


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	UAS ADVISORY MEMORANDUM (UAM) NO. UAM 012 ISSUE 2 DATE 05.10.2023	
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Guidance on Applications for Operational Authorisation

1. Change Record

Date	Issue	Revision Description
03.10.2023	1	Initial publication.
05.10.2023	2	Section 5 & 6 Updated

2. References

- Regulation (EU) 2019/947, on the rules and procedures for the operation of unmanned aircraft.¹
- Irish Aviation Authority Act, 1993.²
- S.I. No. 24 of 2023, Irish Aviation Authority UAS (Drones) Order³

3. Purpose

The purpose of this guidance document is to outline the review timelines and conditions of Operational Authorisation applications.

4. Definitions

For the purposes of this guidance document, the definitions in Regulation (EU) 2019/947, Irish Aviation Authority Act, 1993 and S.I. No. 24 of 2023 apply.

¹ <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32019R0947&from=EN>

² <https://www.irishstatutebook.ie/eli/1993/act/29/enacted/en/html>

³ <https://www.irishstatutebook.ie/eli/2023/si/24/made/en/print>

5. Operational Authorisation Application Review

The processing time of an Operational Authorisation application varies depending on the application type, scope, complexity, and quality of the documents submitted. Allow up to 90 days from submission to commencement of review.

6. Review Process

Step 1 - The application is checked for compliance with authorisation sought, in accordance with Regulation (EU) 2019/947.

Step 2 - A Common Response Document (CRD) is generated containing remarks outlining further requirements of the applicant. Remarks are classified according to the following categories: Major, Minor, Query, Edit. The CRD is a formal process (sometimes iterative) to communicate deficiencies and to provide regulatory guidance to the applicant.

An application will be returned via the CRD process when there are:

- a significant number of Major remarks identified
- fundamental errors and/or omissions
- flawed assumptions
- material data missing – lack of evidence.

Three (3) CRD returns will result in application rejection. Applicants are liable for the cost of a re-application. For re-applications allow up to 90 days from submission to commencement of review.

Step 3 - Once an application is refined to a standard acceptable to the authority, the applicant will receive an Operational Authorisation specific to their operation.

7. Applicant Responsibility

1. Before submission, applicants must ensure identification of the UAS operation and relevant mitigations (where applicable).
2. All relevant application documentation must be uploaded to MySRS. This includes supporting evidence referenced in the application.
3. Applications must meet specific relevant compliance with the authorisation sought, in accordance with the requirements of Regulation (EU) 2019/947.
4. Specific Operational Risk Assessment (SORA) in support of an Operational Authorisation application – the applicant must meet the requirements of AMC1 Article 11 Rules for conducting an operational risk assessment. Failure to demonstrate compliance will result in an application review being stopped at the relevant SORA Step, when requirements are not met.
5. Applicants must sufficiently address remarks in the CRD. Failure to do so will result in a returned CRD.