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| <b>Irish Aviation Authority</b><br>The Times Building<br>11–12 D’Olier Street<br>Dublin 2, Ireland<br><a href="http://www.iaa.ie">www.iaa.ie</a><br><br><b>Safety Regulation<br/> Division</b> | <b>Údarás Eitlíochta<br/> na hÉireann</b><br>Foirgneamh na hAmanna<br>11–12 Sráid D’Olier<br>Baile Átha Cliath 2, Éire<br><br><b>Rannán na Rialachán<br/> Sábháilteachta</b> | No.        PLAM 013<br>Revision    00<br>Area        ASD<br>Date        21.06.2019 |  |
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## TITLE: INFORMATION ON RADIO OFFICER LICENCES & GUIDANCE ON APPLICATION

### 1. PURPOSE

The purpose of this memorandum is to inform applicants on the structure and content of licences for radio officers and student radio officers. This memorandum also provides guidance to applicants for licences.

### 2. REFERENCES

- 2.1 ICAO Annex 1
- 2.2 Irish Aviation Authority (Personnel Licensing) Order, 2000 (SI 333 of 2000), as amended

### 3. Radio 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 requirements for the issue of Student Radio Officer and Radio Officer Licences. The term Radio Officer is used in Ireland to describe Aeronautical Station Operators as specified in ICAO Annex 1.

#### 3.2 Ratings

A rating will state the types of service which the holder of the licence, endorsed with that rating, may provide for example, Aeronautical Mobile Service (AMS) indicates that the holder may provide an aeronautical communications service as indicated in the licence at the place specified in the licence.

#### 3.3 Unit / Sector

The Unit / Sector will state the place or places at which the holder may exercise the privileges of the licence, for example EIAA on the licence indicates the aeronautical station is Ballygireen and BGN 01 indicates the sector within the Ballygireen unit where the holder may exercise the privileges of their licence.


#### 3.4 Instructor Endorsement

The instructor endorsement, which is specified on the licence as On the Job Training Instructor (OJTI), indicates that the holder is competent to provide training and supervision at a working position for areas covered by a valid rating. A OJTI endorsement may be issued to a radio officer who;

- (a) Has successfully completed an approved on-the-job training instructor course during which the required knowledge and pedagogical skills were assessed through appropriate examinations.

#### 3.5 Language Endorsement

A language endorsement, which is specified on the licence as English Language Proficiency (ELP), indicates that the holder has demonstrated the ability to speak and understand English

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to a satisfactory standard. To be issued with an ELP endorsement an applicant must achieve at least level 4 of the ICAO Language Proficiency Rating Scale.

### 3.5 Validities

The periods of validity of the ratings and endorsements are described below.

#### 3.5.1 An English Language Proficiency (ELP) endorsement is valid for;

- (a) 3 years at level 4,
- (b) 6 years at level 5,
- (c) Indefinitely at level 6.

#### 3.5.2 An Instructor (OJTI) endorsement is valid for;

- (a) 3 years

#### 3.5.3 A rating is valid for;

1 year

#### 3.5.4 A student radio officer licence is effective for;

1 year and can be re-issued for a further period of one year. Applications for subsequent re-issue will be at the discretion of the Authority.

#### 3.5.5 A radio officer licence is effective for;

5 years and can be re-issued every five years.

## 4 Student Radio Officer Licence


### 4.1 Licence Requirements

The Authority will issue a student radio officer licence to an applicant provided they;

- (a) Are at least 18 years of age
- (b) Have successfully completed an approved course of initial training

### 4.2 Licence Application

An applicant for the initial issue or re-issue of a student radio officer licence shall submit a completed application form RPPL.F.180B, which is available on the Authority web site or from the Personnel Licensing Office.

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All applications for a student radio officer licence shall be accompanied by the following original or true copy documentation.

- (a) Birth Certificate
- (b) Evidence of completion of approved initial training relevant to rating and rating endorsement if applicable.

#### 4.3 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 radio officer licence the applicant will be advised of this by the Authority.

## 5 Radio Officer Licence

### 5.1 Licence Requirements

The Authority will issue an air traffic controller licence to an applicant provided they;


- (a) Are at least 21 years of age
- (b) Have successfully completed the appropriate elements of the approved Unit Training Plan.
- (c) Have demonstrated competence to speak and understand the English Language to at least level four of the ICAO Language Proficiency Rating Scale.

### 5.2 Licence Application

An applicant for the initial issue or re-issue of a radio officer licence, including additional ratings and endorsements, shall submit a completed application form RPPL.F.180B, which is available on the Authority web site or from the Personnel Licensing Office.

All applications for a radio officer licence shall be accompanied by the following original or true copy documentation.

- (a) Birth Certificate
- (b) Evidence of completion of approved initial training relevant to rating and rating endorsement if applicable.
- (c) English Language Proficiency certificate at level four or higher, which has been issued by an approved training provider.

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### 5.3 Applications for renewal or issue of additional ratings or endorsements

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

#### 5.3.1 For additional Rating,

- (a) Evidence of Completion of Unit Training relevant to rating,

#### 5.3.2 For Renewal of rating

- (a) Evidence of completion of continuation training.
- (b) Evidence that the applicant has provided an aeronautical communications service, as specified in the licence, within a period of ninety days immediately preceding the application for renewal.

#### 5.3.3 For Instructor (OJT) endorsement

Evidence of successful completion of an approved training course.

### 5.4 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 radio officer licence the applicant will be advised of this by the Authority.

## 6. 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.