


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 026 Revision 1.0 Area ASD Date 25.01.2021	
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TITLE: Temporary licence revalidation /renewal procedure for NAC to ensure continuity of service during the 'COVID 19' pandemic crisis.

1. Purpose of procedure

1.1 Objective

The objective of this PLAM is to describe the temporary procedures to be followed by NAC to mitigate the unexpected situation (brought about by the Corona virus outbreak) where SRD are not able to update hard copy Radio Officer (RO) licenses for revalidations or renewals. This measure is required so that ROs can continue to exercise the privileges of their licence thus ensuring the continuity of service provided by NAC

This procedure does not apply to applications for the issue of a Student RO Certificate, RO Certificate or additional ratings and/or endorsements, including initial issue and revalidation/renewal of OJTI and Assessor endorsements, which are subject to issue and signing by an authorised officer of IAA SRD.

Initially issued as a temporary notice (on 30/03/20) this notice has been reviewed for suitability. Considering the continuing situation regarding COVID 19 it remains in place UFN.

1.2 Scope

This procedure applies to all Radio officers and NAC personnel who are involved in the management of RO licence applications and those specifically listed in the appendix to this notice.

2. References

- 2.1 ICAO Annex 1
- 2.2 Statutory Instrument (SI) No. 333 of 2000

3. Unit Endorsement Revalidation and Renewal

Radio officers shall undergo assessment, and assessors shall conduct unit endorsement revalidations and renewals, in accordance with Statutory Instrument (SI) No. 333 of 2000 and the NAC regulatory approved Unit Competence Scheme (UCS).


4. Update of the new RO Certificate

Where updating of the RO licence following an assessment of competence for revalidation or renewal of a unit endorsement cannot be accomplished by RPPL of the SRD, an SRD authorised NAC person shall sign the 'NAC Qualification' temporary certificate **version 1.0** dated **25/03/2020**, which as well as previously stating the R/O had completed the requisite amount of duty hours, now includes assurance that the person has undergone an assessment and refresher training as per the NAC UCS scheme.

NAC procedures should be updated so that the NAC authorised person signing the certificate has demonstrable assurance that all associated competence requirements (refresher training, competence assessment, hours/duties in last 90 days) and licence requirements, such as language requirements etc., are in place before signing. These procedures, if not already in place, must be updated so that they are examinable under internal organisational audit (e.g. quality; compliance etc.) and regulatory audit.

When the certificate is signed the following is required by SRD;

- 1. A copy should be retained by NAC under document management control as a record of who was issued a

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certificate. SRD may cross reference these NAC records with its own database to ensure all licenses are brought up to date when the situation allows.

2. A copy should be given to the named Radio officer. The RO must hold this (and the last issued hard copy licence) as proof of continued validity of their licence. This certificate (with the licence) will now temporarily fall under the normal organisational and regulatory licence checks that may be carried out on a licence holder and therefore should always be available for inspection.
3. The RO shall retain the certificate until RPPL issue an updated licence. When the RO receives an RPPL updated licence they shall destroy the certificate.
4. NAC shall continue to make licence applications via electronic means as per the current process to the IAA Personnel Licensing Department with a copy of the certificate included. RPPL will not reply except for the standard automated email which will be sent in return to all applications. This should reassure the submitter that RPPL have received it. If in doubt, please ring ANSD at 01-6031179/086-0413006.

5. **SRD Interim Action**

The RPPL will work remotely to continue to keep the licensing database updated and, when the situation in the future allows, a new licence using these records from the database will be sent out.

In the interim SRD will work on remote procedures which may include digital signatures and issuing soft copy licenses by ANSD inspectors using electronic means. Should this occur NAC will be informed, and this procedure will be withdrawn.

6. **Retention of records**

All documentation associated with unit endorsement revalidations and renewals shall be retained at the unit in accordance with the relevant document retention requirements.

7. **Appendices**

Hereunder is a list of NAC persons authorised by SRD to sign the ‘NAC Qualification’ certificate which temporarily allows a named Radio Officer to continue to exercise their licence privileges.

1. General Manager Oceanic Services (Sean Patrick)
2. Head of Operations (Ray Whitsell)
3. Watch Manager Training (Paula Quinn)

End
