

## **EASA Virtual Academy**

### Approval Procedure Technical Specifications for training organisations Version 08/01/2016

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## 1. Introduction: The EASA Virtual Academy

The EASA Virtual Academy is based on training provided by qualified external training providers located in one of the EASA Member States (MS), under the condition that their application fulfils all the criteria further detailed in these approval specifications and they have been selected by EASA through a 'Light Approval' procedure.

The EASA Virtual Academy is limited to regulatory courses that support the qualification of NAAs (National Aviation Authorities) personnel involved in approval and oversight activities. There are eight courses currently part of the Virtual Academy. Each course should give NAA inspectors a robust overview of the EU regulations in one of the following areas: Initial Airworthiness, Continuing Airworthiness, Air Operations, Aircrew Licensing, Aircrew medical, Aircrew FSTD, Aerodromes and ATM/ANS. The training provided to NAAs inspectors must be relevant and aligned with EASA requirements and interpretations. The aim is a flexible training offer combined with a far reaching presence (geographically and in terms of languages).

Following completion of a Virtual Academy course, NAAs inspectors will be tested using the EASA e-examination system.

In order to cover the above-described scope of activities, the organisations will be selected through a 'Light Approval' procedure. This procedure aims at ensuring that they meet the necessary criteria in terms of their legal, economic, financial, technical and professional capacity in order to perform the required training. These criteria are detailed in section 4 below.

## 2. The 'Light Approval' procedure

In order to apply for participation in the EASA Virtual Academy, training organisations must submit the following information to EASA:

- All supporting documentation in order to provide proof of how they meet the selection criteria in terms of their legal, economic, financial, technical and professional capacity, as detailed in section 4 below (administrative proposal).
- A list of proposed courses (at least 4 of the 8 courses have to be offered by the training organisation) for inclusion in the EASA Virtual Academy, as detailed in section 5 below (technical proposal). For the purpose of the establishment of this list, the syllabi of the respective e-examinations are provided by EASA together with the Technical Specifications.

After assessment of each application, EASA will provide each training organisation with an assessment report, defining the scope of training for which each organisation is qualified and a list of EASA-approved courses (training scope / minimum of 4 approved courses). EASA reserves the right to verify the content of the documentation provided by means of an on-site assessment. Such an on-site assessment may also be scheduled after the training organisation has been accepted as member of the Virtual Academy. The training organisation will bear the expenses associated to the on-site assessment. All efforts will be made to minimize the costs to the organisation.

In the event of a training organisation not meeting the requirements, specific corrective actions can be agreed with EASA. The training organisation will be able to re-submit its application only after providing proof that the corrective actions have been successfully implemented. No corrective action will result in the application being closed.

The EASA approval will be valid for an initial period of two (2) years and will be renewable. Amendments to the training scope, as defined during the 'Light Approval' procedure, will be possible during this period (e.g. discontinuing of a course or addition of a newly available one). The training organisation must therefore notify EASA immediately of any change that might affect its training scope.

### 2.1 Timetable

Interested training organisations must submit their application within 30 days following receipt of the Technical Specifications by EASA. It is expected that they will be notified of the result of the EASA assessment on average within 30 days following receipt of the application.

Successful training organisations will have a further month to make all necessary arrangements for their participation, including the signing of the 'Non-exclusive Licence Agreement for the use of the EASA web-based examination system' (see section 3.2 below). In case of an on-site assessment, the payment of the on-site assessment costs will also have to be completed within this timeframe.

Failure to respect the timetable outlined above may result in the rejection of the application.

### 2.2 Participation to the 'Light Approval' procedure

This procedure is open to training organisations whose principle place of business is located in one of the EASA Member States.

In addition, the training organisations must not be in any situation of exclusion under the exclusion criteria indicated in section 4.1 of these technical specifications and must have the legal capacity to allow them to offer the requested services (see section 4.2.1).

### 2.3 Subcontracting

The training organisation must be in a position to deliver directly the agreed training services (no subcontracting of the courses included in the EASA Virtual Academy). Training activities conducted by a third party on behalf of the training organisation cannot be considered in the context of the EASA Virtual Academy.

### 2.4 Presentation of the administrative and technical proposals

Training organisations must comply with the following conditions:

The application must be submitted in accordance with the **double envelope system**: the outer envelope or parcel should be sealed with adhesive tape, signed across the seal and carry the following information:

- The project title **“EASA Virtual Academy”**
- The name of the organisation
- The indication **“Approval procedure - Not to be opened by the internal mail service”**
- The address for submission (*as indicated in section 2.6 below*)
- The date of posting (*if applicable*) should be legible on the outer envelope

The content of the inner envelope must be as follows:

ADMINISTRATIVE PROPOSAL
➤ The signed, dated and duly completed <b>Administrative Proposal Submission Form</b> using the template in <b>Annex III</b>
➤ The duly filled in, signed and dated <b>Exclusion Criteria Declaration(s)</b> as requested in section 4.1 and using the standard template in <b>Annex I</b>
➤ <b>One original and two copies of the financial and economic capacity documents</b> as requested in section 4.2.2
➤ <b>One original and two copies of the technical and professional capacity documents</b> as requested in section 4.2.3
➤ Duly filled in, signed and dated <b>Statements of Absence of Conflict of Interest</b> as found in <b>Annex IV</b>
➤ A duly filled in, signed and dated <b>Statement of Acceptance</b> as found in <b>Annex V</b>
➤ A duly filled in, signed and dated <b>Statement of Authorised Signatory</b> as found in <b>Annex VI</b>
TECHNICAL PROPOSAL
One signed original and two copies of the <b>technical proposal</b> providing all information requested in section 5.

The proposals should be drafted in English.

It is strictly required that the proposals be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in a request for re-submission of the proposal and further delays in the approval process.

## 2.5 Confidentiality & public access to documents

In the general implementation of its activities and for the processing of applications, EASA observes the following rules:

Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 and Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and;

Council Regulation (EC) No 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

## 2.6 Address for submission

The application must be submitted according to the timetable outlined in Section 2.1 above to the following address:

**European Aviation Safety Agency**

Attn. Matthias Borgmeier

Technical Training Section

Ottoplatz 1

50679 Cologne

GERMANY

## 3. Organisation and Delivery of the Training – Working Arrangements

The courses included in the EASA Virtual Academy shall be organised and delivered according to each training organisation's standard procedures. This includes the pricing, location and frequency of deliveries. In cases of increased demand due to specific needs of National Aviation Authorities, the training organisation must undertake to meet this demand to the best of its abilities.

The training organisations must have the necessary infrastructure and facilities for the delivery of the courses. International offices, ensuring far-reaching geographical presence are advantageous. The courses will be open to all participants (other than the intended audience of the EASA Virtual Academy i.e. NAAs personnel).

The training will be mainly delivered in English (the training organisations must be in a position to provide each course in English); other languages are advantageous.

Observers from the Agency may participate in training courses, in order to monitor the operations of the EASA Virtual Academy as deemed appropriate. For this purpose, a course schedule, covering at least the following three months, shall be regularly submitted to the Agency.

### 3.1 Course evaluation

Every course shall, after being delivered, be evaluated by the course participants. The training organisations shall ensure such evaluation, according to their internal processes. Copies or summaries of the participants' feedback must be provided to the Agency's Technical Training Section for assessment at least every six months (and at any time upon request).

### 3.2 E-examinations

NAA's personnel participating to a course included in the EASA Virtual Academy will be required to take a mandatory e-examination at the end of the course. The e-examinations will be provided by EASA and hosted on EASA's e-examination platform (EASA Learning Gateway – ELG). They will be only available to NAA's personnel involved in approval and oversight activities, and not to other course participants.

In order to hold the e-examinations, the training organisations will have to sign the 'Non-exclusive Licence Agreement for the use of the EASA web-based examination system' (unless they are already providing EASA e-examinations) within 30 days following receipt of the EASA assessment report. This Agreement and its annexes detail the requirements in terms of infrastructure and organisational set-up, as well as the applicable EASA fees. All provisions of the Agreement and its annexes apply to the training organisations participating in the EASA Virtual Academy. EASA will provide the appropriate training and technical support free of charge to the successful training organisations.

NAA's personnel that have successfully completed the e-examination shall receive a statement of achievement provided by EASA.

### 3.3 Quality Assurance

The training organisation shall put in place sufficient course management and quality controls to ensure that the objectives of the Virtual Academy are fully met and that a consistently high level of quality is delivered at all times. In particular, the quality of the course delivery (by the relevant trainers) and training material shall be maintained (including through regular review, update and training for the trainers).

The training organisation shall ensure, throughout its participation in the EASA Virtual Academy, that all trainers and training material are kept up to date in line with any developments and/or changes in regulations, procedures, technology etc. Furthermore, the training provider shall ensure the continual professional development of all trainers and the maintenance and expansion of the subject knowledge held. The documentation provided by the training organisation must provide evidence that such quality controls and course management tools are in place.

### 3.4 Point of Contact

A nominated point of contact, familiar with the operational conditions of the EASA Virtual Academy, shall be appointed by the training organisation to coordinate the performance of the tasks. She/he will be the focal point for EASA for all issues related to the operation of the EASA Virtual Academy.

### 3.5 Advertising conditions

Successful training organisations may advertise their status as members of the EASA Virtual Academy. However, they shall not conduct themselves in any way to imply a status of any kind or type of endorsement by EASA of their organisation, for products or services, other than their participation to the EASA Virtual Academy with a defined list of courses (training scope).

### 3.6 Promotion of the EASA Virtual Academy

Successful training organisations shall make every effort to ensure that all information made available to third parties about the EASA Virtual Academy is accurate and fair. They shall endeavour to correct any error drawn to their attention concerning the information on the EASA Virtual Academy without undue delay.

All explanatory text made available to third parties concerning the EASA Virtual Academy shall:

- clarify the organisation's approved training scope (list of courses);
- include the appropriate link or reference to the EASA website;
- not imply that any certificate awarded upon successful completion of the training course confers any special rights, privileges or accreditation, other than those applicable to NAAs personnel who have successfully passed the EASA e-examination as explained in section 3.2.

The names of the successful training organisations will be published on the EASA website.

### 3.7 Use of EASA Trademark

The use of the official EASA Trademark in any of the organisation's advertising material, including its website, is prohibited. A specific Virtual Academy marking will be provided by the Agency to the successful organisations.

## 4. Administrative proposal

### 4.1 Exclusion criteria

*Participation to the EASA Virtual Academy is only open to organisations who are not in any of the situations listed below:*

- a) *bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;*
- b) *have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;*



- c) *have been guilty of grave professional misconduct proven by any means which EASA can justify;*
- d) *have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they or EASA are established or those of the country where the contract is to be performed;*
- e) *have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;*
- f) *following a procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in a serious breach of contract for failure to comply with their contractual obligations.*

*In addition to the above, participation to the EASA Virtual Academy is forbidden for organisations who, during the approval procedure:*

- *are subject to a conflict of interest;*
- *are guilty of misrepresentation in supplying the information required by EASA as a condition of participation or fail to supply this information.*

#### **Means of proof required**

*Training organisations shall provide a declaration on their honour (see model in **Annex I**), duly signed and dated, stating that they are not in any of the situations referred to above.*

***Nota bene 1:*** *The training organisations who are qualified for participation in the EASA Virtual Academy shall provide, within 15 days following notification of the assessment report, the following documentary **proofs to confirm** the declaration referred to above:*

- *For points a), b) and e) a **recent extract from** the judicial record or, failing that, an equivalent document **recently issued by** a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.*
- *For point d) a **recent certificate issued by** the competent authority of the State concerned.*

***Where*** the document or certificate referred to above **is not issued** in the country concerned, it **may be replaced by** a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

***Nota bene 2:*** *As indicated in section 2.4 the organisations shall provide, together with their administrative proposal, a duly signed and dated statement of acceptance (in the form provided in **Annex V**).*

## 4.2 Selection Criteria

The training organisations must submit evidence of their legal, economic, financial, technical and professional capacity to perform the requested training services.

### 4.2.1 Legal capacity

#### Requirement

The training organisations are asked to prove that they are authorised to perform the services under the national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

#### Evidence required

The training organisations shall provide a duly filled in and signed **Legal Entity Form** (see **Annex II**) **accompanied by the documents** requested therein. (Where an organisation has already signed a contract with EASA, it may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in its legal status occurred in the meantime or the legal entity file or its supporting documents are older than one year).

### 4.2.2 Economic & financial capacity

#### Requirement

The training organisation must be in a stable financial position and have the economic and financial capacity to perform the requested services.

#### Evidence required

Proof of economic and financial capacity shall be furnished by the following documents:

- balance sheets or extracts from balance sheets **for at least the last two years** for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established);
- a duly dated and signed statement of overall turnover **during the last three financial years**;
- if, for some exceptional reason which EASA considers justified, the organisation is unable to provide the references requested, it may prove its economic and financial capacity by any other means which EASA considers appropriate.

### 4.2.3 Technical and professional capacity

#### Requirements

- a. Suitability of the organisation and staffing structure available for the requested services, including the conduct of the related e-examinations;
- b. Recent experience (within the last five years) providing similar services and activities (courses provided to NAA or NSA (National Supervisory Authority) personnel);
- c. Appropriate training facilities and technical equipment for the requested services;
- d. Sufficient number of trainers possessing the appropriate training skills, technical expertise and language competency in order to be able to deliver the requested services;
- e. Ability to maintain the expertise of its personnel and the quality of its training material at adequate level;
- f. Course management and Quality control system, including course evaluation scheme;
- g. The organisation shall in no way be subject to conflict of interests concerning the performance of the activities;
- h. The organisation must be in a position to deliver directly the agreed training services (no subcontracting of the courses).

#### Evidence required

The following documents and information must be presented as evidence of compliance with the technical and professional requirements:

- a. Details of the organisational and staffing structure of the organisation, including an overview of the training staff and their qualifications;
- b. The organisation must include a list of similar services provided to civil aviation authority or national supervisory authority personnel in the last five years, including a description of the services delivered;
- c. At least two references from clients with whom similar activities (courses provided to NAA or NSA personnel) were conducted in the last five years – which if necessary the Agency can verify;
- d. Any accreditations and/or relevant approvals/certifications (for information);
- e. Proof of membership in any relevant professional organisations/associations (for information);
- f. Details on the organisation's field offices, training facilities and technical equipment used for the delivery of the services;
- g. A description of the organisation's course management and quality control systems, including detailed information on the procedures ensuring that the organisation maintains the quality of its training material and the competence of its training staff;
- h. Statement on absence of conflict of interest (**Annex IV**).

## 5. Technical proposal

The training organisation must submit to EASA a detailed list of the courses they propose for inclusion in the EASA Virtual Academy.

As described under section 1 above, the list should only include regulatory courses relevant for the qualification of NAAs personnel involved in approval and oversight activities in the following areas (one course per area): Initial Airworthiness, Continuing Airworthiness, Operations, Flight Crew Licensing, Medical Air Crew, Airports, Air Traffic Management and Air Navigation Services. Every course must include also the relevant requirements of Regulation (EC) No 216/2008 as well as of Commission Implementing Regulation (EU) No 628/2013, as detailed in the respective e-examination syllabi.

A minimum of four courses (areas) must be submitted for evaluation.

The following elements must be provided by the organisation for each proposed course:

- a. **Full title** of the course;
- b. **Detailed syllabus** (the syllabi of the respective e-examinations provided by EASA together with the Technical Specifications shall only be used as a basis for developing such detailed syllabus), as well as a description of the expected **learning objectives** of the course;
- c. Description of relevant **case studies** (mandatory for each course) to be presented as part of the course;
- d. **CVs of the respective training staff**, detailing their experience in the respective area;
- e. **Course duration**;
- f. **Course management and quality assurance procedures**.

## ANNEX I - DECLARATION ON EXCLUSION CRITERIA

*To be completed and signed by the training organisation*

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number/ID Card No.:

VAT number:

Declares on oath that the individual/company/organisation mentioned above is not in any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which EASA can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they or EASA are established or those of the country where the services are to be performed;
- e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European Union's financial interests;
- f) following a procurement procedure or grant award procedure financed by the European Union budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

I, the undersigned, understand that the organisation may not participate in the EASA Virtual Academy if during the approval procedure the individual/company/organisation mentioned above:

- is subject to a conflict of interest;
- is guilty of misrepresentation in supplying the information required as a condition of participation or fail to supply this information.

Full name:

Date & Signature:



## ANNEX II - LEGAL ENTITY FORM

To be downloaded, depending on the organisation's nationality and legal form, from the following website:  
[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

*Choose between the following:*

- *Individual*
- *Private Company*
- *Public Entity*

**ANNEX III – ADMINISTRATIVE PROPOSAL SUBMISSION FORM <sup>1</sup>**

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**EASA VIRTUAL ACADEMY  
Approval Procedure**

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**One signed original** of this submission form must be supplied.

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**1. SUBMITTED by (i.e. the identity of the organisation)**

Name(s) of legal entity	Nationality <sup>2</sup>

**2. CONTACT PERSON (to act as focal point for all communication which may take place between EASA and the organisation in the context of the approval procedure)**

<b>Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	

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<sup>1</sup> The duly filled in Administrative Proposal Submission Form should serve as the **front page** of your set of administrative documents.

<sup>2</sup> Country in which the legal entity is registered.

### 3. STATEMENT

I, the undersigned, **being the authorised signatory** of the above organisation, hereby declare that we have examined and accept without reserve or restriction the entire contents of the technical specifications for the approval procedure referred to above. Our proposal is made up of the following documents:

ADMINISTRATIVE PROPOSAL:	
➤ The signed and dated <b>Exclusion Criteria Declaration(s)</b> by the legal entity identified under point 1 of this submission form – <b>Annex I</b>	<input type="checkbox"/>
➤ The duly filled in, signed and dated <b>Legal Entity Form</b> ( <i>using the standard template</i> ) and the supporting documents requested therein – <b>Annex II</b>	<input type="checkbox"/>
➤ The duly filled in, signed and dated <b>Statement of Absence of Conflict of interest</b> – <b>Annex IV</b>	<input type="checkbox"/>
➤ The duly filled in, signed and dated <b>Statement of Acceptance</b> – <b>Annex V</b>	<input type="checkbox"/>
➤ The duly filled in, signed and dated <b>Statement of Authorised Signatory</b> and the supporting documents requested therein - <b>Annex VI</b>	<input type="checkbox"/>
➤ <b>Documents proving our economic and financial status</b> (section 4.2.2 of the technical specifications)	<input type="checkbox"/>
➤ <b>Documents proving our technical and professional capacity</b> (section 4.2.3 of the technical specifications)	<input type="checkbox"/>

Signed on behalf of the organisation **by the legally authorised representative**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	



## ANNEX IV - STATEMENT OF ABSENCE OF CONFLICT OF INTEREST

*<Letterhead of the organisation>*

I, the undersigned ....., **being the authorised signatory** for the above-mentioned organisation for the EASA Virtual Academy Approval Process, hereby solemnly declare that we are not and shall not be in any situation which could give rise to a conflict of interest in what concerns the performance and implementation of the services. In the event of participation to the EASA Virtual Academy, we commit ourselves to act with complete impartiality and in good faith in what concerns the performance and outcome of the services.

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*Date and signature*

## ANNEX V - STATEMENT OF ACCEPTANCE

*<Letterhead of the Training Organisation>*

I, the undersigned ....., acting as **duly authorised signatory** on behalf of [full legal name of the company] for the approval procedure related to the **EASA Virtual Academy**;

hereby solemnly declare and confirm our unconditional and irrevocable **acceptance of all the terms and conditions** set out in the technical specifications and, where appropriate, waiver of [the above-mentioned company's] own general or specific terms and conditions. This acceptance shall be fully binding on the organisation as of submission of the proposal and, in case of successful approval, for the entire duration of the services.

I am also aware and agree that non-acceptance of terms and/or conditions as cited above **may lead to the exclusion of our proposal** for non-compliance with the approval conditions.

In the event of a positive assessment report, we undertake to submit without delay and certainly by **no later than 15 days following notification of the assessment report** all the documents requested by the Agency in accordance with the technical specifications, including in particular **the following** documentary proofs **expected from the successful organisation to confirm the declaration on exclusion criteria**:

- for points a), b) and e) from the list of exclusion criteria in section 4.1 of the technical specifications a **recent extract from** the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that the requirements are satisfied; and
- for point d) from the list of exclusion criteria in section 4.1 of the technical specifications a **recent certificate issued by** the competent authority of the State concerned; on the understanding that **where** the extract/document or certificate referred to above is not issued in the country concerned, it **may be replaced by** a sworn or, failing that, a solemn statement **made by** the interested party **before** a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

\_\_\_\_\_  
*Date and signature*

## ANNEX VI– STATEMENT OF AUTHORISED SIGNATORY

I, the undersigned ..... [name], .....[title], being duly empowered to act as representative of ..... [company's full legal name] (as evidenced in [trade register/articles of association/by-laws, or equivalent]\*, enclosed), hereby confirm that

..... [name], .....[title], is/are the authorised signatory/ies for  
..... [company's full legal name]

for the purpose of signing, authorising and submitting any documents related to the approval procedure for the **EASA Virtual Academy**.

---

*Date and signature*

Enclosures:     -     trade register/ articles of association / by-laws, or equivalent\*  
                  -     

\*(delete/fill in as appropriate)