by EASA is a mandatory prerequisite when applying with any EASA Member State for commercial traffic rights (operating permits), which continue to be issued directly by Member States.

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/21600

Which information must an air operator provide during the administrative TCO application?

Answer

In addition to the application form, which is available on the EASA website, the applicant operator must provide its AOC, the complete set of Operations Specifications and a Certificate of Incorporation or similar document.

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18/12/2019

Link:
https://www.easa.europa.eu/en/faq/19563

Where do I find the TCO application form?

Answer

Application for Third Country Operator Authorisation (TCO authorisation)

Last updated:
14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19565

How do I submit my technical data?

Answer

Once your application has been accepted EASA will provide you with a personal login and password that will allow you access to the EASA TCO web-interface. This will allow you to start the technical part of the authorisation process. At this stage you will be requested to submit the technical information and any related additional information as requested.

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19569

How do I get access to the EASA TCO web-interface?

Answer

Upon reception of the TCO application, credentials (Login and password) will be provided to your nominated TCO contact person by email, together with the link to the EASA TCO web-interface.

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24/11/2016

Link:

https://www.easa.europa.eu/en/faq/19570

Can you explain the steps involved in the TCO application process, beginning with how the carrier should initiate contact to apply, through to the issuance of the TCO authorisation?

Answer

1. The operator should follow the process published on the EASA website and submit its administrative TCO application form (TCO.300(a)(b)(c)).

2. Once EASA has received the administrative application and has determined that the operator is eligible to apply, the operator receives log-on credentials to the web-based TCO software application.

3. Once logged-on to the web-based TCO software application, the operator completes an electronic questionnaire and uploads specific operational documents as requested by the Agency (TCO.300(d)).

4. EASA then evaluates all the submitted information and decides if a further in-depth assessment is necessary (ART.200).

5. As soon as the assessment is successfully completed and any non-compliance finding that may have resulted from the assessment has been closed, the operator will receive its TCO authorisation document and associated technical specifications.

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Link:
https://www.easa.europa.eu/en/faq/19564

How much in advance should an application for TCO authorisation be submitted before the intended starting date of our EU operations?

Answer

TCO.300 (b)(1) requires the application at least 30 days before the intended starting date of operation. Therefore, it is highly recommended that you submit the application well in advance of the intended operation.

ART.200 requires EASA to complete its initial assessment within 30 days after all

documents pursuant to TCO.300(c) and (d) have been submitted. Furthermore, under ART.200(b), EASA may need to conduct a further assessment, and it may decide to invite operators for a meeting or to perform an on-site audit. In this case, the TCO Authorisation process can take several months, especially when the technical assessment results in findings that have to be closed before EASA can issue the authorisation.

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19576

How can I submit my application form?

Answer

You can send it

- by email to tco.applications [at] easa.europa.eu (tco[dot]applications[at]easa[dot]europa[dot]eu) with copy to tco [at] easa.europa.eu; or
- by regular mail to the following address:
  European Union Aviation Safety Agency Applications and Procurement Services Department Postfach 10 12 53 D-50452 Köln, Germany

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14/03/2023

Link:
https://www.easa.europa.eu/en/faq/19566