

## EBAA explanatory note

### AOC Certifications – application procedure explained AOC Certifications

In the context of the United Kingdom's withdrawal from the European Union, EASA accepts early applications from UK AOC holders for TCO authorisations as of 07/01/2019, and the following procedure applies:

1. By 01/03/2019, the UK TCO applicant completes and sends to EASA the application form for TCO authorisation together with all required supporting documents:

- Copy of Certificate of Incorporation/Business Registration;
- A PDF screenshot of the registry overview of your organisation from the Companies House website. Please make sure the company number and registered office address is included;
- Copy of existing AOC and associated Operations Specifications.

2. EASA verifies the eligibility and the completeness of the application. Incomplete applications will not be processed. Changes to TCO applications from AOC holders certified in the UK will only be processed by EASA as of the withdrawal date.

3. EASA notifies, via email, the task number to the applicant.

4. EASA issues an invoice for the fee and provides the applicant with access credentials to the EASA online TCO Web-Interface application.

5. Applicant settles the EASA fee and submits its completed technical questionnaire, using the TCO Web-Interface.

6. Upon settlement of the fee and receipt of the duly completed technical questionnaire, EASA confirms to the applicant that the EASA TCO Authorisation Certificate is ready for dispatch and provides the EASA approval number (if applicable).

7. On 30/03/2019, provided that all above conditions are met on 15/03/2019, EASA sends by email a soft copy of the TCO Authorisation Certificate to the UK TCO applicant and updates the TCO Web Interface accordingly.

8. In the month following 30/03/2019, EASA sends the hard copy of the TCO Authorisation Certificate to the UK TCO applicant.

**The fee:**

The fee to cover the costs of issuing a TCO Authorisation to an AOC holder certified in the UK is 8 working hours charged at the hourly rate referred to in point 2 of Part II of the Annex to Commission Regulation (EU) No. 319/2014, subject to the annual inflation rate. This fee is non-refundable, regardless of the outcome of the negotiations of the Article 50 negotiation process and principles for the United Kingdom's departure from the European Union.

**The EASA TCO Authorisation Certificate:**

A TCO Authorisation issued to an AOC holder certified in the UK only becomes valid on 30/03/2019, and the scope of the TCO Authorisation will mirror that of the UK CAA AOC approval scope at that time.

**The surveillance/recurrent cycle:**

Monitoring pursuant to ART.215 of Annex 2 (Part-ART) to Commission Regulation (EU) No 452/2014 will commence on 30/03/2019.

**Other Information:**

UK has recently signed Air Service Agreements with:

- Switzerland
- USA
- Canada

**What's next?**

- EBAA is working with some of its Members to develop a Brexit checklist for operators; the document will be communicated as soon as possible to EBAA Members.
- Brexit Panel discussion at EBACE2019 in Geneva: 22 May 2019 from 15.30 to 16.30