


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 027 Revision 0 Area ASD Date 16.04.2020	
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TITLE: Temporary licence revalidation /renewal procedure for Service Providers to ensure continuity of AFISO 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 service providers (SPs) to mitigate the unexpected situation (brought about by the Corona virus outbreak) where SRD are not able to update hard copy Aerodrome Flight Information Service Officer (AFISO) licenses for revalidations or renewals. This measure is required so that AFISOs can continue to exercise the privileges of their licence thus ensuring the continuity of service provided by the SP.

This procedure does not apply to applications for the issue of a Student AFISO 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.

1.2 Scope

This procedure applies to all AFISOs and SP personnel who are involved in the management of licence applications.

2. References

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

3. Unit Endorsement Revalidation and Renewal

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


4. Update of the new AFISO Certificate

Where updating of the AFISO 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 SP person shall sign the temporary ‘SP Qualification’ certificate’ (appendix B), which as well as previously stating the AFISO had completed the requisite amount of duty hours, now includes assurance that the person has undergone an assessment and refresher training as per the SP UCS scheme.

The SP procedures should be updated so that the SP authorised person signing the certificate has demonstrable assurance that all associated competence requirements (refresher training, competence assessment, hours/duties required) and licence requirements, such as language and medical 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 the SP under document management control as a record of who was issued a certificate. SRD may cross reference these SP 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 AFISO. The AFISO must hold this (and the last issued hard copy

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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 AFISO shall retain the certificate until RPPL issues an updated licence. When the AFISO receives an RPPL updated licence they shall destroy the certificate.
4. The SP 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 the SP 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

Appendix A shall contain the SP nominated person(s) authorised by SRD to sign the 'SP Qualification' certificate which temporarily allows a named AFISO to continue to exercise their licence privileges. The SP shall send this in to SRD filled in with the relevant details of the person or persons whom it wishes to be an SRD authorised person.

Appendix B contains a template of the SRD produced 'SP Qualification' certificate'.

Appendix A

1. **Insert Name / Position or Job Title / Name of SP**
2. **(Add above details here if more than one person)**

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SERVICE PROVIDER QUALIFICATION

This certifies that (**INSERT NAME**) AFIISO LICENCE NUMBER (**insert number**)

HAS CARRIED OUT AFIISO DUTIES WITHIN THE LAST (**insert number**) DAYS

AT (**INSERT NAME OF PLACE**)

And

HAS MET THE COMPETENCY REQUIREMENTS IN ACCORDANCE WITH THE UQS SCHEME.

Print Name
Position or Job Title
Name of SP


Print Date

SP Qualification Certificate Version 1.0

Issue Date 16h April 2020

Appendix B

Note; A Microsoft Publisher document (file type .pub) of this form is available. Please email ansd@iaa.ie.

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