


<b>Irish Aviation Authority</b> The Times Building 11-12 D'Olier Street Dublin 2, Ireland www.iaa.ie  <b>Safety Regulation  Division</b>	<b>Údarás Eitlíochta  na hÉireann</b> Foirgneamh na hAmana 11-12 Sráid D'Olier Baile Átha Cliath 2, Éire  <b>Rannán na Rialachán  Sábháilteachta</b>	<b>UAS ADVISORY  MEMORANDUM (UAM)</b>  NO. UAM 012 ISSUE 4 DATE 11.04.2025	
--	---	--	---

## 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
11.12.2024	3	Application process outside of MySRS
11.04.2025	4	Application process outside of MySRS update

### 2. References

- Regulation (EU) 2019/947, on the rules and procedures for the operation of unmanned aircraft.<sup>1</sup>
- Irish Aviation Authority Act, 1993.<sup>2</sup>
- S.I. No. 24 of 2023, Irish Aviation Authority UAS (Drones) Order<sup>3</sup>
- Schedule Of Fees 6. Unmanned Aircraft Systems<sup>4</sup>

### 3. Purpose

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

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

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

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

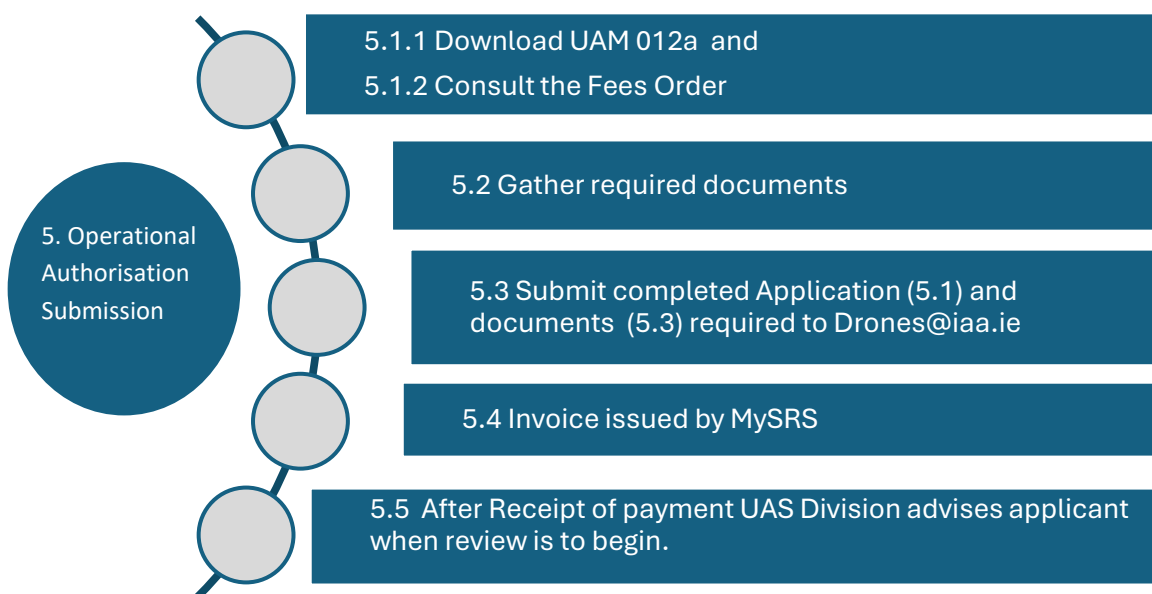
<sup>4</sup> [iaa-schedule-of-charges---schedule-6---uas-operations---final.pdf](https://www.irishstatutebook.ie/eli/2023/si/24/made/en/print)

## 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.

## 5. Operational Authorisation Application Submission

Applications are processed in the following manner:



## 5.1. Download UAM 012a and Consult the Fees Order



### 5.1.1. [Download UAM 012a](#)

### 5.1.2. [Consult the Fees Order](#)

## 5.2. Gather required documents

<p>Attachments</p> <ol style="list-style-type: none"><li>1. Operations Manual</li><li>2. Emergency Response Plan (if not contained in the Operations Manual)</li><li>3. Insurance Certificate</li><li>4. Documents supporting the application e.g. means of compliance for Flight Termination System</li></ol> <p>In addition, for PDRA</p> <ul style="list-style-type: none"><li>- Compliance Checklist (please refer to UAM 007)</li></ul> <p>In addition, for SORA</p> <ul style="list-style-type: none"><li>- SORA document(s) outlining each of the ten steps of SORA Documents referenced in the SORA</li></ul> <p><i>Note: For very large files, it is acceptable to name the files and contact <a href="mailto:drones@iaa.ie">drones@iaa.ie</a> to agree a secure file transfer method for them.</i></p>
--

## 5.3. Submit completed Application (5.1.1) and documents (5.2) required to [Drones@iaa.ie](mailto:Drones@iaa.ie)

	To	<a href="mailto:Drones@iaa.ie">Drones</a>
	Cc	
Subject [Operator] Operational Authorisation application -		

Text to copy into your email

Email to [drones@iaa.ie](mailto:drones@iaa.ie)

Subject line = [Please enter your name/ organisation name] Operational authorisation Application – PDRA or SORA depending on application

5.4. Invoice issued by MySRS

5.5. After receipt of payment a UAS Division inspector advises applicant when review will begin.

## 6. 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 30 days from submission to commencement of review.

## 7. 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 to communicate deficiencies and to provide regulatory guidance to the applicant. Each applicant CRD response submission requires a review process iteration.

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

- a significant number of Major remarks identified (for example, five or more)
- 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 30 days from submission to commencement of review.

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

## 8. 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.
6. If an applicant wishes to 'pause' an application, the request must be in writing to the reviewing UAS Inspector, detailing a legitimate reason to pause the review. Pauses in application review may be granted once only, up to a period of six (6) months, from the date of 'pause' application.