SEPIAC - Shared Electronic Platform for Initial Airworthiness Certification

Guide for Applicants and PCMs (ETSO)
SEPIAC - Contents

» Introduction
  » General
  » Status & Upcoming Features / Packages
  » Training
  » Practical Information

» ETSO Specifics
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  » Discussions
Introduction
SEPIAC - Introduction

➤ One Central Platform to communicate during Certification Project
  ➤ TC, STC and Major Change Projects, ETSOA...

➤ MS Sharepoint Cloud-Based Platform
  ➤ No specific software application needed
  ➤ Web Based

➤ Accessible for EASA, Applicants, NAAs, Third Country Authorities
  ➤ Different authorisation per entity
SEPIAC – Introduction: Benefits & Drivers

➢ Clarity
  ➢ Same document and latest version

➢ Efficiency
  ➢ Concurrent Reviewing and Editing

➢ Flexibility
  ➢ Offline and Online Working

➢ Business Continuity

➢ Visibility
  ➢ Status of document
  ➢ Progress of Project
  ➢ Current actionee, what’s next?

➢ Resource Optimization
  ➢ Managing Workload

➢ Traceability
  ➢ Platform for Comments
“Community Cloud” for EU Agencies
- Shared & dedicated cloud bound by strict security/privacy requirements
- Compliant with DIN/ISO 27001:2013

External “Cloud” Provider
- Hosted in Germany
- Duplicated in another location in Germany
- Audited by ENISA (European Network and Information Security Agency)
SEPIAC – Introduction: Training

- Online training course planned (EASA ELG platform)
- Dedicated training days at Industry/NAA/TCA*
- Dedicated Webex Courses*
- Ad-Hoc training in EASA*
- “How to” and “Guidelines” material (available directly in SEPIAC)

* upon request
Access Rights Management
- For each company, one admin account will be created initially
- Admin Account responsible for creating other users
  - All individuals in technical departments who need to interact with EASA
- E-mail to SEPIAC-Support@easa.europa.eu or etsoa@easa.europa.eu for admin user creation
  - (first name, family name, e-mail)

Problem Solving
- Functional Mailbox: SEPIAC-Support@easa.europa.eu
- Guidelines and Supporting Material Available on the Platform
ETSO Specifics
SEPIAC - ETSO: Dashboard

- SEPIAC Release 2.x integrated the project template for ETSO:
- Different libraries with different access rights for the parties involved (EASA and Applicant).
### Dashboard

#### Compliance Document Status

- **Rejected by the Authority:** 1
- **Waiting for review:** 2

#### Table: Compliance Document Status

<table>
<thead>
<tr>
<th>Title</th>
<th>Target</th>
<th>Content Type</th>
<th>Status</th>
<th>Allocated to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Suitability Data (DSO).doc</td>
<td>Compliance</td>
<td>Document</td>
<td>Rejected by the Authority</td>
<td>EASA Project/Admin (EASA)</td>
</tr>
<tr>
<td>Performance Indicators for the Air Traffic Management.doc</td>
<td>Compliance</td>
<td>Checklist</td>
<td>Waiting for review by the Authority</td>
<td>EASA Project/Admin (EASA)</td>
</tr>
<tr>
<td>Regular update of Regulation (EU) No 1178/2011 regarding medical certification of access and the related oversight.doc</td>
<td>Compliance Document</td>
<td>Document</td>
<td>Waiting for review by the Authority</td>
<td>EASA Project/Admin (EASA)</td>
</tr>
</tbody>
</table>

**Metadata are used to ease sorting/filtering ➔ Fill them!**
Applicants should only use the doc. type « ETSO deliverable »
Uploading documents: First step*

* One method is presented here. Another method exists (e.g. drag-and-drop and then filling out Properties and check in your document). However, the data to be filled shall be the same.
A second window appears

Select the document type:

ETSO deliverable

See next slide
The applicant shall always select the « ETSO deliverable » type

- See next slides

Following types may be also used when appropriate:
- Meeting Agenda
- Minutes of meetings
- Presentations
- Video
- Emails – Archive/prefer discussion
- Letters – limited use

PLEASE DO NOT USE OTHER TYPES FOR ETSO
Once the ETSO deliverable content type is chosen,

Select the ETSO document type between the following values:
SEPIAC - ETSO: Content Type Deliverable

- « Certification Program »
- « DDP »
- « Compliance matrix »
- « Software »
  - SW plans, SAS, SCI, ...
- « AEH »
  - HW plans, HAS, HCI, ...
- « Test Plan »
  - Environmental, mechanical, ...
- « Test Reports »
  - Environmental, mechanical, ...
- « Analysis »
- « Drawing »
  - Installation dwg, Nameplate dwg, ...
- « Manual »
  - Maintenance, installation, operation manuals, ...
- « Miscellaneous »
  - Installation limitations, ...

02/11/2018 SEPIAC for ETSO
**Document status:**

Select: Compliance Document Status

- Accepeted with comments by the Authority
- Accepted without comments by the Authority
- Commented by the Authority
- Pending submission from the applicant
- Rejected by the Authority
- Waiting for review by the Authority

**Confidentiality level**

**Meaningful title**

**Same name for all versions of the document**
SEPIAC - ETSO: Others (MoM/Email/Letter/Presentation)

**Document status:**
- **Expert**
- **Generic Document Status Required Field:** Under Review
- **Agreed**

**Leave empty except for 10 Software/AEH**

**PCM or Expert name**

**Confidentiality level**

**Meaningful title**

02/11/2018

SEPIAC for ETSO
Modifying properties after the upload

Right-click on the icon to access properties
Making changes to documents

» 2 possible ways:

» Easiest:
  Open the file from SEPIAC, make changes and save (will be sent as new version)

» Most realistic:
  Download the file, modify it, and upload again keeping the same file name (see slide “Common issues/mistakes – Versions”)

02/11/2018 SEPIAC for ETSO
Instead of emails better use discussions

Select an item

Click on new Discussion

A new window appears
  - Select Status
  - Select Assignee
  - Select Action owner
Lists all discussions that are linked to a (any) specific document
Project Discussions

- Project discussions
  - Are not linked to a specific document
  - Can be accessed by clicking on tab
To create a new project discussion, go into the corresponding tab (see previous slide) and click on *Items* > *New item*
The use of folders is not recommended

“tags” should be used instead

SEPIAC allows the creation of “views”, which can be compared to folders

Note: for the “Library” tab to appear, select/highlight any file in the list
Views can be defined with filters

Examples:
- Doc. Category (Minutes of meetings
- Cert reports

(Unique) files may be visible in several folders

Adequate taxonomy (keywords/tags) may be considered to facilitate filtering
  - e.g: Doc title: “[515] [CertRep] HPT manuf. Plan”
  - View filters can then be developed and set accordingly
By default, SEPIAC does not send e-mail notifications but it can be activated

Note: for the “Library” (or “List”) tab to appear, select/highlight any file in the list

There are 3 independent kind of notifications, each of which need to be activated if required

- Shared documents: from the “Shared Documents” library
- Document discussions: from “Doc Discussions” list
- Project discussions: from “Project Discussions” list

Today, notifications apply to a single project and need to be activated within each of them
Common issues/mistakes – Check in

» Checked-out documents
  » Are not visible to other users
  » Are in this state when missing mandatory properties (e.g. following drag & drop upload)
  » Can be identified with a green arrow symbol:

  ![Green arrow symbol](image)

» Can be checked-in by clicking on: ... > Advanced > Check in
Common issues/mistakes - Versions

- Upload of multiples files for multiples versions
  - SEPIAC has built-in functions to manage versions
  - File names are used as key identifier for document:
    - 1 file name = 1 document
  - File names should not include dates or version numbers:
  - When uploading new version of a document, the original file name should be kept
  - Original is not overwritten and not lost, it gets assigned a new version number
  - All previous versions are kept and retrievable
To access versions
> Click on ... > Version history

Click on date to open the corresponding file
Useful features – Quick Edit

Quick edit:

- Allows the direct edition of document properties as a table:

Note: for the “Library” tab to appear, select/highlight any file in the list.
Useful features – Export to Excel

- Lists and Libraries (SEPIAC terminology) can be exported to Excel

- May be particularly interesting to export the list of “Discussions” (actions) or Documents with corresponding status (open/closed)
Useful features – Export to Excel

SEPIAC libraries can also be used as a classic Explorer window:
https://sepiac.easa.europa.eu/
Thank you for your attention!