Country Specific Steps to Obtain EASA Type Certificate (TC) / Supplemental Type Certificate (STC)

European Union
European Aviation Safety Agency (EASA)

GENERAL INFORMATION		
	For more details see TIP* paragraph:	
What form of recognition does EASA give a U.S. TC product?	2.3.1.1, 2.3.4.1	Products (2.3.1.1), Engines & Propellers (2.3.4.1)
What form of recognition does EASA give a U.S. STC, ASTC and ATC?	2.3.1.2	
What form of recognition does EASA give any other FAA-approved design changes for products and articles for which the U.S. is the SoD?	2.3.1.3	Design changes identified under 3.2
Applicants may propose to follow joint validation procedures.	3.5.7.3(b)	

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European Union
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TC/STC APPLICATION PROCEDURE (when FAA is the CA)		
	For more details see TIP*paragraph:	
Applicant Responsibilities		
1. Determine amendment level of EASA airworthiness and environmental standards applicable to product with the aid of EASA SSD lists. This will become the proposed certification basis.	3.5.11, Appendix F	
2. Determine if application is Basic or Non-Basic.	3.5.3	
3. If application is Non-Basic, list all instances where the design matches a Non-Basic criteria.	3.5.3.2	TC criteria is 3.5.3.2(a), Major design changes including STCs is 3.5.3.2(b)
4. Prior to application to FAA, access the EASA Portal and fill out requested information. Print out the resultant form at end of process for inclusion in application to FAA.	EASA Portal is an EASA only process and is not mentioned in TIP	
5. Compile application data and send with a cover letter to the FAA with applicable data. Include proposed certification basis, list of Non-Basic criteria, and EASA Portal result sheet	3.5.4.2, 3.5.5.1	Streamlined (3.5.4.2), Non-Basic (3.5.5.1)
FAA Responsibilities		
1. Review application package to ensure its within scope of TIP	3.5.1.1, 3.5.2	Within 30 working days.
2. Determine the proposed EASA certification basis	3.5.11	Within the same 30 working days.
3. Classify the project as Basic or Non-Basic. If Non-Basic create list of areas that design matches Non-Basic criteria.	3.5.1.2, 3.5.3	Within the same 30 working days.
4. Prepare the application package for transmittal to EASA	3.5.1.4, 3.5.4.2, 3.5.5.1	Within the same 30 working days
5. For Basic applications, create and ensure that the statement of compliance to EASA requirements is accurate and complete. For Non-Basic applications, omit this statement until the validation activities are complete.	3.5.4.2(e)	Within the same 30 working days
6. Forward above items to EASA via email to the addresses indicated in the TIP Appendix A. Do not send applications by surface mail. For files which are too big for email, or for proprietary data, the EASA file box can be used by the FAA at https://filebox.easa.europa.eu/ Note that the initial application letter should always be sent by	Appendix A	tc@easa.europa. eu stc@easa.europa.eu MajorChange-MajorRepair@easa.europa.eu https://filebox.easa.europa.eu/

email. The possibility of sending data to EASA via the EASA Portal exists, but only the applicant should use the EASA Portal. Data sent through the EASA Portal may only be sent to EASA by the applicant after the FAA has completed a review of the package, and verified the data to be sent. Application letters may never be sent through the Portal.		

TC/STC VALIDATION PROCEDURES (When the FAA is the VA)		
VALIDATION PROCEDURE FOR BASIC APPLICATION		
	For more details see TIP* paragraph:	
EASA Responsibilities		
1. Notify the FAA of receipt of application.	3.5.6.1	Within 10 working days
2. Review the application and request any missing information	3.5.6.2, 3.5.6.3	Within 30 working days
3. If the VA has concerns over the classification (basic/non basic or significant/non-significant) of the application, the VA may mark it for review under the Continued Maintenance of Confidence provisions defined in paragraph 1.6, but the VA shall proceed with the process as determined by the CA's classification	3.5.6.3	
4. Issue a certificate with minimum administrative involvement from the CA and the applicant	3.5.4.1(a)	
5. Accept the CA's statement that the design complies with the VA certification basis	3.5.4.1(b)	
6. Accept the data provided by the CA, including CA approved and accepted manuals	3.5.4.1(c)	
7. Accept the classification of Basic determined by the CA without any review. The VA may only review the CA classification of the application after the issuance of the VA's approval. This may be conducted under the maintenance of confidence provisions defined in paragraph 1.6	3.5.4.1(d)	
8. The VA shall issue the corresponding certificate or design approval, with concurrent notification to the CA.	3.5.4.4	Within twenty (20) working days for (TC) after receipt of a complete application Within fifteen (15) working days STC or design approval after receipt of a complete application

TC/STC VALIDATION PROCEDURES (When the FAA is the VA)		
VALIDATION PROCEDURE FOR NON-BASIC APPLICATION		
	For more details see TIP* paragraph:	
FAA Responsibilities		
1. Notify the EASA of receipt of application	3.5.6.1	Within 10 working days
2. Review the application and request any missing information	3.5.5.1, 3.5.6.2	Within thirty (30) working days
3. If the VA has concerns over the classification (basic/non basic or significant/non-significant) of the application, the VA may mark it for review under the Continued Maintenance of Confidence provisions defined in paragraph 1.6, but the VA shall proceed with the process as determined by the CA's classification	3.5.6.3	
4. If EASA concludes that they require no further level of involvement based solely on review of the application they may proceed directly to the issuance of its validation approval according to the streamlined validation process in paragraph 3.5.4.4	3.5.6.4, 3.5.7, 3.5.8	
5. Develop a work plan in accordance with paragraph 3.5.9. The CA reviews the VA-proposed work plan and works with the VA and applicant to refine the work plan and complete the work plan elements	3.5.8.2, 3.5.8.3, 3.5.9	
6. Conduct the technical validation per the guidelines of paragraph 3.5.10	3.6.6.4	
7. Keep the validation review confined to the areas determined by the Non-Basic criteria. Do not re-evaluate unnecessarily items that have been FAA approved and are not applicable to the validation under the Non-Basic criteria	3.5.7.1	
Applicant Responsibilities		
1. Pay EASA the fee		
2. Communication during a validation should be primarily between the CA and VA. If the CA is not present in a technical discussion, the CA should be immediately informed of the outcome. The VA will request data through the CA to the applicant. Assure that the FAA is present or copied in all meetings with EASA or copied on all correspondence.	3.5.8.6	
3. Assist the FAA in the determination of Non-Basic criteria areas of review.		
FAA Responsibilities		
1. Concur with the Work plan items developed by EASA.	1.11.1.1 (FAA), 1.11.1.2 (EASA)	

2. Help the applicant and EASA communicate throughout the process		
3. Provide EASA necessary assistance and data in a timely fashion. Do not slow the validation process by holding up the flow of data.		
4. Assure that the validation activities continue in accordance with the EASA work plan, and that validation review is not conducted on items that are outside of the Non-Basic criteria.		

ISSUANCE OF TC/STC		
	For more details see TIP* paragraph:	
EASA Responsibilities		
1. Once the work plan activities are concluded notify the FAA in writing that it has completed its review per the work plan, and that it is ready to receive the CA certification statement against the VA certification basis EASA issues TC when:	3.5.8.4	
2.		
FAA Responsibilities		
1. Upon completion of the CA certification and receipt of the VA statement described in paragraph 3.5.8.4, the CA will provide the following statement to the VA: "The CA certifies that the {specific product type, model, or STC} complies with the {VAs} certification basis as identified in {work plan, issue paper, STC, TCDS, etc., as applicable to the project} dated {date}".	3.5.8.5	