	OPS.ANS.F.263 AMDT No. 1..0 Issue Date: 17/02/25	IRISH AVIATION AUTHORITY POLICY AND PROCEDURES
Title: NOC Portal User Guide (for SP changes under Commission Regulation (EU) 2017/373)		
Responsibility: Manager ANSD		

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, management system, safety system or service provision 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 for changes to the Functional System are outlined in ASAM No. 38. *ATM/ANS.OR.A.040 Changes – general. (a) (1)*

Non-Functional System changes, ie to the management system, safety system or service provision, are outlined in ASAM No. 39. *ATM/ANS.OR.A.040 Changes – general. (a) (2)*

These ASAMs are found on the IAA website under ‘Publications’.

[IAA Publications](#)

2.0 Use of the NOC form.

Use of the IAA’s NOC form is intended to self explanatory. The following is general guidance and elaborates of some of the more notable sections of the form.

NOTIFICATION OF A PROPOSED CHANGE BY A SERVICE PROVIDER

* Required

Type of Notification

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


1. Type of Notification *

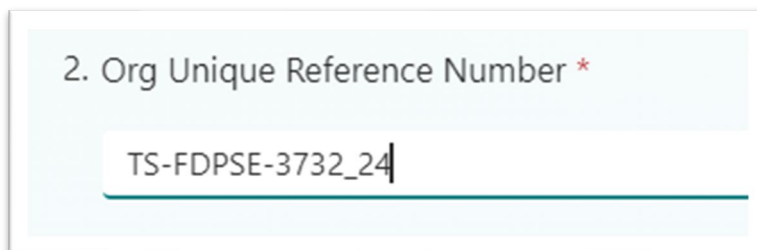
- Routine Change:** conducted in accordance with change procedures approved by the CA (notification minimum 10 working days in advance of the change)
- Non-complex Change:** to the management or safety management system or the Functional System (minimum 35 working days in advance of the change)
- Complex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

Next

2.1 The NOC portal consists of a number of sections. The questions in each section must be filled in before progressing to the next. There are a variety of ‘fill-in’ field types e.g. drop down; check box; free text.

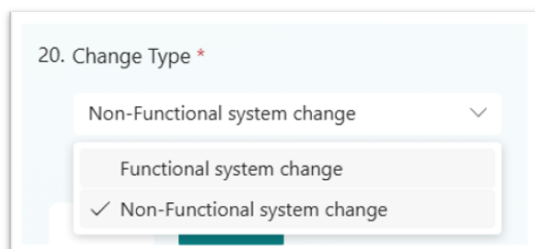
2.2 Textbox fields are limited to a maximum of 3000 characters.

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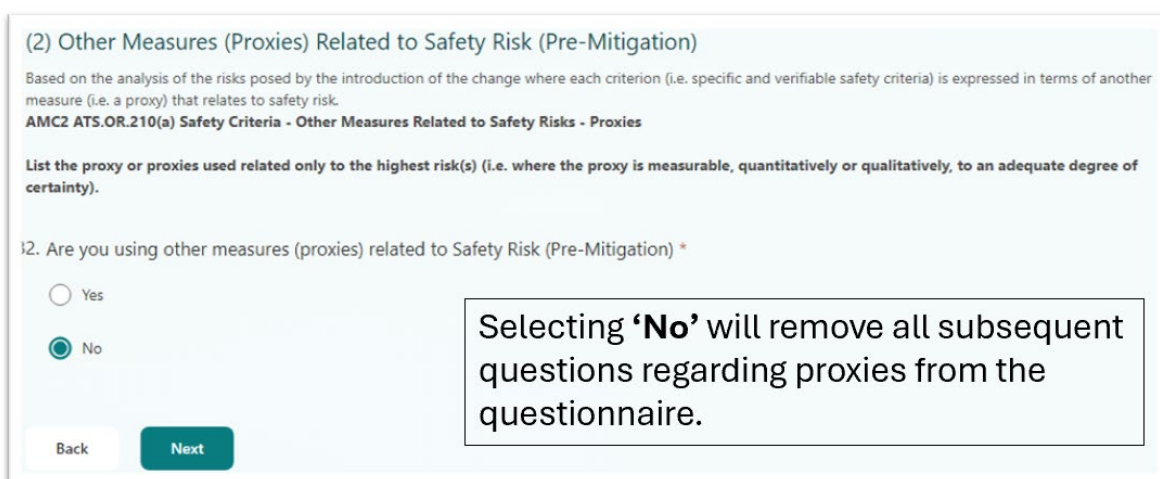
2.3 A mandatory field to be completed or checked is denoted by an asterisk*. Where needed, sections have explanatory text to assist with completion of the fields. In some cases, answering 'yes' to a question will unlock further related questions. See the following examples;

Example 1: Q20



Selecting '**Non-Functional System Change**' will remove all subsequent questions regarding hazard analysis from the questionnaire.

Example 2: Q32



(2) Other Measures (Proxies) Related to Safety Risk (Pre-Mitigation)

Based on the analysis of the risks posed by the introduction of the change where each criterion (i.e. specific and verifiable safety criteria) is expressed in terms of another measure (i.e. a proxy) that relates to safety risk.

AMC2 ATS.OR.210(a) Safety Criteria - Other Measures Related to Safety Risks - Proxies

List the proxy or proxies used related only to the highest risk(s) (i.e. where the proxy is measurable, quantitatively or qualitatively, to an adequate degree of certainty).


Q32. Are you using other measures (proxies) related to Safety Risk (Pre-Mitigation) *

Yes

No

Back Next

Selecting '**No**' will remove all subsequent questions regarding proxies from the questionnaire.

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- 2.4 For Section 4 'Name of SP' choose the designator as given for your SP e.g. for Kerry select EIKY. If your SP is not listed, choose Other and enter your SP name in free text.

4. Name of SP *

EIDL
▼

- 2.5 The primary contact details **shall be those of the individual making the notification.**

8. Primary Contact Organisational Title *

Safety Manager


9. Primary Contact Name *

John Michael Kane

- 2.6 The **Primary Contact Business Email** will receive the confirmation of the NOC's receipt by IAA. This confirmation will contain a link for a user to **upload supporting documents** if requested.

11. Primary Contact Business Email
 (This email address will receive the link for uploading supporting documentation related to this submission) *

jmk@treadstone.ie

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- 2.7 If the proposed change is intended to remedy an **open NCR**, please include the NCR number as above. Please note it is advised to limit the scope of an NCR related change to just that required to close your NCR. This will lower the likelihood of review by the CA.

18. Does this NOC form part of a Corrective Action Plan for an open Non Conformance Report? *

Yes

No

19. Please enter NCR number *

Enter your answer


- 2.8 By answering **Yes** to question 47 a user will receive a link by email where they can upload supporting documentation. This upload link is the **only method accepted** for the transmission of NOC supporting evidence to the IAA

Attachments to this Notification

47. Are there attachments to submit as supporting evidence to this notification? – The Primary Contact entered will receive a link via email that will allow them to upload supporting documentation. This documentation will be appended to this notification of change upon upload. *


Yes

No


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2.9 The confirmation email received is as below. It contains the [Link](#) to upload files.

Notification of Change Reference Number: stwtst version



noreply.approvalworkflows
 To ✔ Emmet RILEY



Mon 02/12

The IAA acknowledges receipt of your proposed notification of change, the details of which are in the attached summary.


As your submission indicated a need for the upload of supporting documentation, please use this [Link](#) where an upload can be made. Documentation uploaded via this link will be appended to your existing submission. This link is valid for 48 hours and will expire on 04-12-2024

Note a submission is considered complete by the IAA when all supporting documents have been submitted.

1. Type of Notification	
Routine Change: conducted in accordance with change procedures approved by the CA (notification minimum 10 working days in advance of the change)	
2. Reference and Version Number of this Notification	
Org Unique Reference Number	stwtst
Version Number	1

3.0 The upload link takes the user to the below page, where clicking on ‘Select files’ will start the upload process. Multiple file uploads are possible with a limit in excess of 1GB.


OneDrive



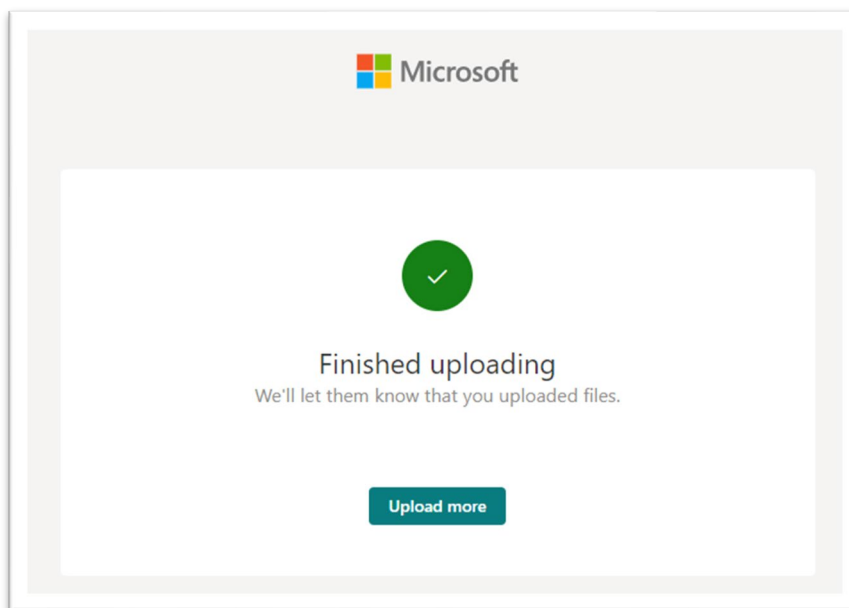
A member of "Change Notifications" is requesting files for:

Reference:EXAMPLE_2025 - V1

Select files

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- 3.1 Once upload is complete. The user will see this confirmation and receive an email of receipt for each file uploaded.



- 3.2 The declaration made at the end of the process in the name of the primary contact completes the NOC process.


NOTIFICATION OF A PROPOSED CHANGE BY A SERVICE PROVIDER

Declaration and Data Protection

I the primary contact, as previously declared, have the legal capacity to submit this Notification on behalf of the competent authority and that all information provided in this Notification form is correct and complete

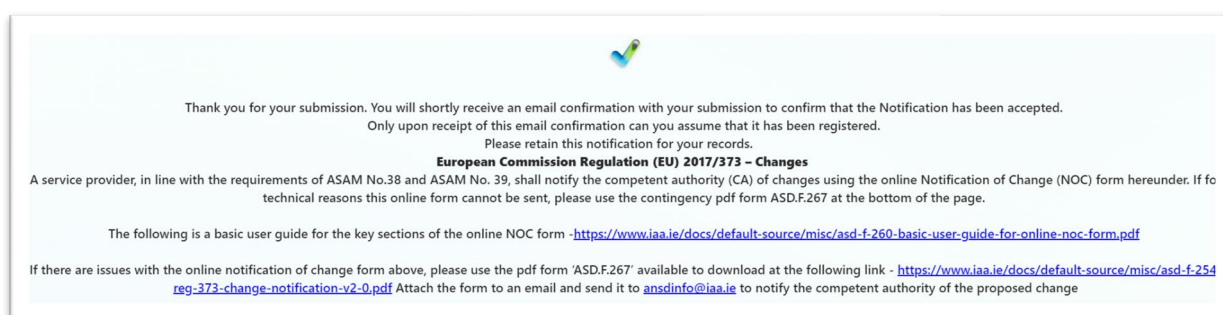
Personal data included in this application is processed by the IAA pursuant to European and National Regulations on the protection of individuals with regard to the processing of personal data. It will be processed solely for the purposes of the performance, management and follow up by SRD of the IAA, 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.

Never give out your password. [Report abuse](#)

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4.0 Confirmation of submission

After 'Submit' the page will change to indicate the form has been sent.



The primary contact will receive a confirmation of receipt by email. This will contain a summary of the NOC. Please retain this for your records.

5. Approved Change Management Procedures

5.1 Deviation from Approved Change Management Procedures


ATM/ANS.OR.B.010 Change management procedures

ATM/ANS.AR.C.030 Approval of change management procedures for functional systems

The primary use of the NOC portal is for the Notification of Changes that are made using an SP's existing Change Management Procedures that have been previously approved by the IAA.

However, should an SP wish to modify the content of these approved procedures, or make a change that deviates from them, then the following sections of the NOC portal should be noted.

Questions 21 and 23 are for use in the case a deviation from change management procedures is required.

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21. For this change, are you requesting a 'deviation' from your change management procedures for a specific planned change:

Yes

No

23. Is this change being made in accordance with an approved 'deviation', granted by the Authority, from your change management procedures for this specific planned change? *

Yes

No

Should an SP wish to deviate from their change manage procedures two separate NOCs will be required:

- 1) A first NOC requesting the deviation should be created by answering 'Yes' to Q21. Any supporting content to this deviation request can be uploaded with this NOC. Approval to deviate will then be granted or rejected by IAA.
- 2) If approval to deviate is granted by IAA the SP shall create a second NOC request utilising this approval. To do so, answer 'Yes' to Q23. In this case Q21 should be answered 'No'.


5.2 Updates to Approved Change Management Procedures

Updates to Change Management Procedures require mandatory review and approval by IAA. If an SP is notifying a change to their Change Management Procedures **or** creating new ones Q22 must be answered 'Yes'.

22. Does this change require the creation of a new change management procedure, or consist of a material change to an existing approved change management procedure? *

Yes


No

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6.0 General Guidance

- 6.1 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. 38/39 for full details of the submission timelines and the review process.
- 6.2 A NOC will fail to submit if it is found to have an identical unique identifier and version number as one previously submitted. The user will receive an email as below to inform them of this.

Notification of Change Submission Conflict


noreply.approvalworkflows
To Emmet RILEY

☺ ↩ Reply ↩ Reply All ➡ Forward 📧 ⋮

Wed 11/12/2024 11:12

You have attempted to submit a Notification of Change with the reference number TEST01 with the same version number (1) of an already submitted Notification of Change.

This submission has been **rejected**. Please resubmit with a later version number.

Please contact ansdinfo@iaa.ie if you have any queries.

Thank you, IAA.