


<b>Irish Aviation Authority</b> The Times Building 11-12 D'Olier Street Dublin 2, Ireland <a href="http://www.iaa.ie">www.iaa.ie</a>  <b>Safety Regulation Division</b>	<b>Údarás Eitlíochta na hÉireann</b> Foirgneamh na hAmanna 11-12 Sráid D'Olier Baile Átha Cliath 2, Éire  <b>Rannán na Rialachán Sábháilteachta</b>	<b>AERONAUTICAL NOTICE</b>  No. S.27 ISSUE 6 DATE 10.01.22	
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**The initial application, renewal or change of certification for an Air Traffic Controller Training organisation**

## 1. PURPOSE

### 1.1 Introduction

Commission Regulation (EU) No. 2015/340 lays down technical requirements and administrative procedures relating to air traffic controllers' licences and certificates pursuant to Regulation (EU) No 2018/1139 of the European Parliament and of the Council. It amends Commission Implementing Regulation (EU) No 923/2012 and importantly it repeals Commission Regulation (EU) No 805/2011.

Article 2 of Commission Regulation (EU) No. 2015/340 states that organisations;

*'...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...'*

Therefore, training organisations (T/O's), to provide air traffic controller training in Ireland must be certified in accordance with the requirements of Regulation (EU) 2018/1139 and Commission Regulation (EU) No. 2015/340.


### 1.2 Objective

The objective of this material (and ASAM No. 32) is to describe the application and regulatory review process for organisations who wish to apply, renew or change their certificate to provide training to air traffic controllers.

There are 5 main areas of training for which an organisation can be certified in whole or part. They are:

- (1) **Initial training** (training of an ab-initio\* individual to achieve a student licence);
- (2) **Unit training** (training for students\* / trainees\* to achieve a unit rating/rating endorsement)
- (3) **Continuation training** (trainee refresher or conversion training)
- (4) **Practical instructors training** (trainee training leading to the issue, revalidation or renewal of an OJTI or STDI endorsement); and
- (5) **Assessor training** (trainee training leading to the issue, revalidation or renewal of an assessor endorsement).

\* Note; for explanation of ab-initio, student and trainee, see explanatory note at end of this document.

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### 1.3 Scope

The Safety Regulation Division (SRD) of the Irish Aviation Authority (IAA) is the Competent Authority for Ireland regarding Regulation (EU) 2018/1139 and Commission Regulation (EU) No. 2015/340.

This process applies to all organisations or ANS providers located in Ireland involved in the training of ab-initio, student air traffic controller and trainee air traffic controllers (ATCOs).

The requirements for training organisations to be certified are contained in the pertinent requirements of Annex I, III and IV of Commission Regulation (EU) No. 2015/340.

### 1.4 Responsible Person

The Manager, Air Navigation Services Division of SRD, has overall responsibility for this procedure.

## 2. References

- Commission Regulation (EU) No 2015/340
- Commission Regulation (EU) No 2018/1139
- Commission Regulation (EU) No 2017/373
- Commission Regulation (EC) No 549/2004
- ICAO Annex 1
- ASD application form ASD.F.207
- ASAM No 32
- ASD.F.214 Exposition Sheet

## 3. Submission requirements (ATCO.OR.B.001 refers)

3.1 Applications for a training organisation certificate shall be submitted to the competent authority in due time to allow the competent authority to evaluate the application. The application shall be submitted in accordance with the procedures established in this S notice and Aeronautical Services Advisory Material (ASAM) No. 32.


### 3.2 Application

Initially the organisation must submit,

#### **An application form ASD.F.207**

This application form is available on the IAA web site or via email from the contact details at paragraph 5 of this notice.

### 3.3 Regulatory action on receipt of application

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ASD shall acknowledge applications within twenty (20) working days of receipt. ASD will correspond with the applicant in writing within thirty (30) working days to propose dates for an initial side by side review if required of the application, exposition and supporting documentation. The side-by-side review will initially be one day and subsequent dates can be added if required.

When date or dates are agreed the T/O will present ASD with its exposition and any documents referenced in that exposition. Documents may be submitted in soft copy.

### 3.4 Exposition details

The exposition is made up of two documents and should contain details and information as to how the T/O meets the regulatory requirements of Commission Implementing Regulation (EU) No. 2015/340;

1. Doc 1 - A small MS word or PDF document drafted by the applicant to include the details as outlined at paragraph 5.1. of ASAM No. 32.
2. Doc 2 – Excel spreadsheet ASD.F.214 to be filled in by the applicant with pertinent information as outlined at 5.2. of ASAM No. 32.

The duration for conducting the full document review and audits if necessary, for the oversight process will depend upon various factors (including range and detail of documentation, previous organisational experience, previous interactions with the competent authority, systems' complexities, the correction of non-conformities, etc.) and will therefore be a subjective estimate. Depending on the maturity and compliance of the individual submissions the duration of the review process should take no longer than 3 months.


### 3.5 Regulatory action for certification

Once all non-conformities have been satisfactorily addressed, ASD shall arrange for the issue of Certificates, with Conditions attached if applicable.

Certificates shall be signed by the Manager Air Navigation Services Division, or an authorised officer.

## 4. **Alternative means of compliance** (ATCO.OR.B.005 refers).

When an organisation wishes to use an alternative means of compliance, it shall, prior to implementing it, provide the competent authority with a full description of the alternative means of compliance. The description shall include any revisions to manuals or procedures that may be relevant, as well as an assessment demonstrating compliance with Regulation (EU) 2018/1139 and its implementing rules.

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The organisation may implement these alternative means of compliance subject to prior approval by the competent authority and upon receipt of the notification as prescribed in ATCO.AR.A.015(d) of Commission Regulation (EU) No. 2015/340.

**5. Terms of approval and privileges of a training organisation certificate**  
(ATCO.OR.B.010 refers)

(a) Training organisations shall comply with the scope and privileges defined in the terms of approval attached to the organisation's certificate.

(b) In order to ensure that the applicable requirements in Subpart D of Annex I (Part ATCO) of Commission Regulation (EU) No. 2015/340 are fulfilled, the privilege to provide unit and continuation training shall only be granted to training organisations which:

- (1) hold a certificate for the provision of the air traffic control service; or
- (2) have concluded a specific agreement with the ATC provider.

**6. Continued validity** (ATCO.OR.B.020 refers).

(a) A training organisation's certification shall remain valid subject to the certificate not being surrendered or revoked and subject to the training organisation remaining in compliance with the requirements of Regulation (EU) 2018/1139 and Commission Regulation (EU) No. 2015/340, taking into account the provisions related to the handling of findings in accordance with ATCO.OR.B.030.

(b) The certificate shall be returned to the competent authority without delay upon its revocation or the cease of all activities.

**7. Further Information**

Any queries or requests should be addressed to the following ANSD email address: [atstraining@iaa.ie](mailto:atstraining@iaa.ie).

*\*Explanatory note:*

*In the case of ATCO training the specific names according to the training phase are:*

- *Participants to initial training are called ‘ab initio’ (they do not hold a student licence);*
- *Participants to unit training are called ‘student air traffic controllers’ when they hold a Student air traffic controller licence and ‘trainees’ when they hold an ATC licence;*
- *Participants to continuation training or development training are called ‘trainees’ (they hold an ATC licence).*

*(Source: Eurocontrol’s ‘EATM Training Progression and Concepts’)*

This Aeronautical Notice replaces Aeronautical Notice S.27 at issue 5 which should be discarded.

**Aviation Regulator/CEO Designate  
Irish Aviation Authority**