	ASD.F.260 AMDT No.; 1.2 Issue Date: 09/07/20	SAFETY REGULATION DIVISION POLICY AND PROCEDURES
<b>Title: Basic user guide to the ANSD/SRD online Notification of Change (NOC) form.</b> (Oversight of the safety assurance of changes to the service provider functional system)		
<b>Responsibility: SRD Assistant Director, Aeronautical Services Department</b>		

## 1.0 Introduction

A service provider (SP) certified by the Irish competent authority (CA) under Implementing Regulation (EU) 2017/373 shall notify the CA of proposed changes to their Functional System using the Notification of Change form on the IAA web site.

The requirements for the Notification of Change (NOC) and the procedures to be followed are outlined in ASAM No. 38 and found on the IAA website

[https://www.iaa.ie/publications/docs/default-source/publications/advisory-emoranda/aeronautical-services-advisory-memoranda-\(asam\)/asam-no-38](https://www.iaa.ie/publications/docs/default-source/publications/advisory-emoranda/aeronautical-services-advisory-memoranda-(asam)/asam-no-38)

## 2.0 Use of the NOC form.

Hereafter is a basic guide to populating the NOC form.

### 1. Type of Notification

Notes:

- 1 **Routine Change** conducted in accordance with change procedures approved by the CA (*notification minimum 10 working days in advance of the change*)
- 2 **Non-complex Change** to the management or safety management system or the Functional System (*minimum 35 working days in advance of the change*)
- 3 **Complex Change** to the management or safety management system or Functional System (*minimum 90 working days in advance of the change*)
- 4 **Unplanned Change** conducted in accordance with change procedures approved by the CA (*notification is submitted as per SP CA approved procedures*)

*A CA review may take place for any of the above changes. The SP will be notified.*

- Routine Change
- Non-complex Change
- Complex Change
- Unplanned Change

2.1 The NOC has 14 sections numbered 1 to 14. There are a variety of fill in field types e.g. check box; free text etc.

2.2 Where an asterix\* is displayed this denotes a mandatory field to be completed or checked. Where needed, sections have explanatory text to assist with completion of the fields.

Org Unique Reference Number \*



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### 3. Organisation Details

Name of SP \*

PLEASE SPECIFY - DTBU, CTBU, STBU, SENR, EIDL, EIKN, EIKY, EISG, EIWF, EIWT, MET or OTHER

- 2.3 For Section 3 'Name of SP' insert the designator as given for your SP e.g. for Kerry insert EIKY; for Shannon Enroute insert SENR. If your SP is not listed enter your SP name in free text.
- 2.4 Under Section 7; for 'FDP Systems' please insert this under 'Other...' and prefix the entry with the text 'FDP Systems - '.


### 7. Service Impacted by the Change

Tick the box to indicate which services are affected by the change. If not listed tick 'Other' and provide details.

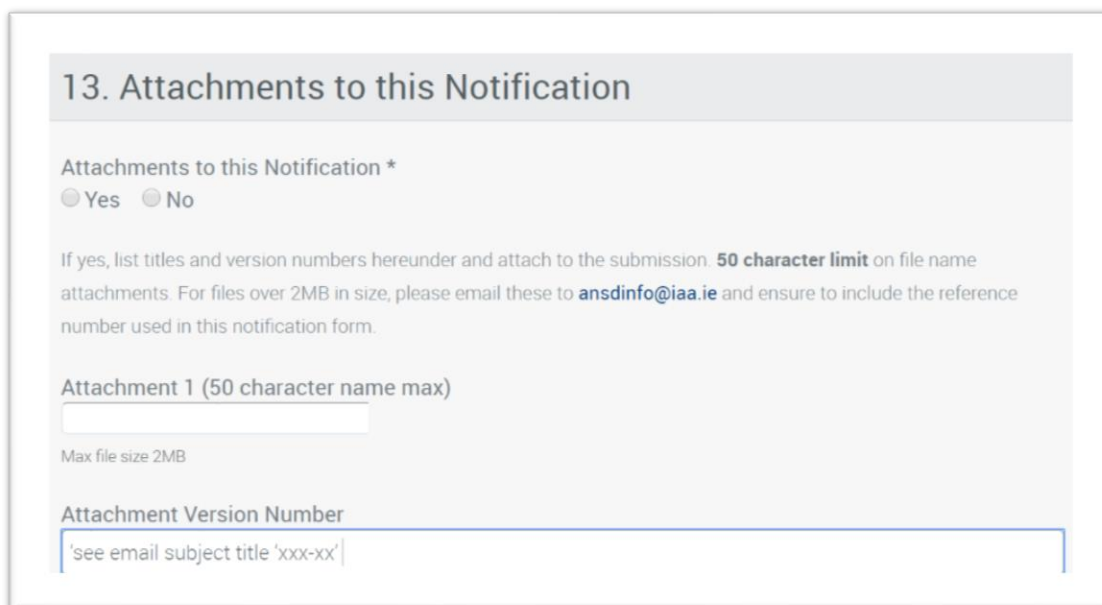
Service Impacted by the Change \*

- Air Traffic Control (ATC)
- Aerodrome Flight Information Service (AFIS)
- Communication Systems
- Navigation Systems
- Surveillance Systems
- Aeronautical Information Services (AIS)
- Airspace Management (ASM)
- Meteorological Services
- Air Traffic Flow Management (ATFM)
- Other - Provide Details Hereunder

If Other, Please Provide Details

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- 2.5 Section 13 allows for attachments to be added. The applicant clicks in the blank 'Attachment 1' box and navigates to the file. In the next blank box 'Attachment Version Number' insert in free text the version of the file uploaded. This can be repeated 4 times.



**13. Attachments to this Notification**

Attachments to this Notification \*

Yes  No


If yes, list titles and version numbers hereunder and attach to the submission. **50 character limit** on file name attachments. For files over 2MB in size, please email these to [ansdinfo@iaa.ie](mailto:ansdinfo@iaa.ie) and ensure to include the reference number used in this notification form.

Attachment 1 (50 character name max)

Max file size 2MB

Attachment Version Number

- 2.6 The max file size per attachment is 2MB. Only file types 'pdf, .doc, .docx, .ppt, .pptx, .pps, .ppsx, .xls, .xlsx' can be uploaded. If the file size is larger than 2MB or a file type is not listed, these can be emailed to SRD separately.
- 2.7 If sending attachments to supplement a NOC its important to indicate this in section 13 in 'Attachment Version Number' by free typing 'see email subject title 'xxx-xx' (use your Unique Reference Number as per section 2 of the NOC e.g. 'N0123/TWR').
- 2.8 In the subject line of the email include the reference number you used in the NOC form e.g. 'N0123/TWR'.
- 2.9 Email attachments to [ansdinfo@iaa.ie](mailto:ansdinfo@iaa.ie) .

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**3.0 Under the Section 14 declaration, the email address supplied will receive a copy of the NOC form.**

**14. Declaration**

I declare that I have the legal capacity to submit this Notification to the competent authority and that all information provided in this Notification form is correct and complete.

Name of Person Submitting the Notification \*

Email Address \*

Date of Submission \*

**4.0 When typing in the CATCHA code there are no spaces required.**


S E G

Generate New Image

Type the code from the image

SEG

Please use the SUBMIT button below to send in your form. The sender will receive an automated email with the information they provided. Please retain this email as part of your change records regarding the notification of change to the CA.

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**5.0 After reading the 'Data Protection' information click on the blue 'Submit' tab.**

**Data Protection**

Personal data included in this application is processed by the IAA pursuant to European and National Regulations on the protection of individuals with regard to the processing of personal data. It will be processed solely for the purposes of the performance, management and follow up by SRD of the IAA, without prejudice to possible transmission to internal audit services. The applicant shall have the right of access to his/her personal data and the right to rectify any such data that is inaccurate or incomplete. Should the applicant have any queries concerning the processing of his/her personal data, he/she shall address them to the IAA at the following address: [ansdinfo@iaa.ie](mailto:ansdinfo@iaa.ie).

**6.0 Confirmation of submission**

The page will change to indicate the form has been sent.


**Notification of a Proposed Change by a Service Provider Form**

Thank you for your submission. You will shortly receive an email confirmation with your submission. Please retain for your records.

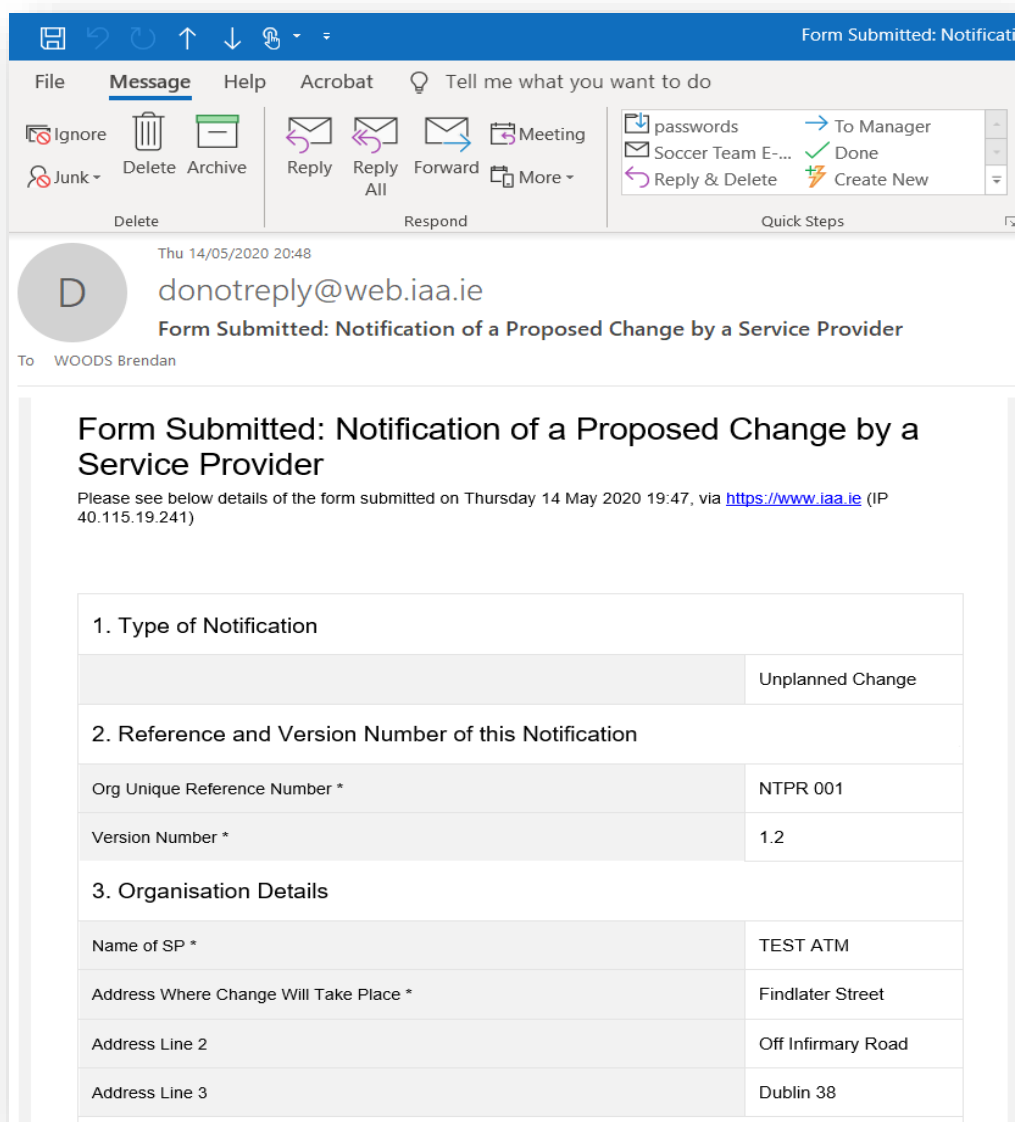
6.1 If the page doesn't change this is a more than likely indication of a mandatory field or fields not been filled in. Scroll up and a red text message will appear at each section where an error has occurred. Fill in the missing info and click the blue 'Submit' tab again when done.

**6. Proposed Change**

General change  
 Functional system change  
This information is required

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## 7.0 Sample of NOC email received by sender.



- 7.1 As stated previously the NOC form will be submitted to the CA and the sender will get a copy of the NOC submission sent to their email. The NOC email should be retained for reference.
- 7.2 It is important to note the NOC must contain enough detail about the change and its impact for the CA to decide whether to review the change or not. If there is insufficient information supplied this may result in a delay to a change or the notification not being accepted, and a full resubmission required to start the notification of change process again. Consult ASAM No. 38 for full details of the submission timelines and the review process