	Aeronautical Services	ASAM
	Advisory Memorandum	No: 32
	(ASAM)	Issue 12
	Focal Point: GEN	Date 17.10.2024

Title	Guidance on the application and exposition requirements for training organisations seeking Competent Authority approval under Commission Regulation (EU) 2015/340 to provide training to student air traffic controllers and/or air traffic controllers

1   Introduction

In order to obtain certification to conduct student air traffic controller and/or air traffic controller training, a training organisation must provide, in addition to an application, an exposition with supporting documentation that demonstrates an organisation's compliance with the requirements laid down in Annex I and Annex III of Commission Regulation (EU) 2015/340.

Article 2 of Commission Regulation (EU) 2015/340 states that organisations;

'…shall be qualified in accordance with the technical requirements and administrative procedures laid down in Annexes I, III and IV and shall be certified by the competent authority…'

1.1   **Scope**

The Irish Aviation Authority (IAA) is the Competent Authority for Ireland in regard to Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

This guidance applies to all organisations located in Ireland seeking to be involved in the training of student air traffic controllers and/or air traffic controllers.

1.2   **Responsible Person**

The Manager, Air Navigation Services Division (ANSD) of the IAA, has overall responsibility for this guidance material.

2   References

2.1   Regulation (EU) 2018/1139.

2.2   Commission Regulation (EU) 2015/340.

2.3   Commission Implementing Regulation (EU) 2023/893

2.4   Commission Implementing Regulation (EU) 2017/373.

2.5   Regulation (EC) No 549/2004.

2.6   ICAO Annex 1.

2.7   S Notice No. 27.

2.8   EUROCONTROL Specification for the ATCO Common Core Content Initial Training (version 2.0).

2.9   Easy Access Rules for Air Traffic Controllers' Licensing and Certification - Revision from March 2024.

3   Submission requirements

3.1   Where a training organisation is seeking certification for the first time, or a renewal application for initial and/or unit training, then they shall submit an application and exposition in accordance with S Notice No. 27 and this ASAM.

3.2   An exposition by the training organisation containing the compliance matrix tracking sheet OPS.ANS.F.214, shall accompany the application and should contain information as to how the training organisation meets the regulatory requirements of Annexes I and III of Commission Regulation (EU) 2015/340.

4   Application

4.1   The applicant shall submit the following;

(a)   An application Form OPS.ANS.F.207;

(b)   An exposition (2 documents)

(1)   Document 1 - A small MS word or PDF document drafted by the applicant to include the details as outlined at paragraph 5.1.

(2)   Document 2 - A compliance matrix tracking sheet OPS.ANS.F.214 to be filled in by the applicant with pertinent explanatory information as outlined at 5.2.

5   Exposition

5.1   An exposition details how an organisation's management system processes, facilities, equipment, accommodation, staffing, examination/assessment/appeals processes, quality management system, financial strength, insurance cover etc, enable it to provide air traffic controller training to the professional standards in compliance with ICAO, European and State requirements.

5.2   The following paragraphs give information to assist the applicant in filling out the exposition which is comprised of two documents.

5.3   **Document 1** (ATCO.OR.B.001 refers)

Layout: General admin info, statement of regulatory compliance and organisational chart.

Cover page

(a)   Name of the organisation;

Page 2

    (a)   Title of document;

    (b)   Version number; and

    (c)   Date of document.

Page 3 onwards

    (a)   the applicant's name and address;

    (b)   the address(es) of the place(s) of operation (including, where relevant, the list of ATC units) if different from the applicant's address in point (a);

    (c)   the names and contact details of:

        (1)   the accountable manager;

        (2)   the head of the training organisation, if different from point (1);

        (3)   the person(s) nominated by the training organisation as the focal point(s) for communication with the competent authority;

    (d)   date of intended start of activity or change;

    (e)   a list of types of training to be provided and at least one training course from each type of training that is intended to be provided;

    (f)   the declaration of compliance with the applicable requirements which shall be signed by the accountable manager, stating the training organisation's compliance with the requirements at all times.

    (g)   the management system processes (this will be recorded in document 2 of the exposition);

    (h)   the date of application (this will be recorded on the application form).

    (i)   Lastly an organisational chart. This should include the nominated post holders and their reporting lines. In particular, the management structure to include personnel in charge of training, safety, quality, security, finance and human resources and how the instructional and any support staff (admin/pseudo pilots/IT etc.) will be organised. The interrelationships with any other activities of the training unit should also be shown.

5.4   **Document 2** (Compliance Matrix tracking sheet - OPS.ANS.F.214)

5.4.1 The training organisation will track and document how it complies with the essential requirements of Regulation (EU) 2018/1139 and specifically Annexes I and III of Commission Regulation (EU) 2015/340 by using the compliance matrix tracking sheet, OPS.ANS.F.214.

5.4.2 Where references within the compliance matrix tracking sheet OSP.ANS.F.214 are made to manuals or documents, the section, paragraph and page number(s) of the relevant material should be included. Any manuals or documents that are referenced should be forwarded (in soft copy) as supporting evidence with the exposition. A non-exhaustive list of documents and manuals are listed as examples of what should be submitted, some of which can be combined under one document title;

- (a) Management systems
- (b) Procedures/operations manual
- (c) Safety manual
- (d) Organisation responsibilities
- (e) Quality Management manual
- (f) Unit Training Plan / Unit Competence Scheme (if applicable)
- (g) Assessment and examination procedures
- (h) Record keeping
- (i) Capacity to review and adopt new regulations or changes to existing regulations
- (j) Staff training requirements
- (k) Maintenance of staff competence
- (l) Record keeping & confidentiality
- (m) Security management manual
- (n) Safety management manual
- (o) Specific agreement with an ATC provider to provide unit and continuation training if not an ATC provider
- (p) Facilities list, equipment procurement and maintenance

6 Further Information

Any queries or requests should be addressed to the following ANSD email address: atstraining@iaa.ie.