



EASA
European Aviation Safety Agency

SEPIAC - Shared Electronic Platform for Initial Airworthiness Certification

Guide for Applicants and PCMs (ETSO)

Your safety is our mission.

An agency of the European Union 



- Introduction
 - General
 - Status & Upcoming Features / Packages
 - Training
 - Practical Information
- ETSO Specifics
 - Template & Content Types
 - 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



CONFIDENTIAL



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





SEPIAC – Introduction: Security & Confidentiality

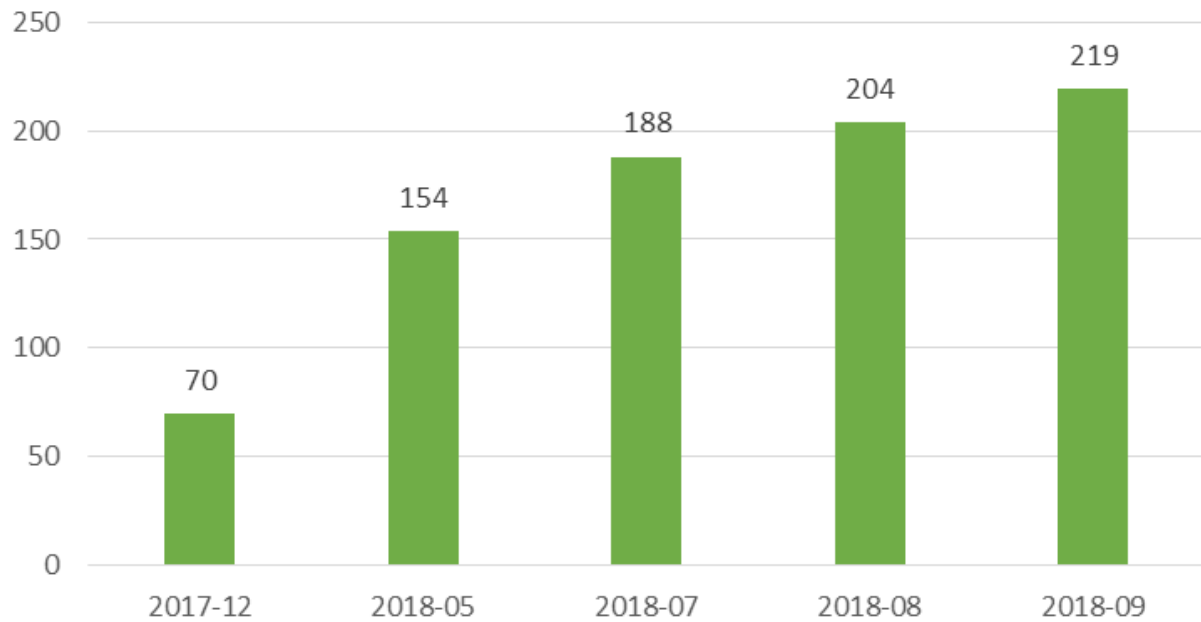
- “Community Cloud” for EU Agencies
 - Shared & dedicated cloud bound by strict security/privacy requirements
 - Compliant with DIN/ISO 27001:2013
- External “Cloud” Provider
 - Hosted in Germany
 - Duplicated in another location in Germany
 - Audited by ENISA (European Network and Information Security Agency)



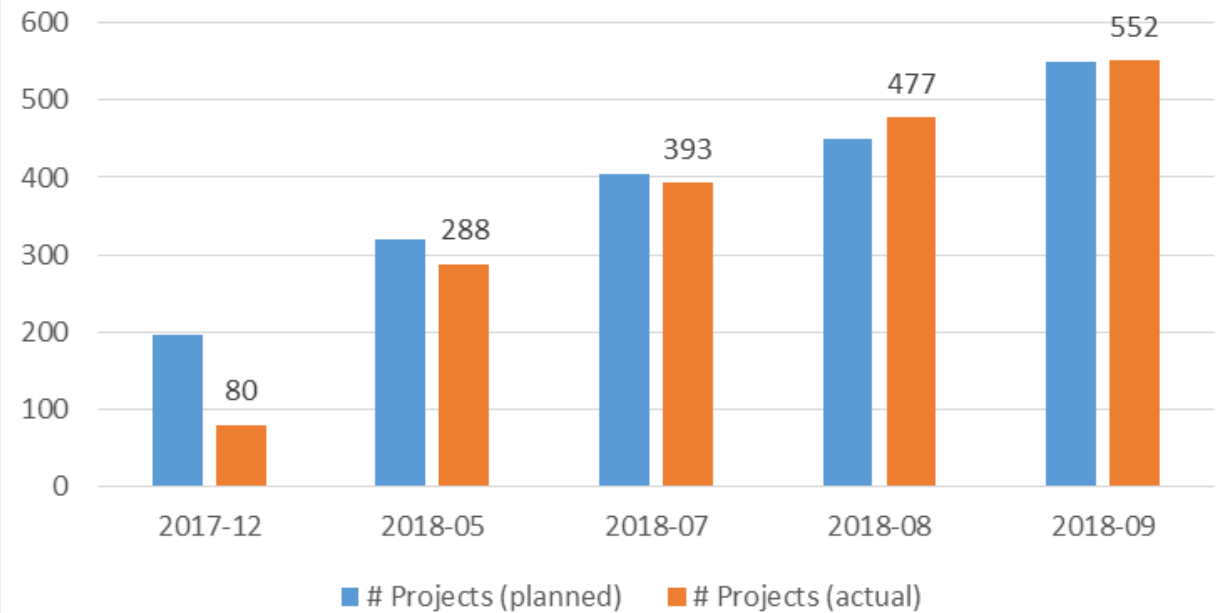


SEPIAC – Introduction: Current Figures (13/09/2018)

SEPIAC Rollout: cumulated Applicants



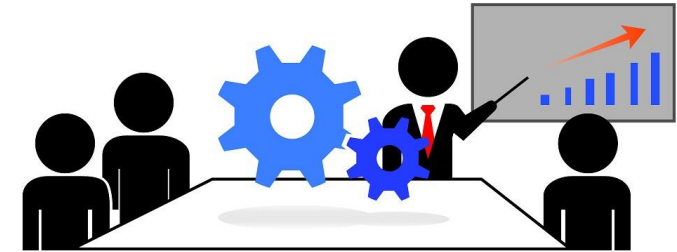
SEPIAC Rollout: projects hosted





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)



Links & Resources

HOW-TO DOCUMENTS

GUIDELINE DOCUMENTS

CHANGE YOUR PASSWORD

* upon request



SEPIAC – Introduction: Practical Information

➤ 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 EAS_A
- 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



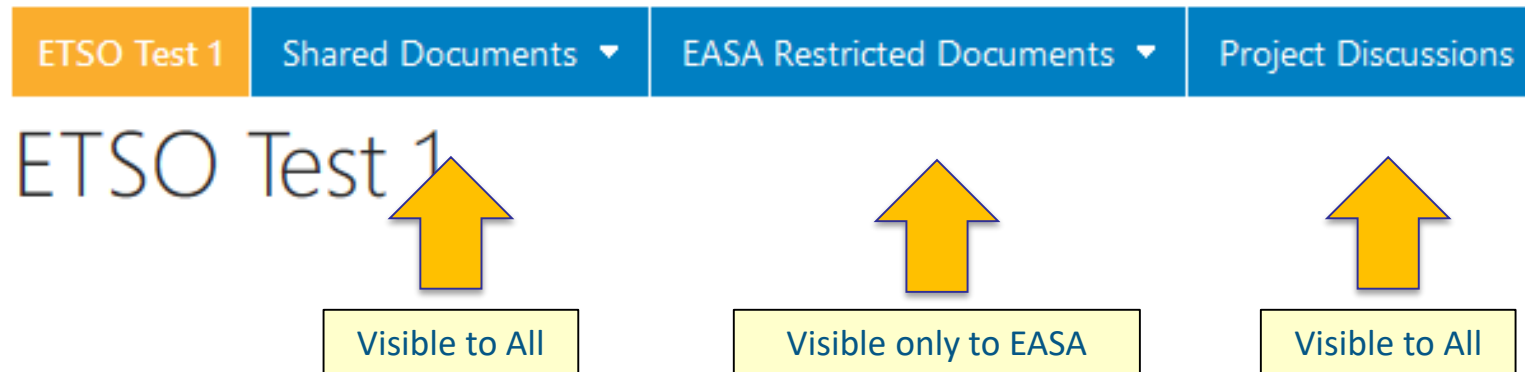


ETSO Specifics



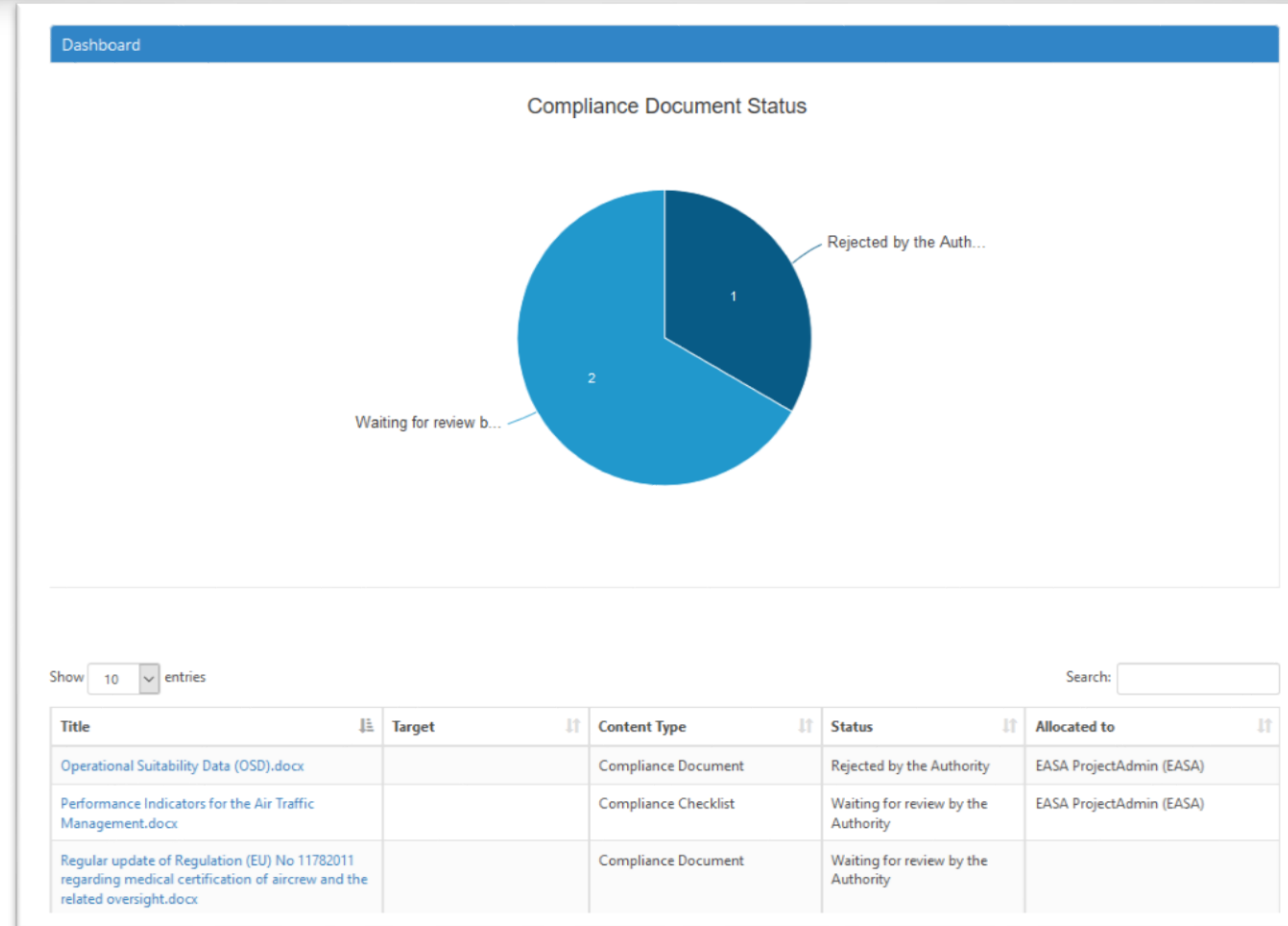
SEPIAC - ETSO: Dashboard

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





SEPIAC - ETSO: Dashboard



Metadata are used to ease sorting/filtering ⇒ Fill them!



Document upload

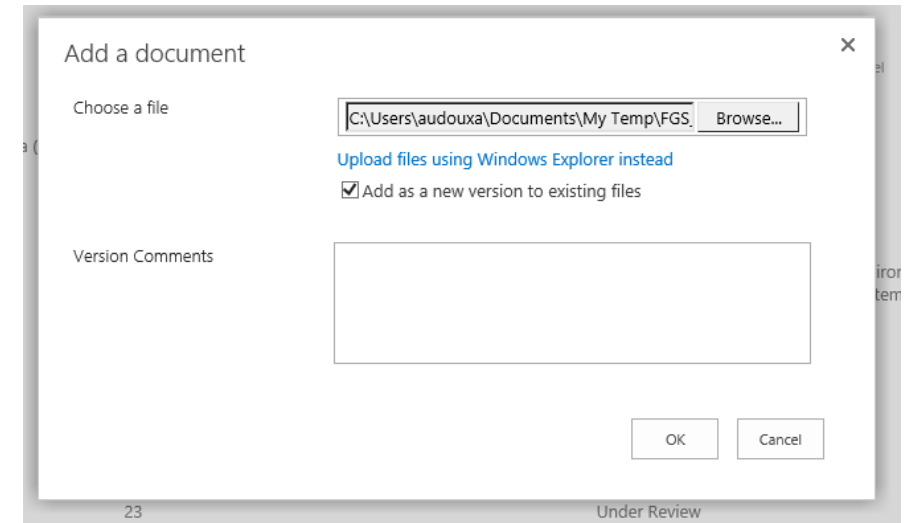
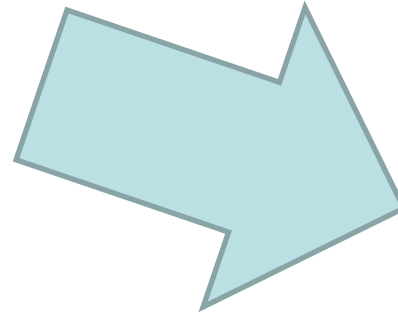
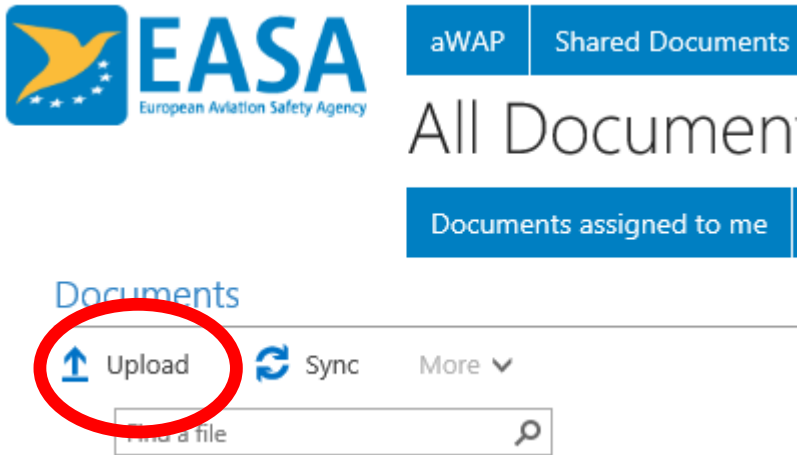
➤ Applicants should only use the doc. type

« ETSO deliverable »



Uploading documents: First step*

➤ Uploading a document



* 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.



Document types (1/2)

Add a document

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type

CDI

CDI Lot

Compliance Document Type

Compliance Document Status

MoC

Panel

- CRI (Certification Review Item)
- Email
- Letter
- Minutes of Meeting
- Presentation
- EASA Report
- Expert Statement of Technical Satisfaction
- Type Certificate
- TCDS (Type Certificate Data Sheet)
- TCDSN (Type Certificate Data Sheet Noise)
- Technical Visa for Type Certificate
- Restricted Type Certificate
- Technical Visa for Post-Approval
- Meeting Agenda
- Application
- Approval
- Video
- Other
- Approval (STC)
- Approval (Minor change)
- Approval (Minor repair)
- Approval (Major change)
- Approval (Major repair)
- Approval (ETSOA)
- Approval (Type Certificate)
- Certification Plan
- ETSO deliverable
- EASA Picture
- Review Sheet
- Technical Visa for ETSO

- 02 Flight Crew Data
- 03 Structures
- 04 Hydromechanical Systems
- 05 Electrical Systems
- 06 Avionic Systems
- 07 Powerplant Installation and Fuel Systems PE
- 08 Environmental Systems
- 09 Environmental protection
- 10 Software and AEH

➤ A second window appears

➤ Select the document type:

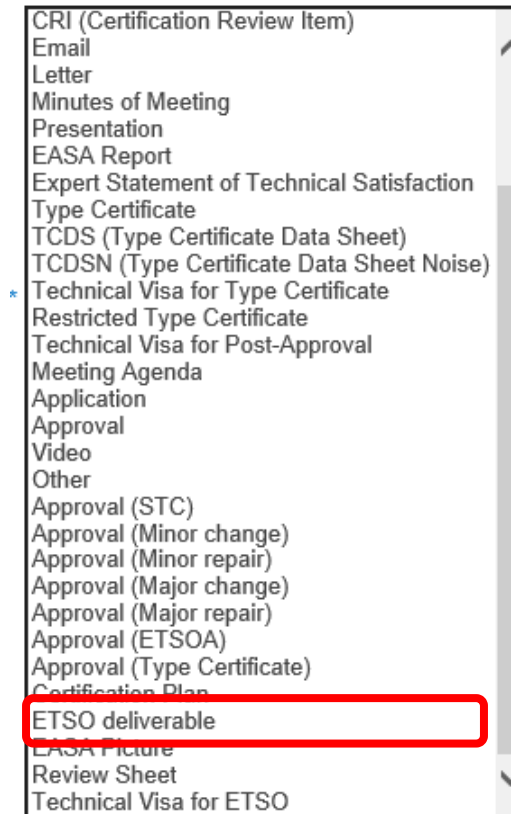
ETSO deliverable

➤ See next slide



Document types (2/2)

- ▶ 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



SEPIAC - ETSO: Content Type Deliverable

Add a document ✕

EDIT

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions

i The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type: ETSO deliverable ▼
Create a new document.

Compliance Document Status *

ETSO Document Type * Certification Program 🔗

Regulation par. (CS/FAR/JAR)

Publication Status *

Withdrawn

Target Date 12 AM 00

Enterprise Keywords
Enterprise Keywords are shared with other users and applications to allow for ease of search and filtering, as well as metadata consistency and reuse

Title

Name * .ppt

Assignee

Version: 0.1
Created at 26/10/2018 03:46 PM by Xavier Audouze (EASA)
Last modified at 26/10/2018 03:46 PM by Xavier Audouze (EASA)

Check In Cancel

Once the ETSO deliverable content type is chosen,

Select the ETSO document type between the following values:

Select : ETSO Document Type ✕

ETSO_Document_Type

- AEH
- Analysis
- Certification Program
- Compliance matrix
- DDP
- Drawing
- Manual
- Miscellaneous
- Software
- Test Plan

Select >>

OK Cancel



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, ...



SEPIAC - ETSO: Content Type Deliverable

Add a document

EDIT

Check In Cancel Paste Copy Delete Item

Commit Clipboard Actions

The document was uploaded successfully and is checked out to you. Check that the fields below are correct and that all required fields are filled out. The file will not be accessible to other users until you check in.

Content Type: ETSO deliverable

Compliance Document Status *

ETSO Document Type *: Certification Program

Regulation par. (CS/FAR/JAR)

Publication Status *: Sensitive but unclassified

Withdrawn

Target Date: 12 AM 00

Enterprise Keywords

Title: Slide 1

Name *: 180607_SEPIAC_for ETSOs .ppt

Assignee: Enter names or email addresses...

Version: 0.1
Created at 26/10/2018 03:46 PM by Xavier Audouze (EASA)
Last modified at 26/10/2018 03:46 PM by Xavier Audouze (EASA)

Check In Cancel

Document status:

Select : Compliance Document Status

Compliance_Document_Status

- Accepted with comment(s) by the Authority
- Accepted without comment 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)

Add a document

EDIT

Check In Cancel Paste Cut Copy Delete Item

Commit Clipboard Actions

Content Type: Minutes of Meeting

Generic Document Status *

Panel

- 00 PCM
- 01 Flight Test and Human Factor
- 02 Flight Crew Data
- 03 Structures
- 04 Hydromechanical Systems
- 05 Electrical Systems
- 06 Avionic Systems
- 07 Powerplant Installation and Fuel Systems PE
- 08 Environmental Systems
- 09 Environmental protection
- 10 Software and AEH
- 11 Cabin Safety and Cabin Crew
- 12 DASA
- 13 Transmission
- 14 Instructions for Continued Airworthiness
- 15 MMEL
- 16 FSTD
- 17 Propulsion
- 18 Change Product Rule (CPR) Part 21.101
- 19 Continuing airworthiness

Assignee: Enter names or email addresses...

Publication Status *: Sensitive but unclassified

Withdrawn:

Target Date: 12 AM 00

Enterprise Keywords

Title

Name *: my sample document.docx

Version: 0.1
Created at 24/05/2018 02:20 PM by Xavier Audouze (EASA)

Check In Cancel

Document status:

Expert

Generic Document Status Required Field

Generic Document Status *

Under Review

Agreed

Leave empty except for 10 Software/AEH

PCM or Expert name

Confidentiality level

Meaningful title



Modifying properties after the upload

Right-click on the icon
to access properties

1. Certification programme	...								Pending submission from the applicant	Program
Download									11 Cabin Safety and Cabin Crew	Applicant's Certification Program
Rename	itation - up_LDA	...	22	1 question	Risk class 1	Waiting for review by the Authority				Compliance Document
Delete		...								
Copy		...	00-00-00	mathematical demonstration	Risk class 1	Waiting for review by the Authority	Under Review		01 Flight Test and Human Factor	Compliance Document
Version		...								
Properties		...								
Advanced	11 - Airworthiness Type Certification Basis	...	23					Pending submission from the applicant	Agreed	Applicant's Certification Program
									Under Review	CR1 (Certification Review Item)



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”)



SEPIAC - ETSO: Discussions

- Instead of emails better use discussions
- Select an item

- Click on **new Discussion**

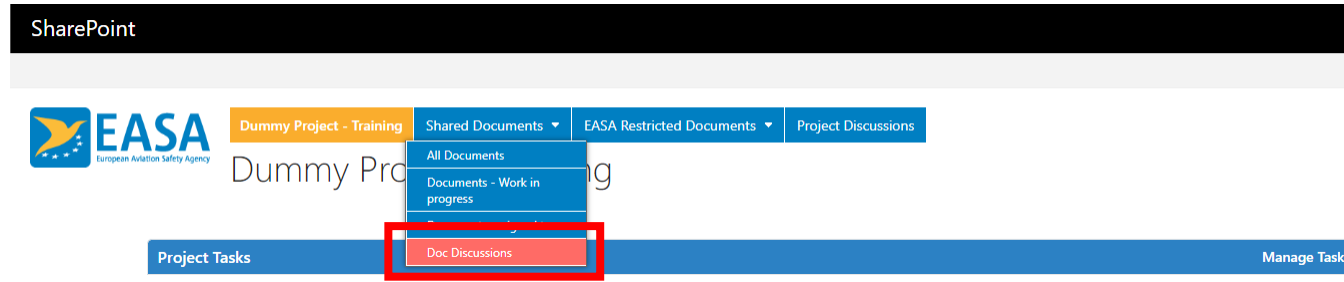
- A new window appears
 - Select Status
 - Select Assignee
 - Select Action owner

The screenshot displays the SEPIAC interface. In the top right corner, there is a search bar labeled "Search this site". Below it, a section titled "Related Discussions" contains a link "+ new discussion". A yellow arrow points from this link to a modal dialog box for creating a new discussion. The dialog box has the following fields:

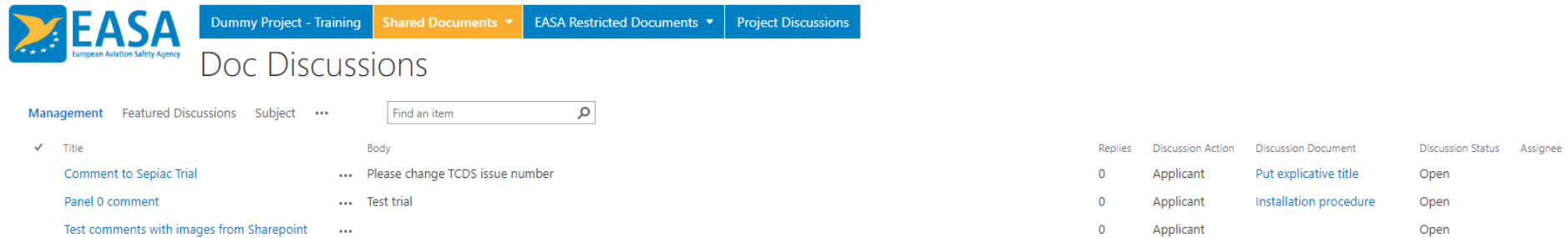
- Subject**: A text input field.
- Body**: A large text area for the discussion content.
- Discussion Status ***: A dropdown menu with "Open" selected.
- Assignee**: A text input field with the placeholder "Enter names or email addresses..."
- Discussion Action ***: A dropdown menu with "Applicant" selected.
- Buttons**: "Save" and "Cancel" buttons at the bottom right.



“All discussions” view



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



Dummy Project - Training

Shared Documents ▾

EASA Restricted Documents ▾

Project Discussions

All Documents

Documents assigned to me

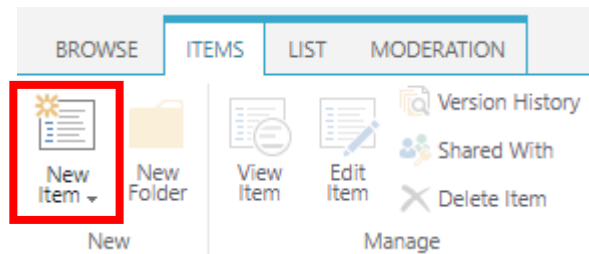
Documents - Work in progress

All Documents



Project Discussions

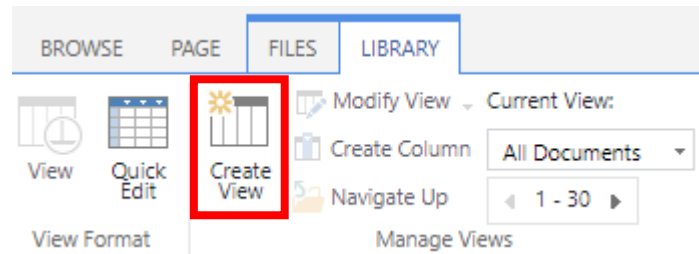
- To create a new project discussion, go into the corresponding tab (see previous slide) and click on *Items > New item*





Folders / Views

- 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

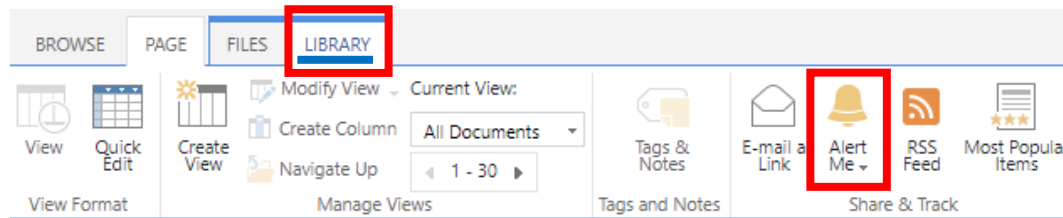


- Views can be defined with filters
 - Examples:
 - Doc. Category (Minutes of meetings)
 - Cert reports
 - (Unique) files may be visible in several folders
 - Adequate taxonomy (keywords/tags) may be considered to facilitate filtering
 - e.g: Doc title: “[515] [CertRep] HPT manuf. Plan”
 - View filters can then be developed and set accordingly



Notifications

- 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

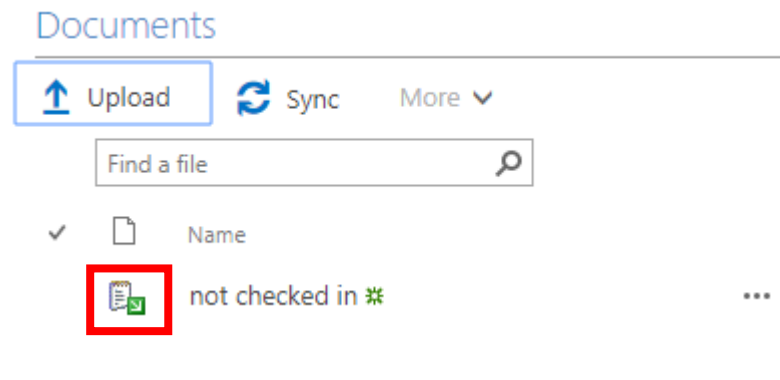
- There are 3 independent kind of notifications, each of which need to be activated if required
 - Shared documents: from the “Shared Documents” library
 - Document discussions: from “Doc Discussions” list
 - Project discussions: from “Project Discussions” list
- Today, notifications apply to a single 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:



- Can be checked-in by clicking on: ... > *Advanced* > *Check in*



Common issues/mistakes - Versions

- To access versions
 - Click on ... > Version history

Click on date to open the corresponding file

Version History ×

[Delete All Versions](#) | [Delete Minor Versions](#)

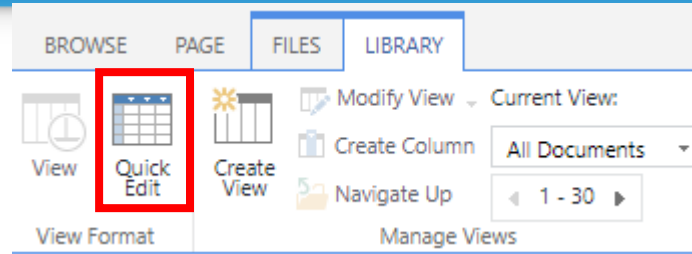
No. ↓	Modified	Modified By	Size	Comments
This is the current published major version				
2.0	22/10/2018 11:18 AM	<input type="checkbox"/> Julien Delanoy (EASA)	24 KB	2nd released version: new section added (5.4 - CS-E 515)
1.1	22/10/2018 11:17 AM	<input type="checkbox"/> Julien Delanoy (EASA)	24 KB	
1.0	22/10/2018 11:17 AM	<input type="checkbox"/> Julien Delanoy (EASA)	24 KB	First released version
0.2	22/10/2018 11:15 AM	<input type="checkbox"/> Julien Delanoy (EASA)	24 KB	
0.1	22/10/2018 11:15 AM	<input type="checkbox"/> Julien Delanoy (EASA)	25.4 KB	First draft

Publication Status: Sensitive but unclassified
Source: External
Taxonomy (Global): Certification
Year: 2018
Withdrawn: No
Compliance Document Status: Pending submission from the applicant
Generic Document Status: Under Review



Useful features – Quick Edit

➤ Quick edit:



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

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

Documents

Stop editing this list

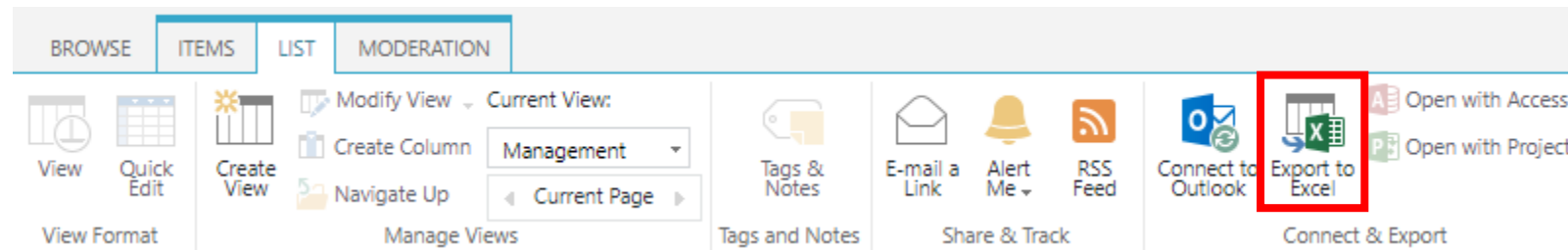
Find a file

✓	Name	Title	Assignee	ATA	CDI	CDI Lol
	folder	...				
	Cert Report ✱	example				
	not checked in ✱	...				
	Sepiac Trial	Put explicative title				
	Sepiac Trial - drag and drop	...				



Useful features – Export to Excel

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

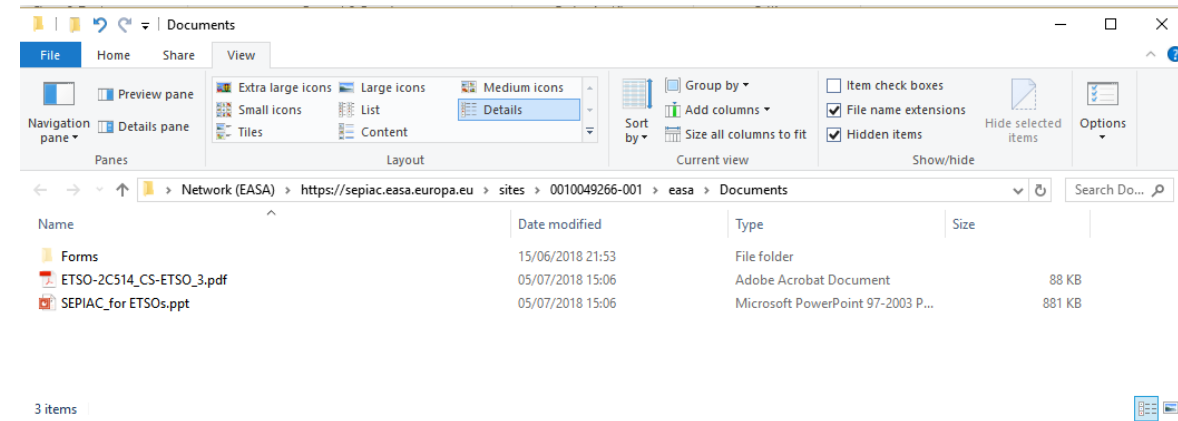
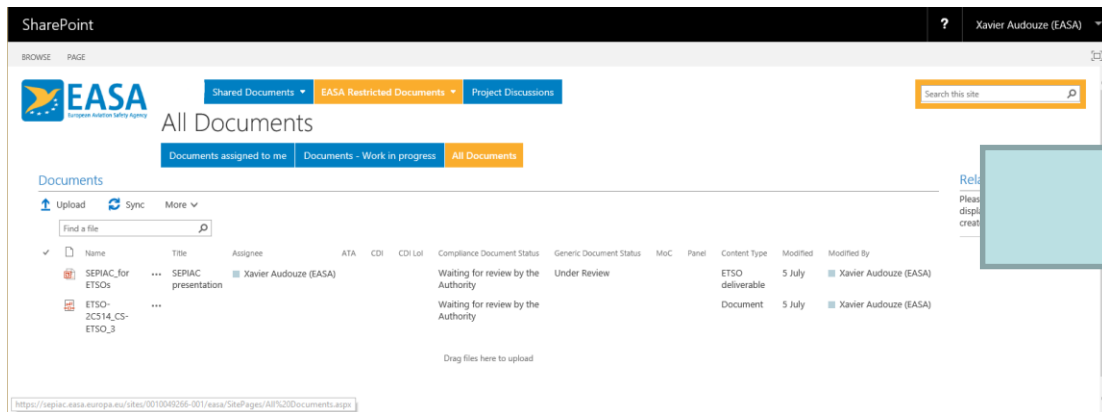
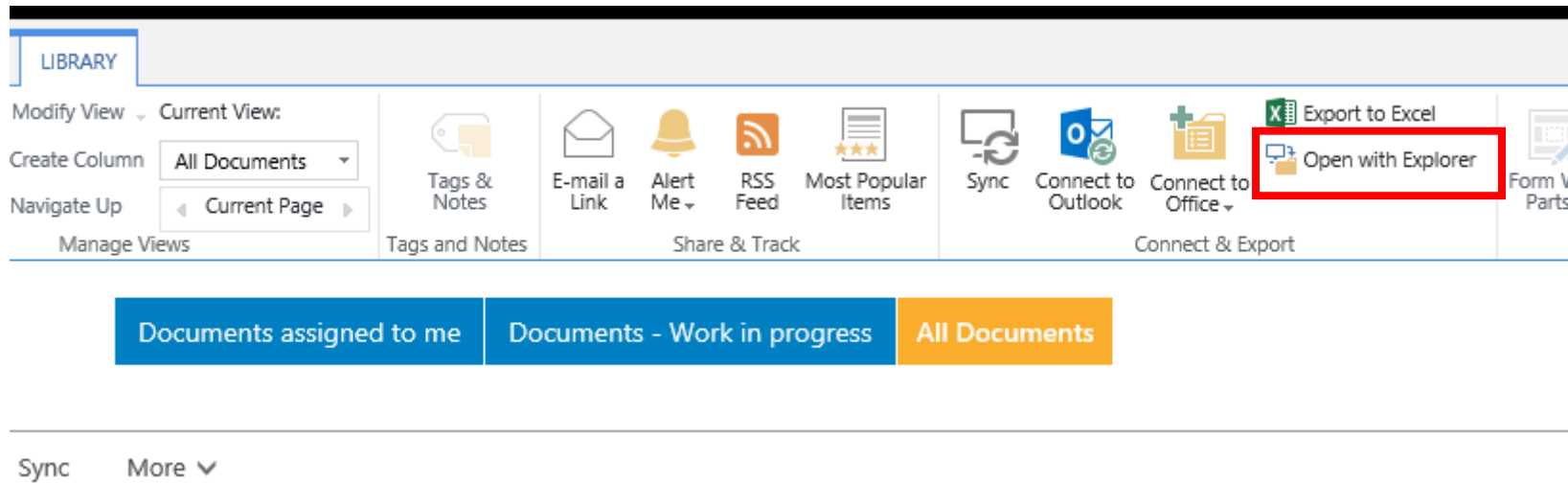


- May be particularly interesting to export the list of “Discussions” (actions) or Documents with corresponding status (open/closed)



Useful features – Export to Excel

➤ SEPIAC libraries can also be used as a classic Explorer window:





SEPIAC – Introduction: Look & Feel

<https://sepiac.easa.europa.eu/>



EASA
European Aviation Safety Agency

Thank you for you attention!

Your safety is our mission.

An agency of the European Union 