


Irish Aviation Authority The Times Building 11–12 D’Olier Street Dublin 2, Ireland www.iaa.ie	Údarás Eitlíochta na hÉireann Foirgneamh na hAmanna 11–12 Sráid D’Olier Baile Átha Cliath 2, Éire	AERONAUTICAL NOTICE	
Safety Regulation Division	Rannán na Rialachán Sábháilteachta	No. S.37 ISSUE I DATE 17.01.19	

Changes to Air Traffic Controller Training Organisations

Commission Regulation (EU) 2015/340

1.0 Introduction

Persons and organisations involved in the training of student air traffic control officers and air traffic control officers (ATCOs) are legally required to comply with Commission Regulation (EU) 2015/340 of 20 February 2015 laying down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council.

Article 2 ‘*Compliance with requirements and procedures*’ of Commission Regulation (EU) 2015/340 states

2. The organisations referred to in Article 1(2) (b) shall be qualified in accordance with the technical requirements and administrative procedures laid down in Annexes I, III and IV and shall be certified by the competent authority referred to in Article 6.

In regard to *Article 6* the Safety Regulation Division (SRD) of the Irish Aviation Authority (IAA) is the competent authority (CA) for Ireland in regard to Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

In regard to *Article 1(2) (b)* this is any ‘*persons and organisations involved in the licensing, training, testing, checking and medical examination and assessment of applicants in accordance with this regulation*’ [Commission Regulation (EU) 2015/340].

Part ATCO.OR.B.015 of Commission Regulation (EU) 2015/340 states;

“(a) Changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems shall require prior approval by the competent authority.

(b) Training organisations shall agree with their competent authority on the changes that require prior approval in addition to those specified in point (a).”

1.1 Objective

The objective of this material is to highlight some of the requirements and notification procedures for changes to an Air Traffic Controller training organisation as required under Commission Implementing Regulation (EU) 2015/340.

1.2 Scope

This notice applies to all certified training organisations who conduct training for student ATCOs and ATCOs under Commission Regulation (EU) 2015/340 in Ireland.

1.3 Responsible Person

The Assistant Director, Aeronautical Services and Security Regulation Department (ASSRD) of SRD has overall responsibility for this procedure.

2. References

- Commission Regulation (EC) EU Reg 2018/1139;
- Commission Regulation (EU) 2015/340;
- ICAO Annex 1
- ASAM No 036

3. Changes requiring prior approval

- 3.1 In accordance with Part ATCO.OR.B.015, a training organisation must notify the CA of any proposed changes to the organisation that affect the certificate or the terms of approval of the training organisation or any relevant element of the training organisation's management systems before any such change takes place.
- 3.2 In addition to those changes specified in point 3.1, training organisations shall document within their management system, those changes that require prior approval which are agreed with the CA during their certification process or subsequently thereafter.
- 3.3 For any changes requiring prior approval in accordance with points 3.1 and 3.2, the training organisation shall apply no later than 30 working days in advance of the proposed change as outlined in ASAM No. 36.
- 3.4 In accordance with Part ATCO.AR.E.010, the change shall only be implemented upon receipt of formal written approval by the CA.
- 3.5 Training organisations shall operate under the conditions prescribed by the CA during such changes, unless the CA determines that the change cannot be implemented.
- 3.6 Changes to the elements referred to in point 3.1 due to unforeseen circumstances shall be notified to the CA without delay in order to obtain approval as necessary.
- 3.7 Training organisations shall notify the CA when they cease their activities.

4. Action by the CA for changes requiring prior approval

- 4.1 The CA shall acknowledge receipt of the proposed change within 10 working days of notification. The CA will conduct a review commensurate with the complexity of the change and the time it takes to review will be dependent on that complexity and the completeness and clarity of the submitted material.
- 4.2 In accordance with Part ATCO.AR.C.001 the CA may, as part of the change process, conduct audits and inspections including, as appropriate, unannounced inspections of the training organisation prior to, during and/or after implementation of a change.
- 4.3 Without prejudice to any additional enforcement measures in accordance with Part ATCO.AR.E.015, when the organisation implements changes requiring prior approval without having received the competent authority's approval as defined in point (a) of Part ATCO.AR.E.010, the competent authority shall take immediate and adequate action.
- 4.4 If the CA finds that the holder of a certificate no longer satisfies the requirements or conditions of that certificate, it shall take appropriate measures, which may include revocation of the certificate.

4.5 CA procedures for changes that require prior approval are outlined in ASAM No. 036.

5. Changes not requiring prior approval

5.1 In accordance with Part ATCO.AR.E.010 and Part ATCO.OR.B.015, for all changes not requiring prior approval, a procedure shall be developed by the training organisation, which defines the scope, management and notification mechanism of such changes. This procedure shall be approved by the CA and in line with ASAM No 36.

5.2 In accordance with Part ATCO.AR.C.001 the CA may, as part of the change process, conduct audits and inspections including, as appropriate, unannounced inspections of the training organisation prior to, during and/or after implementation of a change.

6. Further Information

Any queries or requests for further information should be addressed to the following CA email address: atstraining@iaa.ie

This notice replaces Aeronautical Notice S.37 at issue 1, which should be discarded.

**Chief Executive
Irish Aviation Authority**