


Irish Aviation Authority The Times Building 11–12 D’Olier Street Dublin 2, Ireland www.iaa.ie Safety Regulation Division	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire Rannán na Rialachán Sábháilteachta	No. PLAM 010 Revision 00 Area ASD Date 21.06.2019	
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TITLE: INFORMATION ON AFISO LICENCES & GUIDANCE ON APPLICATION

1. Purpose

The purpose of this memorandum is to inform applicants on the structure and content of licences for aerodrome flight information service officers. This memorandum also details the process to be followed when submitting a licence application to the Authority.

2. References

2.1 Irish Aviation Authority (Personnel Licensing) Order, 2000 (SI 333 of 2000), as amended

3. Aerodrome Flight Information Services Officer Licence Structure

3.1 Legal Basis

Statutory Instrument No. 333 of 2000 IAA Personnel Licensing Order 2000, sets out the knowledge, Skills and experience required for the issue of an aerodrome flight information services officer licence.

3.2 Aerodrome / Location

The Aerodrome /Location section on the licence will specify the particular aerodrome or Location where the holder may exercise the privileges of their licence.

3.3 Validity Period


An Aerodrome Flight Information Services Officer Licence is valid for 2 years and can be reissued every 2 years.

4. Aerodrome Flight Information Services Officer Licence

4.1 Licence Requirements

The Authority will issue an aerodrome flight information services officer licence to an applicant provided they;

- (a) Are at least 18 years of age
- (b) Have successfully completed an approved training course relevant to aerodrome or location where the service will be provided and not less than 3 months satisfactory service engaged in the actual provision of a flight information service under the supervision of an appropriately rated air traffic controller.

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- (c) Hold a valid Authority Class 2 medical certificate
- (c) Have demonstrated the ability to speak the English Language without accent or impediment which would adversely affect radio communications.

4.2 Licence Application

An applicant for the initial issue or re-issue of an aerodrome flight information services officer licence, shall submit a completed application form RPPL.F.180C, which is available on the Authority web site or from the Personnel Licensing Office.

All applications for an aerodrome flight information services officer licence shall be accompanied by the following original or true copy documentation.

- (a) Birth Certificate
- (b) Evidence of completion of approved training relevant to aerodrome or location where the service will be provided and not less than 3 months satisfactory service engaged in the actual provision of a flight information service under the supervision of an appropriately rated air traffic controller.
- (c) Evidence of the ability to speak the English Language without accent or impediment which would adversely affect radio communications.

4.3 Applications for Renewal or Issue of Additional Aerodromes/Locations to the Licence


All Applications for the renewal or issue of additional aerodromes or locations must be accompanied by the following original or true copy documentation.

4.3.1 For additional Aerodrome or Location,

- (a) Evidence of Completion of approved training relevant to the aerodrome or Location,

4.3.2 For Renewal of Aerodrome or Location,

- (a) Evidence that the applicant has provided an aerodrome flight information service at the aerodrome specified in the licence, within a period of 180 days immediately preceding the application for renewal.
- (b) Evidence of completion of appropriate training

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4.4 Incomplete Applications

Where an application is found to be incomplete, the applicant will be contacted by the Authority and requested to supply the required documentation. If the applicant fails to supply the required documentation, the application will be returned to the applicant. If the applicant fails to meet the requirements for the issue of a student air traffic controller licence the applicant will be advised of this by the Authority.

5. True Copies of Original Document.

A true copy of an original document is defined as a photocopy of the original document that has been certified by an appropriate person as being 'A True Copy of the Original'. The signatory certifying the document must state on the copy 'this is a true copy of the original document sighted by me'

Documents that are not originals and are not signed may be submitted to support an application, as long as they are provided with the application and are from a known source.