



Approval of flight conditions for a permit to fly	Doc #	PR.AFC.00001-002
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Approval of flight conditions for a permit to fly

PR.AFC.00001-002

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DOCUMENT CONTROL SHEET

Process Area	Certification
Main Process	Approval of flight conditions
Main Process Owner	Alain LEROY

Reference documents

a) Contextual documents

Commission Regulation (EU) 748/2012 - Regulation of 3 August 2012 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations
 ED Decision 2007/06/R - On acceptable means of compliance
 ED Decision 2009/010/E - On the delegation of powers of the Executive Director to certain staff members of the Certification Directorate
 ED Decision 2012/102/E - On the delegation of powers of the Executive Director to certain staff members of the Certification directorate
 ED Decision 2012/103/E - On the delegation of powers of the Executive Director to certain staff members of the Certification directorate
 MB Decision 04-2009 - Decision of the Management Board on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities
 Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC
 UG.TC.00002 - Certification general user guide

b) Internal documents

EASA Form 18A - Flight conditions for a Permit to Fly - Approval form (DOA privilege)
 EASA Form 18B - Flight Conditions for a Permit to Fly - Approval form
 FO.AFC.00037 - Application for approval of flight conditions for a permit to fly
 FO.CERTO.00022 - Assignment request - Fees and Charges project
 WI.AFC.00002 - Approval of flight conditions during out-of-office hours
 WI.CERTO.00050 - Terms of reference for task allocation and staff secondment
 WI.DRM.00041 - Rotorcraft section record management
 WI.DRM.00042 - General aviation records management
 WI.DRM.00044 - Large aeroplanes section records management
 WI.TC.00036 - Decisions and signatures for product safety oversight

Abbreviations/Definitions

a) Abbreviations

- C.1
EASA Products Department
- CM
responsible Certification Manager
- DOA
Design Organisation Approval
- EASA
European Aviation Safety Agency
- EU
European Union
- F.1
Applications and Procurement Services Department



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F.1.1
 Applications Management Section

F.1.2
 Certification Outsourcing Section

F.1.3
 Certificates and Approvals Section

MS
 Member State

NAA
 National Aviation Authority

PCM
 Project Certification Manager

b) Definitions
 Task allocation meeting
 Regular allocation meeting between C.1 and F.1.1 where a coordinated decision is taken with regard to the responsible party for the technical investigation.

Log of issues		
Issue	Issue date	Change description
001	13/09/2010	First issue, migration of C.P004-00
002	15/10/2012	Issue 002. Minor modifications in the Basic Principles part (under 3.4.3. Technical investigation) and in the workflow Perform investigation for approval of flight conditions.



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INTRODUCTION

Purpose and scope

This document describes how the European Aviation Safety Agency internally handles the technical tasks related to the approval of flight conditions related to safety of design on which the competent authority of the EU Member State of Registry bases its Permit to Fly.

This procedure shall be followed in order to achieve standardised processes within the Agency.

The scope of this procedure is limited to the approval of flight conditions relative to aircraft that do not meet, or have not been shown to meet, applicable airworthiness requirements but are capable of safe flight under defined conditions and for the following purposes:

- * development
- * showing compliance with regulations or certification specifications
- * flying the aircraft for Authority acceptance
- * market survey, including customer's crew training
- * exhibition and air show
- * flying the aircraft to a location where maintenance or airworthiness review are to be performed, or to a place of storage
- * flying an aircraft at a weight in excess of its maximum certificated takeoff weight for flight beyond the normal range over water, or over land areas where adequate landing facilities or appropriate fuel is not available
- * record breaking, air racing or similar competition
- * for non-commercial flying activity on individual non-complex aircraft or types for which a Certificate of Airworthiness or restricted Certificate of Airworthiness is not appropriate

This Agency's responsibility is exercised for aircraft registered in the EU Member States, Iceland, Liechtenstein, Norway and Switzerland, for which a Permit to Fly is required, except for the aircraft excluded by Annex II of the Basic Regulation, or by its Article 1.2 (products engaged in military, customs, police or similar services).

This responsibility is not applicable for aircraft registered outside the EU Member States, Iceland, Liechtenstein, Norway and Switzerland for which a Permit to Fly is used for flight testing by an organisation which has its principle place of business in a Member State. The responsibility for a Permit to Fly relative to aircraft registered outside the Member States rests with the authority of the country of registration. The Agency or an appropriately approved design organisation can provide, on request, technical assistance by approval of flight conditions to assist the foreign authority in the issuance of the Permit to Fly. Responsibility for the authorisation to fly rests with the authority of the Member State where the flight will take place. This is typically done by endorsement of the foreign Permit to Fly by each Member State where the flight will take place (flight permit or entry permit).

This responsibility is applicable for unregistered aircraft, whereby the Agency will approve the flight conditions without checking whether the aircraft is indeed unregistered. This is the task of the Competent Authority issuing the Permit to Fly.

The European Aviation Safety Agency does not carry any responsibility for the validation of third country permits and/or flight conditions approved by a third country. These fall under the authority of the Competent Authority who shall perform the associated technical investigation and validate or refuse to validate the foreign permit and/or foreign approved flight conditions for flights in the EU airspace.

Further detailed guidance, if deemed necessary by the Head of Products Department may be described in individual product specific documents, specific work instructions or user guide.

Legal framework

I.1. General

As from 29 March 2007, the European Aviation Safety Agency is responsible for the approval of flight conditions related to the safety of design on the basis of which a Permit to Fly can be issued.

According to Article 5(4)(a) of Regulation (EC) No 216/2008 of the European Parliament and of the Council of 20 February 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency (hereinafter referred to as the "Basic Regulation"), by way of derogation from Article 5 paragraphs 1 and 2 a Permit to



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Fly may be issued when it is shown that the aircraft is capable of performing safely a basic flight. It shall be issued with appropriate limitations, in particular to protect third parties' safety.

According to Article 5(5)(e) of the Basic Regulation the Commission shall adopt, in accordance with the procedure laid down in Article 65(4), the rules for the implementation of this Article, specifying in particular "the conditions to issue, maintain, amend, suspend or revoke permits to fly, including restrictions applicable to the issue of permits to fly. These restrictions should in particular concern the following:

- * purpose of the flight
- * airspace used for the flight
- * qualification of flight crew
- * carriage of persons other than flight crew.

The list of restrictions as stated in the Basic Regulation to ensure safety is not exhaustive but may also include other restrictions, for example:

- * the performance of the aircraft
- * the configuration of the aircraft (e.g. flaps extended).

Under this provision the Commission has issued Commission Regulation (EC) No 375/2007 of 30 March 2007 amending Commission Regulation (EC) No 1702/2003 laying down the implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations;

These implementing rules, listed above, contain various provisions that further develop the principle set out in the Basic Regulation, and provide further detail on the circumstances under which flight conditions related to safety of design shall be approved.

The approval of flight conditions shall be performed in accordance with:

1. Commission Regulation (EC) No 375/2007 of 30 March 2007 amending Commission Regulation (EC) No 1702/2003 laying down the implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as the certification of design and production organisations
2. Decision No 2007/06/R of the Executive Director of the European Aviation Safety Agency of 4 April 2007 amending Decision No 2003/1/RM of the Executive Director of the European Aviation Safety Agency of 17 October 2003 on acceptable means of compliance and guidance material for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations ("AMC and GM to Part 21"), in particular Part 21A Subpart P.

1.2. Allocation of certification tasks

According to Art. 24 of the Basic Regulation the Management Board shall adopt guidelines for the allocation of certification tasks to national aviation authorities or qualified entities.

Under this provision the Management Board has adopted Decision No 04/2005 of 03 May 2005 concerning guidelines for the allocation of certification tasks to national aviation authorities or qualified entities.

The Agency may carry out technical investigations itself or through National Aviation Authorities.

In cases where the technical investigation will be performed internally, the responsible Certification Manager will nominate a PCM using EASA staff and/or NAA staff (seconded PCM) under appropriate contractual arrangements.

In cases where the technical investigation shall be allocated to an external party which will handle the technical investigation on behalf of EASA, the selected external party may only be an NAA which is appropriately accredited and has appropriate contractual arrangements with EASA.

The policy for the allocation of technical investigations is prescribed in EASA Work Instruction WI.APMAN.00003 Terms of reference for task allocation and secondment of staff.

Basic Principles

1. Applicability



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A Permit to Fly is generally issued when a Certificate of Airworthiness is temporarily invalid, for example as the result of a damage, or when a Certificate of Airworthiness cannot be issued for instance when the aircraft does not comply with the essential requirements for airworthiness or when compliance with those requirements has not yet been shown, but the aircraft is nevertheless capable of performing a safe flight.

In order to obtain a Permit to Fly, the applicant shall make sure that the flight conditions are approved.

2. Actors and responsibilities

As from 29 March 2007, flight conditions are approved by:

1. The European Aviation Safety Agency; or by
2. The Competent Authority of the MemberState of Registry; or by
3. The Competent Authority of the MemberState prescribing the identification marks; or by
4. The Holder of a Design or Production Organisation Approval to whom the adequate privilege has been granted.

The following tables clarify the different actors and responsibilities with regard to:

1. The approval of flight conditions related to safety of design and Permit to Fly
2. The approval of flight conditions not related to safety of design and Permit to Fly.

2.1. Approval of flight conditions related to the safety of design and Permit to Fly

Reference is made to table 1 page 9 of this procedure.

2.2. Approval of flight conditions not related to the safety of design and Permit to Fly

Reference is made to table 2 page 9 of this procedure.

3. Approval of flight conditions

3.1. General

The Agency approves the Flight Conditions in cases related to the safety of design, defined as follows:

1. The aircraft does not conform to an approved design; or
2. An Airworthiness Limitation, a Certification Maintenance Requirement or an EASA Airworthiness Directive has not been complied with; or
3. The intended flight(s) are outside the approved envelope.

This implies that EASA shall make the findings that the aircraft and appropriate associated restrictions compensating for departure from the essential requirements permit the aircraft to perform safely a basic flight.

Flight conditions related to safety of design, under which a Permit to Fly may be issued, may also be approved by the Holder of a Design Organisation Approval to whom the adequate privilege has been granted under Part 21A.263, except for:

1. Initial flights of:
 - * A new type of aircraft; or
 - * An aircraft modified by a change that is or would be classified as a significantmajor change or significant STC; or
 - * An aircraft whose flight and/or piloting characteristics may have been significantly modified
2. Non-commercial flying activity on individual non-complex aircraft or types for which a Certificate of Airworthiness or restricted Certificate of Airworthiness is not appropriate in accordance with Part 21A.263(c)(6)(ii).

3.2. Flight conditions related to safety of design

The applicant has to apply to the Agency for the approval of flight conditions related to safety of design in the following cases:

1. Where the flight conditions related to safety of design are not approved at the time of application for a Permit to Fly
2. Where the applicant has not been granted the adequate privilege to approve the flight conditions related to safety of design.

The applicant has to submit the following documents to the Agency to obtain the approval of the flight conditions:



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1. EASA Form NR 37
2. EASA Form 18B or EASA Form 18A in the event the applicant is a DOA holder to whom the privilege of Art 21A.263(c)(6) does not apply
3. Justifications (i.e. supporting documents) referenced in EASA Form 18B.

An approval of flight conditions cannot be issued before all forms have been filled in by the applicant and provided to the Agency in time.

Note: The EASA Form NR 37 includes also the EASA Form 18B as an annex.

If the complete set of supporting documents is not available at the time of application, the missing documents can be provided later. In such a case, the EASA Form 18B may be provided at a later stage when all data are available.

3.3. Flight conditions not related to safety of design

When the approval of flight conditions is not related to the safety of design, the Agency is not involved.

The flight conditions shall be approved by:

1. The Competent Authority of the MemberState of Registry, or
2. The Competent Authority of the MemberState prescribing the identification marks
3. The holder of a Design or Production Organisation approval to whom the adequate privilege has been granted.

Examples of such conditions are the following purposes:

- * Design organisations or production organisations crew training,
- * Production flight testing of new production aircraft,
- * Flying aircraft under production between production facilities,
- * Flying the aircraft for customer acceptance,
- * Delivering or exporting the aircraft.

This includes:

- * Production flight testing for the purpose of conformity establishment
- * Delivery / export flight of a new aircraft the design of which is approved;
- * Demonstration of continuing conformity with the standard previously accepted by the Agency for the aircraft or type of aircraft to qualify or re-qualify for a (restricted) Certificate of Airworthiness.

In the event that the approval of the flight conditions is not related to the safety of design, the application for approval of flight conditions shall be submitted to the National Aviation Authority in a form and manner established by that authority.

Note: Continued Airworthiness Management Organisations are not entitled to approve flight conditions, neither to issue permits to fly, irrespective whether the flight conditions are related or not related to the safety of design.

3.4. Technical procedure

3.4.1. General

The products department, in particular the responsible Certification Manager or Project Certification Manager is responsible for conducting the technical investigation on which the Agency will base its decision to issue, to amend or to refuse the approval of the proposed flight conditions or changes thereto.

3.4.2. Task allocation

The responsible CM or his/her deputy (Permit to Fly Coordinator or Head of Products Department) will nominate a PCM (EASA staff or seconded NAA staff) or NAA to conduct the technical investigation. It must be noted that the administrative and technical follow-up of an application whereby the technical investigation is outsourced to a seconded EASA PCM or NAA requires longer processing times.

The technical review, in particular with regard to available resources and assumed workload, is made during the task allocation meeting between the Products Department and Applications and Procurement Services Department.



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For obviously urgent cases, whereby the available turnaround time between the date of receipt of the application and the first day of the validity period for the related Permit to Fly is less than or equal to 3 working days, the technical investigation will be evaluated by the responsible Certification Manager, immediately upon receipt and registration of the application. This means that the evaluation, in particular with regard to available resources and associated workload, takes place outside the scope of the task allocation meeting.

In principle, the PCM of the product type shall be nominated to conduct the technical investigation, except where the responsible Certification Manager or his/her deputy (Permit to Fly Coordinator or Head of Products Department) decides otherwise, for example in the event of non-complex applications or time constraints.

The Project Certification Manager may request the involvement of team members, where their technical expertise is required.

In the event, the seconded PCM or NAA requested to conduct the technical investigation does not agree to the assumed workload, the NAA or seconded PCM has to inform the Agency accordingly and provide the Agency with a reasoned justification. Further, the application has to be re-submitted to the task allocation meeting for confirmation or refusal of the by the NAA assumed workload.

In the event, the EASA PCM or NAA refuses the task allocation, the NAA or EASA PCM has to inform the Agency accordingly. Further, the application has to be re-submitted to the task allocation meeting for a new allocation recommendation.

3.4.3. Technical investigation

The proposed flight conditions will be checked against the substantial documentation provided by the applicant. Before approving the flight conditions, the Agency must be satisfied that the aircraft is capable of safe flight under the specified conditions and restrictions and may make or require the applicant to make any necessary inspections or tests for that purpose. Further detailed guidance material is described in the User Guide UG.TC.00002 - Certification general user guide (former PCM handbook).

Based on the applicant's declaration and the data they have reviewed, the team members express their concurrence to the PCM for the approval of flight conditions.

In the event of satisfactory establishment of flight conditions, a Statement of Technical Satisfaction will be issued by the PCM, through completion of the data related to the Statement of Technical Satisfaction to be submitted together with the accounting information (ref. EASA Form NR 37, submitted by the applicant), on which the responsible Certification Manager or Project Certification Manager, shall base the approval of the flight conditions by means of dating, signing and EASA stamping the EASA Form 18B. The latter shall be done in accordance with Decision No 2009/010/E of the Executive Director of the Agency of 20 February 2009 on the delegation of powers of the Executive Director to certain staff members of the Certification Directorate.

The approved flight conditions are valid in all EU Member States, Iceland, Lichtenstein, Norway and Switzerland.

4. Interfaces with other activities - Issuance of Permit to Fly

Permits to Fly will continue to be issued by:

1. The Competent Authority of the Member State of Registry, or
2. The Competent Authority of the Member State prescribing the identification marks
3. The holder of a Design or Production Organisation Approval to whom the adequate privilege has been granted.

Simultaneously or following EASA approval, send an application for a Permit to Fly to the Competent Authority of the Member State of Registry, or of the Member State prescribing the identification marks, together with the EASA Form 18B approved by the Agency, using EASA Form 21 or any acceptable form prescribed by that Competent Authority. Please contact the relevant National Aviation Authority for further details.

The Permit to Fly is valid in all EU Member States, Norway, Liechtenstein, Iceland and Switzerland, but the Competent Authority of the Member State of Registry or of the Member State prescribing the identification marks may impose limitations for use in the its airspace, for example:
 - no flying activities over densely populated areas.

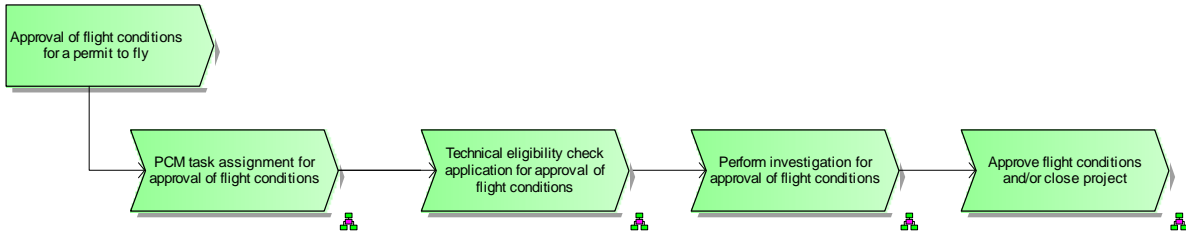
Flights outside of this airspace shall entail validation of the Permit to Fly by the Competent Authorities of the States concerned.



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Structure of process charts

Approval of flight conditions for a permit to fly



Act and responsibilities for approval of flight conditions and issuance of permit to fly

TABLE APPROVAL OF FLIGHT CONDITIONS		RELATED TO THE SAFETY OF DESIGN AND PERMIT TO FLY		
Competent Authority/Organisation	Flight Conditions		Permit to Fly	
	Applied for to	Issued by	Applied for to	Issued by
General rule				
EASA	Yes	Yes	Nb	Nb
Competent Authority National	Nb	Nb	Yes	Yes
Other				
Design Organisation	Yes According to privilege No mandatory formal application. Nb application if applicant and DO are the same organisation	Yes According to privilege	Yes According to privilege No mandatory formal application. Nb application if applicant and DO are the same organisation	Yes According to privilege
Production Organisation	Nb	Nb	Yes According to privilege No mandatory formal application. Nb application if applicant and PO are the same organisation	Yes
Continued Airworthiness Management Organisation	Nb	Nb	Nb	Nb

TABLE APPROVAL OF FLIGHT CONDITIONS		NOT RELATED TO THE SAFETY OF DESIGN AND PERMIT TO FLY		
Competent Authority/Organisation	Flight Conditions		Permit to Fly	
	Applied for to	Issued by	Applied for to	Issued by
General rule				
EASA	Nb	Nb	Nb	Nb
Competent Authority National	Yes	Yes	Yes	Yes
Other				
Design Organisation	Nb	Nb	Nb	Nb
Production Organisation	Yes According to privilege No mandatory formal application. Nb application if applicant and PO are the same organisation	Yes According to privilege	Yes According to privilege No mandatory formal application. Nb application if applicant and PO are the same organisation	Yes According to privilege
Continued Airworthiness Management Organisation	Nb	Nb	Nb	Nb



PCM task assignment for approval of flight conditions





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Activity	Description to the process activity
Receive notification AFC application and process sheet, if any	<p>Applications for EASA approval of flight conditions shall be sent to the Applications and Procurement Services Department and made in accordance with Articles 21A.709 and 21A.710 of Annex Part 21 to Commission Regulation (EC) 1702/2003 and MB Decision 12/2007.</p> <p>F.1.1. consults the responsible Certification Manager (CM) or in his absence the responsible Permit to Fly Coordinator for the technical review of the eligibility and scope, amongst them the classification of flight conditions as flight conditions related to the safety of design.</p> <p>1. Non-urgent applications Non-urgent applications will be submitted to the daily task allocation meeting for determination of responsible PCM/NAA and working hour estimate.</p> <p>2. Urgent applications Upon receipt by F.1.1. of an incoming urgent application for approval of flight conditions, the responsible PtF Coordinator or his/her deputy (responsible Certification Manager) receives for immediate review an email containing the application and in case of an application which relates to an ongoing project, information about the assigned PCM or NAA for the ongoing project. The responsible PtF Coordinator or his/her deputy (responsible CM) then determines the responsible PCM/NAA and related working hours estimate.</p> <p>3. Confirmed urgent AOG situation outside EASA regular office hours In the event there is an urgent need for the approval of flight conditions during out-of-office hours, the instructions laid down in EASA Work Instruction WI.AFC.00002 - Approval of flight conditions during out-of-office hours must be followed.</p>
Assess whether application is non-urgent, urgent or related to confirmed urgent AOC situation outside EASA regular office hours	---
Determine who is tasked to review the proposed FC for non-urgent application	<p>In the event the available turn-around time exceeds 3 working days, the assumed workload and available resources are evaluated during the task allocation meeting. The task allocation meeting is the regular allocation meeting between the Applications and Procurement Services Department and the Products Department. A coordinated decision will be taken with regard to the responsible party for the technical investigation.</p> <p>It must be noted that the administrative and technical follow-up of an application whereby the technical investigation is outsourced to a seconded PCM or NAA requires longer processing times.</p> <p>In principle, the PCM of the product type or the PCM responsible for the Design Organisation shall be nominated to conduct the technical investigation, except where the Permit to Fly Coordinator or his/her deputy (responsible Certification Manager) or Head of Products Department decides otherwise, for example in the event of non-complex applications or time constraints.</p>
Estimate working hours for non-urgent AFC project	The responsible Certification Manager or his/her deputy advises F.1.2 during the task allocation meeting on the workload estimate to conduct the technical investigation. F.1.2 will then allocate the task accordingly.
Determine who is tasked to review the proposed FC for urgent application	For obviously urgent cases, whereby the available turnaround time between the date of receipt of the application and the first day of the validity period for the related Permit to Fly is less than or equal to 3 working days, the technical investigation will be evaluated by the responsible Permit to fly coordinator or his/her deputy (responsible Certification Manager/Head of Products Department), immediately upon receipt of the application. This means that the evaluation, in particular with regard to available resources and associated workload, takes



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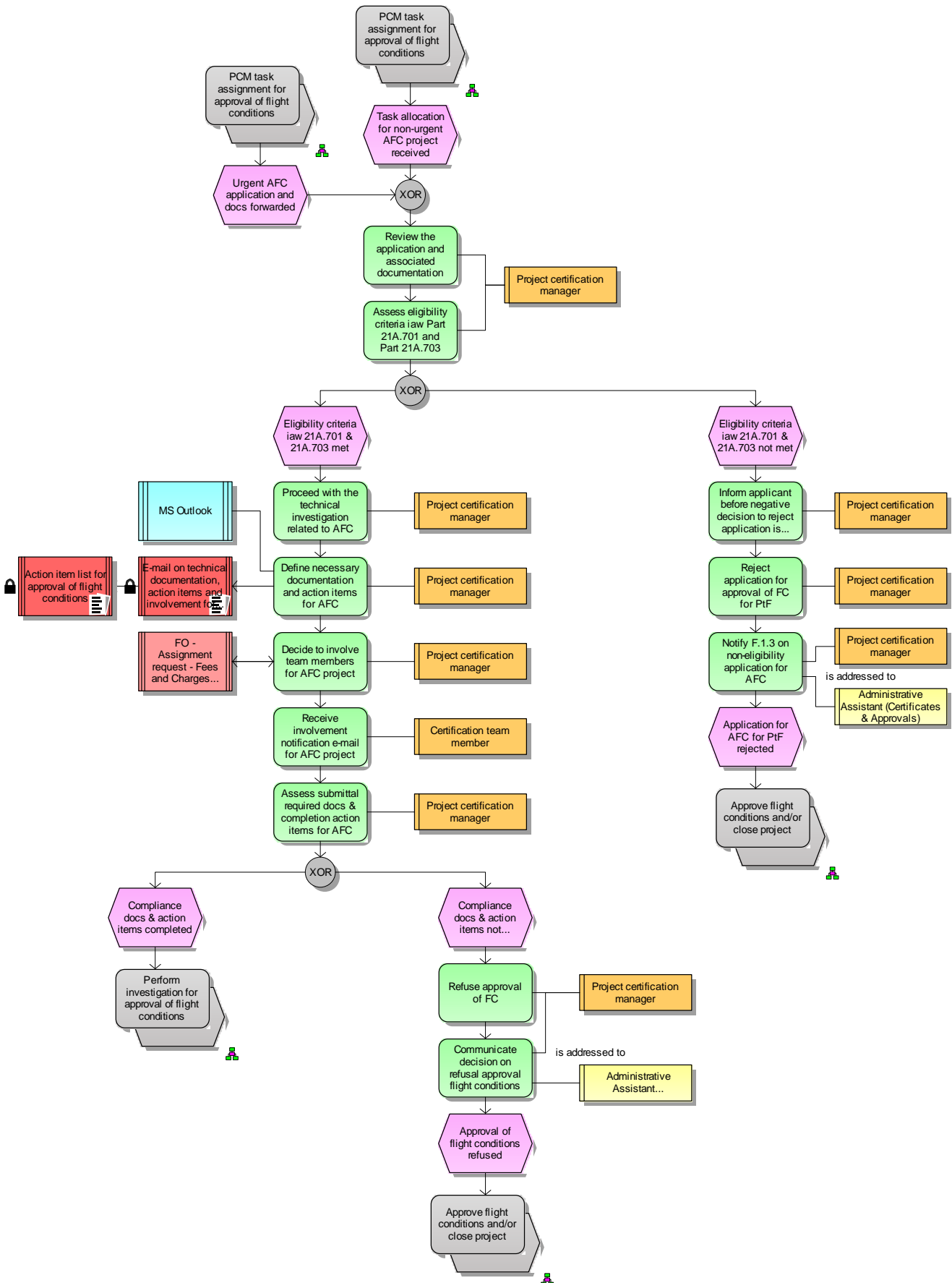
	<p>place outside the scope of the task allocation meeting, immediately upon receipt of the application.</p> <p>In principle, urgent applications are allocated, except where the Permit to Fly Coordinator or his/her deputy (responsible CM or Head of Products Department) decides otherwise, for example in the event of non-complex applications or time constraints, as follows:</p> <ol style="list-style-type: none"> 1. Normally, the PCM of the product type shall be nominated to conduct the technical investigation 2. For ongoing STC projects, preferably to the PCM of the specific STC project (best knowledge on configuration) 3. Urgent AOG cases: <ul style="list-style-type: none"> * during office hours, person found most appropriate by the responsible Permit to Fly Coordinator * out-of-office hours, there will be a special coordination for urgent AOG cases in accordance with WI.AFC.00002 Approval of flight conditions during out of office hours. <p>The Permit to Fly coordinator advises F.1.2 by email on the nominated PCM (EASA staff or NAA seconded staff) or NAA. F.1.2 will then register the application retroactively in SAP and allocate the task accordingly.</p>
Receive task allocation e-mail for non-urgent AFC project	<p>The nominated PCM or NAA receives a task allocation e-mail (EASA PCM) or Purchase Order (NAA seconded PCM or NAA). The task allocation e-mail / Purchase Order requests the PCM to conduct the technical investigation associated with the approval of flight conditions related to safety of design. Upon receipt of the task allocation, the PCM / NAA may proceed with the technical investigation commences.</p>
Forward estimate working hours for urgent AFC project to F.1.2 by re-turn email	<p>The Permit to Fly coordinator or his/her deputy (responsible Certification Manager or Head of Products Department) advises F.1.2 immediately by return email on the workload estimate required to conduct the technical investigation. Upon receipt of the afore-mentioned information, F.1.2 shall allocate the task accordingly.</p>
Forward to PCM application for AFC & initial documentation	<p>In the event the task is done by EASA-staff, the PtF Coordinator shall in parallel forward the application directly to the selected PCM so that the technical work can begin without delay.</p> <p>In the event the task is done by NAA-staff, F.1.2 will forward the application together with the Purchase Order to the seconded PCM or NAA.</p>
Receive task allocation e-mail for urgent F&C project	<p>The nominated PCM or NAA receives a task allocation e-mail (EASA PCM) or Purchase Order (NAA seconded PCM or NAA). The task allocation e-mail / Purchase Order requests the PCM to conduct the technical investigation associated with the approval of flight conditions related to safety of design.</p> <p>In the event the task is done by NAA-staff, F.1.2 will forward the application together with the Purchase Order to the seconded PCM or NAA.</p> <p>In the event the technical investigation is conducted by EASA-staff, the PCM may start the technical investigation immediately upon receipt of the email from the Permit to Fly Coordinator, even without having received the formal task allocation e-mail, this to avoid any further delay.</p> <p>In the event the technical investigation is conducted by NAA-staff, the NAA seconded PCM or NAA may only commence the technical investigation upon receipt of the purchase order.</p>
Execute WI Approval of flight conditions during out-of-office hours	---

Internal Process Interfaces

Technical eligibility check application for approval of flight conditions
 Approve flight conditions and/or close project



Technical eligibility check application for approval of flight conditions





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Activity	Description to the process activity
Review the application and associated documentation	<p>The PCM checks whether the complete set of documentation supporting the proposed flight conditions, as well as EASA Form NR 37 and EASA Form 18B i.a.w. Article 21A.709 of Annex Part 21 to Commission Regulation (EC) 1702/2003 are available.</p> <p>In the event the flight conditions cannot be approved under the privilege of Article 21A.263(c)(6) of Annex Part 21 to Commission Regulation (EC) 1702/2003, check whether the DOA holder has submitted the EASA Form 18A iso EASA Form 18B to the Agency for approval.</p> <p>If the complete set of data is not available at the time of application, the Applicant can provide the missing elements later. In such cases, the approval form (EASA Form 18A/18B) must be provided only when all data are available, to allow the applicant to make the statement required in box 8 of EASA Form 18A/18B.</p>
Assess eligibility criteria iaw Part 21A.701 and Part 21A.703	<p>The PCM managing the project will assess the applicant's eligibility in accordance with Articles 21A.703 and 21A.701 of Annex Part 21 to Commission Regulation (EC) 1702/2003.</p> <p>Any natural or legal person may apply for approval of flight conditions related to the safety of design, except for approval of flight conditions requested for the purpose of 21A.701(a)(15) (i.e. for non-commercial flying activity on individual non-complex aircraft or types for which the Agency agrees that a Certificate of Airworthiness or restricted Certificate of Airworthiness is not appropriate) where the applicant shall be the owner.</p> <p>Unless additional reasons exist for an approval that is not strictly design related, the PCM will only proceed with the technical investigation if the proposed flight conditions are related to the safety of design.</p>
Proceed with the technical investigation related to AFC	<p>The PCM proceeds with the technical investigation, unless the proposed flight conditions are obviously not related to safety of design.</p> <p>The proposed flight conditions will be checked against the substantial documentation provided by the applicant. Before approving the flight conditions, the Agency must be satisfied that the aircraft is capable of safe flight under the specified conditions and restrictions and may make or require the applicant to make any necessary inspections or tests for that purpose. Further detailed guidance material is described in the EASA User Guide UG.TC.00002 Certification general user guide (former Certification Handbook).</p>
Define necessary documentation and action items for AFC	<p>The PCM requests for necessary documentation if incomplete, through e-mail communication. However, draft an action list, if deemed necessary. Minimum content of the action list are:</p> <ul style="list-style-type: none"> a) Subject b) Comments c) Date d) Status.
Decide to involve team members for AFC project	<p>If there is a need to extend the involvement to team members, the PCM (and where applicable together with the CM) will identify the Team Members and their level of involvement.</p> <p>The PCM will request F.1.2 (using the Assignment Request - Fees and charges) for the assignment of team members to the project in SAP.</p> <p>Note: If there is a need to extend the involvement to team members outside EASA, such request will only be taken into consideration in the event the required technical expertise is not available inhouse.</p>
Receive involvement notification e-mail for AFC project	<p>The EASA team member selected to participate in the project will receive an Involvement Notification e-mail directly generated by SAP. External team members selected to participate in the project will receive a Purchase Order through their NAA administrative contact).</p> <p>In case the work volume is amended - an e-mail / PO is sent again to the</p>



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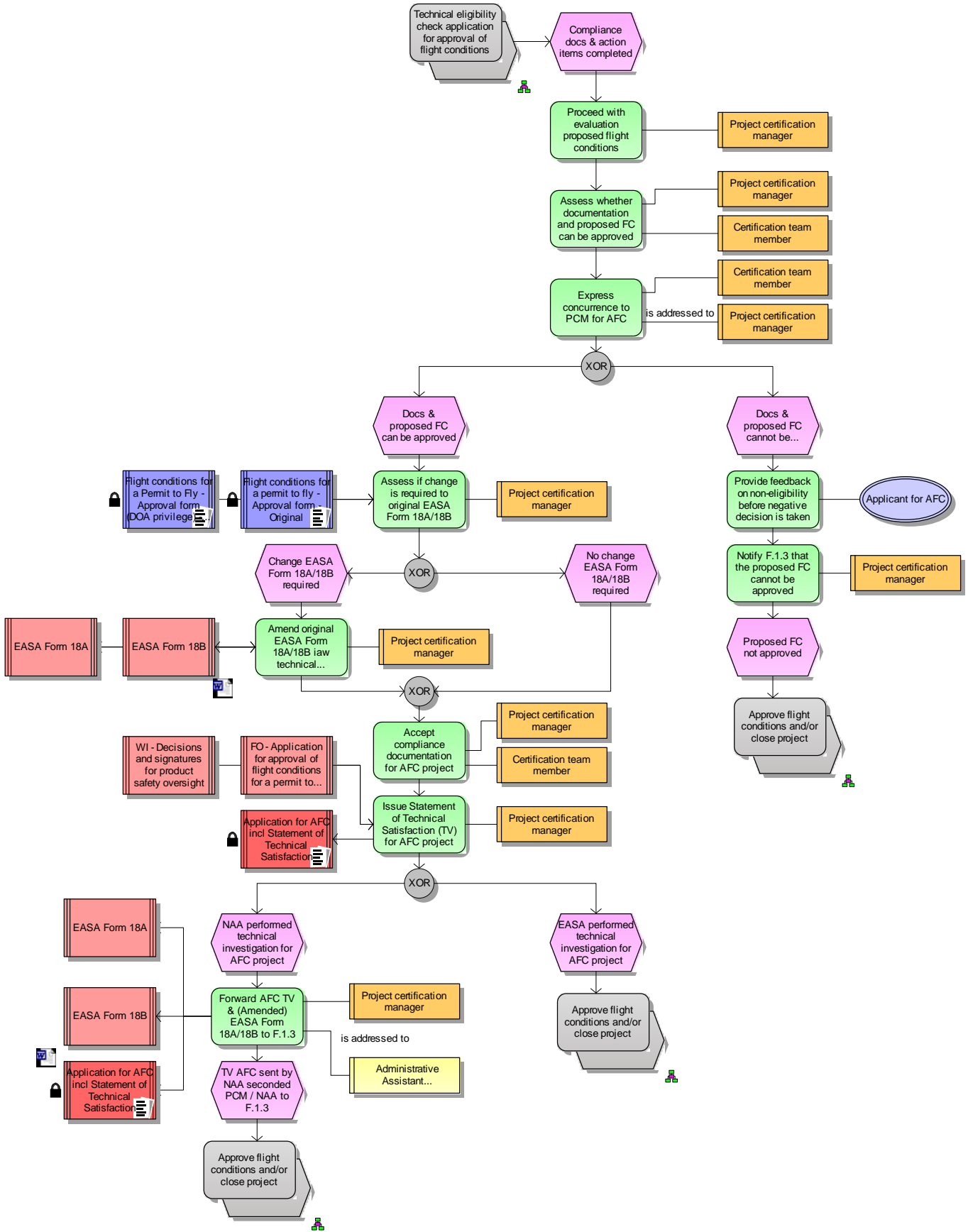
	affected team members.
Assess submittal required docs & completion action items for AFC	It should be ensured that the necessary documentation is provided.
Inform applicant before negative decision to reject application is taken	Where the flight conditions are obviously not related to the safety of design, the PCM rejects the application. Provide short feedback to the applicant before the negative decision is taken to inform the applicant on the intended negative decision and to invite the applicant to make comments before the negative decision is adopted.
Reject application for approval of FC for PtF	---
Notify F.1.3 on non-eligibility application for AFC	The PCM communicates by email the decision on non-eligibility to F.1.3 and requests F.1.3 to notify this decision in writing to the Applicant together with the reasons thereto, including a reference to the possibility for appeal as specified in Articles 44 to 50 of the Basic Regulation.
Refuse approval of FC	---
Communicate decision on refusal approval flight conditions	Provide short feedback to F.1.3 on refusal approval flight conditions and request F.1.3 to notify this decision in writing to the Applicant together with the reasons thereto, including a reference to the possibility for appeal as specified in Articles 44 and 50 of the basic regulation.

Internal Process Interfaces

PCM task assignment for approval of flight conditions
 Perform investigation for approval of flight conditions
 Approve flight conditions and/or close project



Perform investigation for approval of flight conditions





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Activity	Description to the process activity
Proceed with evaluation proposed flight conditions	The PCM shall perform the technical investigation for approval of flight conditions that are related to unapproved design or non-conformities with the approved design.
Assess whether documentation and proposed FC can be approved	The proposed flight conditions will be checked against the substantial documentation provided by the applicant. Before approving the flight conditions, the Agency must be satisfied that the aircraft is capable of safe flight under the specified conditions and restrictions and may make or require the applicant to make any necessary inspections or tests for that purpose. Further detailed guidance material is described in the EASA User Guide TC.UG.00002 Certification General User Guide (former Certification Handbook).
Assess if change is required to original EASA Form 18A/18B	The PCM shall make sure that the EASA Form 18A/18B contains all necessary information prior to the stamping and signing of the EASA Form 18A/18B. Where required, the PCM shall amend the EASA Form 18A/18B by adding notes and restrictions.
Express concurrence to PCM for AFC	Based on the applicant's declaration and the data they have reviewed, the team members express their concurrence to the PCM for the approval of flight conditions (no need for a specific form).
Amend original EASA Form 18A/18B iaw technical findings, if necessary	If it is deemed necessary to amend the proposed flight conditions initially stated by the applicant on EASA Form 18B or EASA Form 18A in the event the flight conditions cannot be approved by the DOA Holder under the privilege of Part 21A.263(c)(6), the PCM has to include this information in the field relating to Notes/Remark field, or include in this field a reference to a more elaborated document to be attached to the original EASA Form 18A/18B before submitting it for signature to the responsible CM. All documents attached to EASA Form 18A/18B shall be referenced on the EASA Form 18A/18B.
Accept compliance documentation for AFC project	---
Provide feedback on non-eligibility before negative decision is taken	Provide short feedback to the applicant before the negative decision is taken to inform the applicant on the intended negative decision and to invite the applicant to make comments before the negative decision is adopted.
Issue Statement of Technical Satisfaction (TV) for AFC project	A Statement of Technical Satisfaction will be issued by the PCM on which the responsible Certification Manager or PCM, shall base the approval of the flight conditions by means of dating, signing and EASA stamping EASA Form 18A/18B. Use EASA Form NR 37 (submitted by the Applicant) and complete the data related to the Statement of Technical Satisfaction. Date and sign EASA Form NR 37. Notes: 1. Until revision of EASA Form NR 37, the PCM is no longer required to complete the Accounting Information. This information is now made available through CATS and NAA activity report. 2. The EASA Form 18A/18B may only be signed by an authorised EASA staff member (Check ED Decision 2010/018/E on delegation of powers of the Executive Director to certain staff members of the Certification Directorate). NAA staff members are not authorised to approve flight conditions and to sign EASA Form 18A/18B.
Notify F.1.3 that the proposed FC cannot be approved	The PCM shall communicate to F.1.3 that the proposed FC cannot be approved and request F.1.3 to notify this decision in writing to the Applicant together with the reasons thereto, including a reference to the possibility for appeal as specified in Articles 44 to 50 of the Basic Regulation.
Forward AFC TV & (Amended) EASA Form 18A/18B to F.1.3	The seconded PCM shall send the Statement of Technical Satisfaction (further completion of EASA Form NR 37), preferably by e-mail (PDF) together with the amended EASA Form 18A/18B and attached documents, if any to F.1.3 to speed up the administrative process of issuing the Approval of Flight Conditions for a Permit to Fly.



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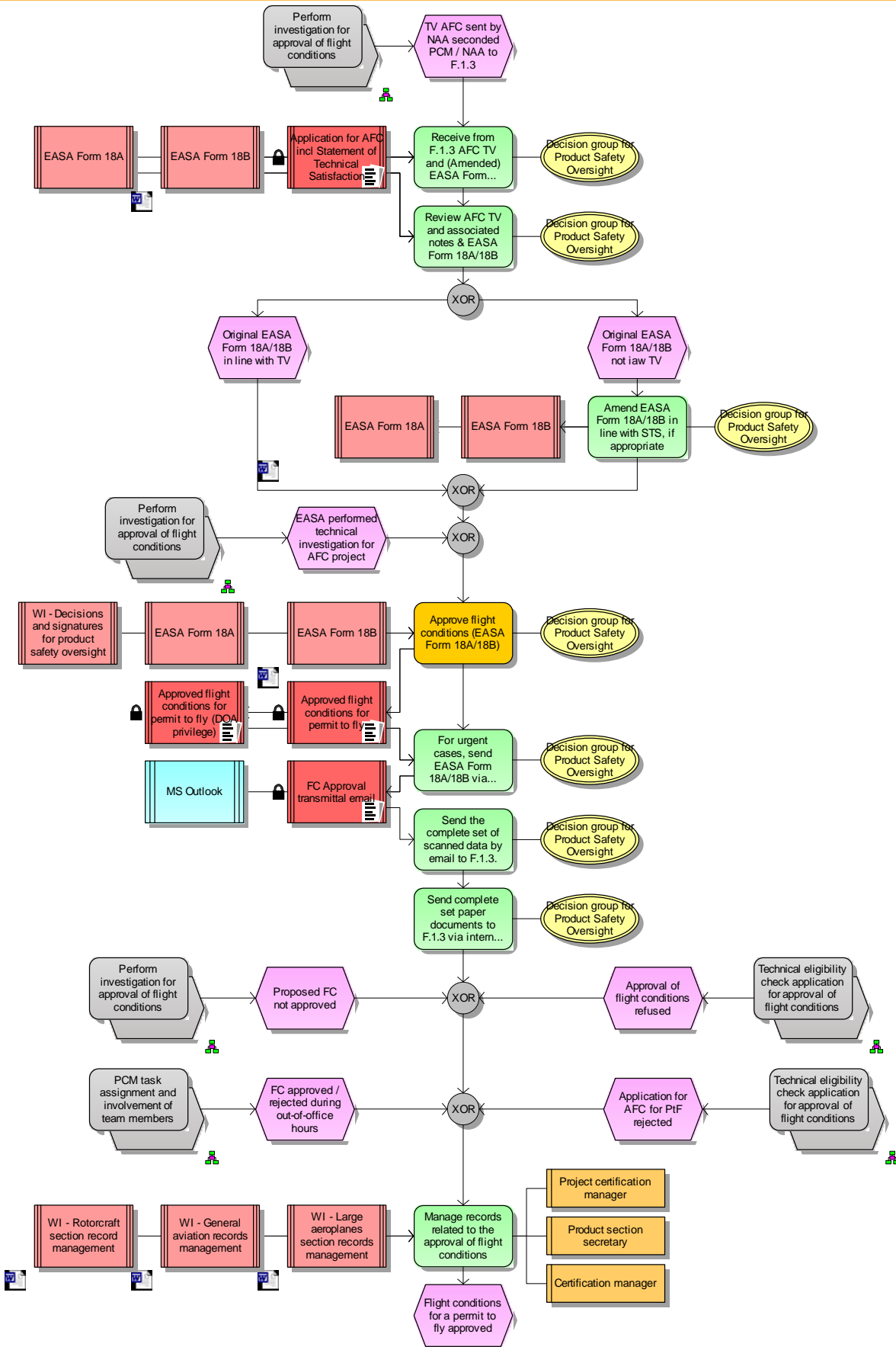
Please do not sign, date and stamp the EASA Form 18A/18B.
The EASA Form 18A/18B may only be signed by an authorised EASA staff member (Check ED Decision 2010/018/E on delegation of powers of the Executive Director to certain staff members of the Certification Directorate). NAA staff members are not authorised to approve flight conditions and to sign EASA Form 18A/18B.

Internal Process Interfaces

Technical eligibility check application for approval of flight conditions
Approve flight conditions and/or close project



Approve flight conditions and/or close project





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Activity	Description to the process activity
Receive from F.1.3 AFC TV and (Amended) EASA Form 18A/18B for signature	The EASA Form 18A/18B shall be presented for signature, as follows: 1) PCM who performed technical investigation (on the condition that he has received the necessary delegation to sign EASA Form 18A/18B, in his/her absence 2) responsible Permit to Fly Coordinator, in his/her absence 3) responsible CM, in his/her absence 4) Head of Products Department, in his/her absence 5) Deputy Certification Director, in his/her absence 6) Certification Director
Review AFC TV and associated notes & EASA Form 18A/18B	---
Amend EASA Form 18A/18B in line with STS, if appropriate	---
Approve flight conditions (EASA Form 18A/18B)	The EASA Form 18A/18B may only be approved by the EASA staff having received the necessary delegation of powers of the Executive Director through ED Decision 2010/018/E. Following steps shall be followed to approve flight conditions: 1. Date EASA Form 18A/18B 2. Sign EASA Form 18A/18B 3. State the approval number on all pages of EASA Form 18A/18B (including the annexed pages that contain essential data such as NTO with limitations and restrictions, etc.
For urgent cases, send EASA Form 18A/18B via email directly to the applicant, copy to F.1.3	Mandatory for urgent approvals of flight conditions. The signatory shall send an advance copy of the signed, dated and stamped EASA Form 18A/18B (PDF copy) directly to the applicant: Use of the following standard text is recommended: "Dear XXX, Find enclosed the EASA flight condition approval (signed EASA Form 18A/18B). Please apply for a "permit to fly" at your local authority. The official involve for the application and approval process will come from EASA Applications and Procurement Services Department."
Send the complete set of scanned data by email to F.1.3.	As a second email, the complete set of scanned data (EASA Form NR 37, EASA Form 18A/18B, NTO, pictures, etc.) shall be send by email to "FlightConditions". Use of the following standard text is recommended: "EASA Form 18A/18B was sent to the applicant directly by EASA PCM."
Send complete set paper documents to F.1.3 via internal mail	Upon approval of the flight conditions, the responsible CM or PCM sends the complete set of paper documents via internal mail to F.1.3. The set of paper documents consists of: - the original of the signed, stamped and dated EASA Form 18A/18B, and - the EASA Form NR 37, including original signed and dated statement of technical satisfaction. F.1.3 will then dispatch the original of the approved EASA Form 18A/18B to the applicant.
Manage records related to the approval of flight conditions	Records management is ensured through EASA Work Instructions WI.DRM.00041, WI.DRM.00042, WI.DRM.00044 on records management.

Internal Process Interfaces



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Perform investigation for approval of flight conditions
PCM task assignment and involvement of team members
Technical eligibility check application for approval of flight conditions



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RECORDS

Appendix A : Operational Documents

Technical eligibility check application for approval of flight conditions	
Record	Activity
E-mail on technical documentation, action items and involvement for approval of flight conditions	- Define necessary documentation and action items for AFC
Action item list for approval of flight conditions	- Define necessary documentation and action items for AFC

Perform investigation for approval of flight conditions	
Record	Activity
Application for AFC incl Statement of Technical Satisfaction	- Issue Statement of Technical Satisfaction (TV) for AFC project - Forward AFC TV & (Amended) EASA Form 18A/18B to F.1.3

Approve flight conditions and/or close project	
Record	Activity
FC Approval transmittal email	- For urgent cases, send EASA Form 18A/18B via email directly to the applicant, copy to F.1.3
Approved flight conditions for permit to fly (DOA privilege)	- Approve flight conditions (EASA Form 18A/18B)
Approved flight conditions for permit to fly	- Approve flight conditions (EASA Form 18A/18B)

Appendix B : External Documents

PCM task assignment for approval of flight conditions	
Record	Activity
Application for approval of flight conditions for a permit to fly	- Receive notification AFC application and process sheet, if any
EX - Initial technical documentation for AFC application	- Receive notification AFC application and process sheet, if any
Flight conditions for a permit to fly - Approval form - Original	- Receive notification AFC application and process sheet, if any
Flight conditions for a Permit to Fly - Approval form (DOA privilege) - Original	- Receive notification AFC application and process sheet, if any

Perform investigation for approval of flight conditions	
Record	Activity
Flight conditions for a permit to fly - Approval form - Original	- Assess if change is required to original EASA Form 18A/18B
Flight conditions for a Permit to Fly - Approval form (DOA privilege) - Original	- Assess if change is required to original EASA Form 18A/18B