	Reference No: 06-10 Issue 4 Page: 1 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
	TITLE RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS	
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1. INTRODUCTION

1.1 Objective

The objective of this guidance is to describe the Competent CA's (CA) processes for the recognition of a civilian Air Traffic Controller Licence that has been issued by

- a. An EU Member State;**
- b. A Non-EU Member ECAC State;**
- c. Other States and Military licence holders.**

1.2 Scope

This procedure applies to:

- a) Air Navigation Service Providers
- b) Air Traffic Controllers (ATC);
- c) Student Air Traffic Controllers (SATC);

2. REFERENCES

- 2.1 Regulation (EU) 2018/1139
- 2.2 Commission Regulation (EU) 2015/340
- 2.3 ICAO Annex 1 Personnel Licensing


3. Mutual Recognition of civilian ATC Licences Issued by Other EU Member States

3.1 Introduction

- 3.1.1 Regulation (EU) 2018/1139 Article 67 'Validity and recognition of certificates and declarations of states

1. Certificates issued by the Agency or the national competent authorities, and declarations made by natural and legal persons in accordance with this Regulation and with the delegated and implementing acts adopted on the basis thereof shall be subject exclusively to the rules, conditions and procedures laid down in this Regulation and national administrative requirements and shall be valid and recognised in all Member States, without further requirements or evaluation.

- 3.1.2 In order to achieve one of the main objectives of Regulation (EU) 2018/1139 and its implementing rules, related to the free movement of persons, the certificates (under definition includes licences) issued in accordance with this Regulation and specifically implementing rule Commission Regulation (EU) 2015/340, the following procedure has been laid down in respect of the exchange of air traffic controller licences.

	Reference No: 06-10 Issue 4 Page: 2 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
	TITLE	RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS
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3.1.2 In Ireland the requirements for the exchange of air traffic controller licences are conducted in accordance with ATCO.A.010 'Exchange of licences', ATCO.AR.A.010 'Tasks of the competent authorities' of Commission Regulation (EU) 2015/340 and the procedures hereunder.

3.1.3 The procedures for exchange of a licence are described in 3.2 and 3.3.

3.2 Exchange of Licences issued in another EU member State

3.2.1 Licences shall only be exchanged in cases there is certainty that the licence holder is going to exercise the privileges of the licence in Ireland. {GM1 ATCO.A.010 (a) refers}


3.2.2 For this purpose, and with the intention of preventing unnecessary administrative burden, the CA requires the licence holder, together with the application for exchange, to prove that he/she is going to receive unit training by an approved training organisation that truly permits him/her to exercise the privileges of the licence in Ireland. {GM1 ATCO.A.010 (a) refers}

3.2.3 An application for the exchange of a licence issued in an EU member state shall be accompanied by the following documentation.

1)	A completed licence application form (found on the CA web site or from the Personnel Licensing Office)
2)	Proof of identity (driving licence or passport or National ID)
3)	ATC or Student ATC Licence
4)	A valid Class 3 medical certificate (*see para 3.2.6)
5)	Last issued English Language Proficiency certificate level four or higher.
6)	Contact details for the Competent CA who issued the licence to be exchanged. Contact Name and Title Name of Competent CA Email address and Phone Number to include international codes.

3.2.4 Before a licence is exchanged and without prejudice to 3.1.2, the authenticity of the holder's licence and certificates will be verified with the CA of the State who issued the licence to be exchanged.

3.2.5 Following the exchange, the previously issued licence shall be returned by the Irish CA to the CA that issued it.

	Reference No: 06-10 Issue 4 Page: 3 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
	TITLE	RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS
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3.2.6 Prior to any exchange of licence being undertaken, the individual licence holder shall contact the CA medical department to facilitate the exchange of medical records between the member state that issued the medical certificate and the Irish medical department. Past experience has shown that this can take months and therefore should be done at the earliest opportunity in the exchange process to avoid any undue delays. An exchange of licence cannot be undertaken until appropriate medical records and an acceptable report have been received from previous member state's licencing authority.

3.3 Grant of a unit endorsement on a civilian Air Traffic Controller Licence

3.3.1 When establishing the unit training plan, the ANSP / training provider shall take due account of the acquired competencies and the experience of the applicant. This shall be achieved by conducting a training needs analysis. The results of the training needs analysis shall be submitted by the ANSP / training provider to the CA.

3.3.2 The CA shall approve and give a reasoned decision on the unit training plan containing the proposed training for the applicant not later than six weeks (30 working days) after presentation of the evidence, without prejudice to the delay resulting from any appeal that may be made. In the decisions, the CA shall ensure that the principles of non-discrimination and proportionality are respected.

3.3.3 Applications for the grant of a unit endorsement on a licence issued via 3.2 shall submit a completed application form which is available on the CA web site or from the Personnel Licensing Office. The application form shall be accompanied by the following documentation.


1)	ATC Licence
2)	Evidence of successful completion of Unit Training.
3)	Evidence that the holder has been assessed as competent for the issuance of a Unit rating, and endorsement where warranted.
4)	Valid Class 3 medical certificate
5)	English Language Proficiency certificate, level four or higher

4. Recognition of a civilian air traffic controller licence issued by a Non-EU Member ECAC State.

4.1 Introduction

4.1.1 The CA may recognise a student air traffic controller, or an air traffic controller licence obtained in a non-EU member ECAC State, where that State issues licences in accordance with the requirements of Commission Regulation (EU) 2015/340.

4.1.2 Where an application for recognition of an Air Traffic Controllers Licence obtained from a State conforming to 4.1.1 is received, the procedures detailed in 4.2 shall apply.

	Reference No: 06-10 Issue 4 Page: 4 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
	TITLE RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS	
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4.1.3 Where an ECAC State does not conform to 4.1.1, procedure 5 shall apply.

4.2 Applications

4.2.1 Applications for recognition of air traffic controller licence shall only be considered from air traffic control licence holders who hold or have held within the previous four years, a valid rating in the ATC rating discipline in which they wish to undertake training

4.2.2 The ANSP / Training provider, by means of a training needs analysis (TNA), taking account of the acquired competencies and the experience of the applicant, shall ensure that national requirements, procedures and processes are included and will undertake an equivalence comparison if needed, to determine if any of the elements of the relevant initial training need to be completed prior to issue of a student air traffic controllers licence. The results of the training needs analysis shall be incorporated in a training plan and submitted by the ANSP / Training provider to the CA for review and approval at least 30 days before the planned start date.

4.2.3 Upon successful completion of the Training Plan the ANSP / training provider shall make a declaration to the CA that the individual is ready to commence unit training.


4.2.4 Subject to 4.2.3, 4.2.5 and 4.2.6, a student air traffic controller licence may be issued containing the relevant ratings and rating endorsements.

4.2.5 An application for the exchange of a student air traffic controller licence shall be accompanied by the following documentation.

1)	A completed licence application form (found on the CA web site or from the Personnel Licensing Office)
2)	Proof of identity (driving licence or passport or National ID)
3)	ATC or Student ATC Licence
4)	A valid Class 3 medical certificate
5)	Last issued English Language Proficiency certificate level four or higher.
6)	Contact details for the Competent CA who issued the licence to be exchanged. Contact Name and Title Name of Competent CA Email address and Phone Number to include international codes.

4.2.6 Before a licence is exchanged and without prejudice to 3.1.2, the authenticity of the holder's Licence will be verified with the Competent CA of the State who issued the licence to be exchanged.

4.2.7 Following the exchange, the previously issued licence shall be returned by the Irish Competent CA to the CA that issued it.

	Reference No: 06-10 Issue 4 Page: 5 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
	TITLE	RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS
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4.3 Grant of a unit endorsement on the Licence


- 4.3.1 When establishing the unit training plan, the training provider shall take due account of the acquired competencies and the experience of the applicant. This shall be achieved by conducting a training needs analysis. The results of the training needs analysis shall be incorporated in the unit training plan and submitted by the training provider to the CA for approval.
- 4.3.2 Where approval is needed for the Unit course a submission will be made at least 30 days before the planned start date. Upon successful completion of the Unit course the ANSP will issue a certificate of successful completion to the student.
- 4.3.3 Applications for the grant of a unit endorsement shall be shall submit a completed application form RPPL 180 which is available on the CA web site or from the Personnel Licensing Office in Aviation House.
- 4.3.4 Applications for the grant of a unit endorsement shall be accompanied by the following true copy documentation.

ATC Documentation	
1)	ATC Licence
2)	Evidence of successful completion of Unit Training.
3)	Evidence that the holder has been assessed as competent for the issuance of a Unit rating, and endorsement where warranted.
4)	Valid IAA Class 3 medical certificate
5)	English Language Proficiency certificate, level four or higher

5. Recognition of an air traffic controller licence obtained in all other States or issued by Military authorities.

5.1 Introduction

- 5.1.1 The CA has no knowledge of the ATC training syllabi of courses undertaken in other States, or by Military organisations and how these compare with Commission Regulation (EU) 2015/340 Training Content. As a result, the CA is unable to recognise the ATC training undertaken in non-EU Member States or by Military organisations.
- 5.1.2 Individuals who hold an air traffic controller licence from a non-EU state or military authority will be required to successfully complete initial training in its entirety to be able to apply for a student air traffic controller licence or follow the steps outlined hereafter at 5.2 for an alternative means of compliance.

	Reference No: 06-10 Issue 4 Page: 6 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
TITLE	RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS	
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5.2. Alternative means of compliance

- 5.2.1 *An alternative means of compliance may be used to establish compliance with the implementing rules (ATCO.AR.A.015 (b) refers).*
- 5.2.2 To do so organisations and/or persons must demonstrate the establishment of compliance equal to or exceeding the requirements of Commission Regulation (EU) 2018/1139 and its implementing rules.
- 5.2.3 *The competent authority shall evaluate all alternative means of compliance proposed by an organisation or person in accordance with ATCO.OR.B.005 by analysing the documentation provided and, if considered necessary, conducting an inspection of the organisation.*


When the competent authority finds that the alternative means of compliance are in accordance with the implementing rules, it shall without undue delay:

- (1) notify the applicant that the alternative means of compliance may be implemented and, if applicable, amend the approval or certificate of the applicant accordingly;*
 - (2) notify the Agency of their content, including copies of all relevant documentation; and*
 - (3) inform other Member States about alternative means of compliance that were accepted. (ATCO.AR.A.015 (d) refers).*
- 5.2.4 Before any application or submission is made to the CA, initial consultation shall take place between the CA and organisations and/ or persons to agree the submission requirements and timelines as well as costs. The cost of the CA consultations, evaluations, potential audits and other auxiliary tasks, will be borne by the applicant and payment in full or part may be required prior to any work being undertaken by the CA.
- 5.2.5 The duration for conducting the full review and audits necessary will depend upon various factors (including SRD resource, maturity of documentation, the correction of non-conformities, formal requests being made and receipt of documentation from foreign organisations, verification of information etc.) and will therefore be a subjective estimate at the time of initial consultation. Depending on the maturity and compliance of the individual submissions the duration of the review process should take no longer than 3 months, but other unforeseen factors may arise, so applicants should be aware that the process could take up to 6 months.

6. Transitional provisions

6.1 Introduction

- 6.1.1 Article 7 'Transitional provisions' of Commission Regulation (EU) 2015/340 requires that licences, ratings and endorsements, medical certificates and certificates for training

	Reference No: 06-10 Issue 4 Page: 7 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
	TITLE	RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS
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organisations, aero-medical examiners and aeromedical centres, approvals of unit competence schemes and training plans issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC and licences, ratings and endorsements issued in accordance with Regulation (EU) No 805/2011 shall be deemed to have been issued in accordance with Commission Regulation (EU) 2015/340.

6.2.1 Applications

An application under Article 7 for exchange of a licence etc shall be made after consultation with the CA and shall be accompanied by the following documentation.

1)	A completed application form (found on the CA web site or from the Personnel Licensing Office)
2)	Proof of identity (driving licence or passport or National ID) if required.
3)	ATC or Student ATC Licence, medical certificates and certificates for training organisations, approvals of unit competence schemes and training plans issued in accordance with the relevant provisions of national legislation based on Directive 2006/23/EC and licences, ratings and endorsements issued in accordance with Regulation (EU) No 805/2011.
4)	A valid Class 3 medical certificate (if required)
5)	Last issued English Language Proficiency certificate level four or higher. (if required)


6.2.2 Licences issued under Statutory Instrument S.I. No. 305 of 2008

Licences issued under Statutory Instrument S.I. No. 305 of 2008 can be exchanged where that licence meets the requirements of Article 33 of that regulation as outlined hereunder;

Revocation and saver

33. (1) Part VII of, and Part I of Schedule V to, the Irish Aviation Authority (Personnel Licensing) Order 2000 (S.I. No. 333 of 2000) are revoked in so far as they apply to air traffic controllers and student air traffic controllers.

(2) An air traffic controller, a student air traffic controller licence and any endorsements or ratings issued under the provisions revoked under paragraph (1) which

	Reference No: 06-10 Issue 4 Page: 8 of 8 Issue Date: 31/10/2018 Focal: ASD	SAFETY REGULATION DIVISION PERSONNEL LICENSING ADVISORY MEMORANDUM
TITLE	RECOGNITION OF AIR TRAFFIC CONTROLLER LICENCES ISSUED BY OTHER EU MEMBER STATES AND THE HANDLING OF NON-EU / MILITARY SUBMISSIONS	
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are in force on the making of these Regulations continue as if issued under these Regulations and these Regulations apply to it.

6.2.3 An application for a licence shall be made after consultation with the CA and shall be made as per the table at 6.2.1 above.

7. True Copies of Original Document.

7.1.1 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'

7.1.2 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.

8. Contact Information

8.1.1. The CA can be contacted in the following ways

- Via email at: ansdinfo@iaa.ie
- In writing to: Personnel Licensing Office,
The Times Building,
11 – 12 D'Olier Street,
Dublin 2,
Ireland.