

EASA Application Process for revisions to Flight Manual

EASA has implemented a change in the way it is treating applications for the approval of stand-alone revisions of Flight Manual. As of 31 March 2019, we will no longer accept the use of EASA application form FO.CERT.00036. Your application for approval of stand-alone revisions of Flight Manual should now be submitted via the **Applicant Portal** by selecting the correlating category of design change. Likewise the ensuing EASA approval will not be denominated AFM approval, but will be issued as a Minor or Major Change approval. In cases of changes to an FM Supplement in relation to an EASA approved STC, we may also issue a revised or new STC.

You will have to select your method of application based on the specific scenario.

For all stand-alone FM revisions, EASA prefers to receive the application via the Applicant Portal. Please select the application type on the portal in accordance with the matrix to the right.










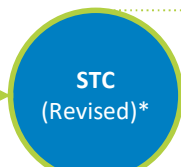
This information sheet applies to application process for FM revisions and is dated 11/01/2019.

CONTACT

Certificate Delivery Team

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Applications for revision of flight manual

Scenario	How to apply	Approval	Fees & Charges
Stand-alone revision of Flight Manual Classified as Minor	 Apply via Applicant Portal Minor Change	 Minor Change Approval	Charged in accordance with Commission Regulation (EC) 319/2014 Table 5
Stand-alone revision of Flight Manual Classified as Major Applicant is the TC Holder	 Apply via Applicant Portal Major Change	 Major Change Approval	Charged in accordance with Commission Regulation (EC) 319/2014 Table 4
For STC Holders, the following options may also be applicable:*			
Stand-alone revision of Flight Manual Classified as Major Applicant is not the TC Holder	 Apply via Applicant Portal STC - Initial	 STC	Charged in accordance with Commission Regulation (EC) 319/2014 Table 3
Stand-alone revision of Flight Manual Classified as Major Related to an approved STC Applicant is the STC Holder	 Apply via Applicant Portal STC - Major Change	 STC (Revised)*	Charged in accordance with Commission Regulation (EC) 319/2014 Table 4
Stand-alone revision of Flight Manual Classified as Minor Related to an approved STC Applicant is the STC Holder	 Apply via Applicant Portal Minor Change	 STC (Revised)*	Charged in accordance with Commission Regulation (EC) 319/2014 Table 5

Notes: * If requested, EASA may also issue a separate Minor Change to STC/Major Change to STC approval instead of revising the STC

The paper application forms FO.CERT.00031 for Major Changes, FO.CERT.00032 for Minor Changes and FO.CERT.00033 for STC are also valid for making applications requesting a stand-alone revision to the Flight Manual. The preferred way of applying is via the Applicant Portal.