


<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.38 ISSUE I DATE 15.07.19	
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## COMMISSION IMPLEMENTING REGULATION (EU) 2017/373

### Training and competence assessment requirements for Air Traffic Safety Electronics Personnel (ATSEP)

#### 1. Purpose

The purpose of this notice is to remind ANSPs that the training and competence assessment requirements for air traffic safety electronic personnel (ATSEP) will change on the 2<sup>nd</sup> of January 2020.

From the 2<sup>nd</sup> of January 2020:

- a) The training and competence assessment requirements for air traffic safety electronic personnel (ATSEP) detailed in Annex XIII of regulation 2017/373 will apply; and
- b) As provided for in 2017/373, Annex XIII, ATSEP.OR.100 (b); for ANSPs operating under a limited certificate, the Competent Authority (IAA\SRDVASD) will accept alternate training and competence assessment arrangements for ATSEP who perform basic meter reading tasks.

#### 2. Commission Implementing Regulation 2017/373 \_ summary of the key requirements

**ATSEP.OR.105:** ANSPs shall establish a training and competence assessment programme to cover the duties and responsibilities to be performed by ATSEP;

**ATSEP.OR.110:** ANSPs shall maintain records of all training completed by ATSEP, as well as the competence assessment of ATSEP;

**ATSEP.OR.200:** ANSPs shall ensure that:

- a) ATSEP have successfully completed basic training, qualification training and system/equipment training as defined in 2017/373, Annex XIII; and
- b) ATSEP have completed continuation training as defined in 2017/373, Annex XIII.

**ATSEP.OR.300:** ANSPs shall ensure that ATSEP have been assessed as competent before performing their duties and are subject to ongoing competence assessment in accordance with 2017/373, Annex XIII;

**ATSEP.OR.305:** Assessment of initial and ongoing competence

ANSPs shall establish, implement and document processes for:

- 1) assessing the initial and ongoing competence of ATSEP;

- 2) addressing a failure or degradation of ATSEP competence, including an appeal process;
- 3) ensuring the supervision of personnel who have not been assessed as competent;

ANSPs shall define the following criteria against which initial and ongoing competence shall be assessed:

- 1) technical skills;
- 2) behavioural skills;
- 3) knowledge.

**ATSEP.OR.400:** ANSPs shall ensure that:

- a) ATSEP training instructors are suitably experienced in the field where instruction is to be given;
- b) On-the-job training instructors have successfully completed an on-the-job-training course and have the skills to intervene in instances where safety may be compromised during the training.

**ATSEP.OR.405:** ANSPs employing ATSEP shall ensure that technical skills assessors have successfully completed an assessor course and are suitably experienced to assess the criteria defined in point ATSEP.OR.305(b)

### **3. Training and competence assessment requirements for ATSEP employed by ANSPs operating under a limited certificate, who perform basic meter reading tasks**

As provided for in 2017/373, Annex XIII, ATSEP.OR.100 (b); for service providers operating under a limited certificate, IAA\SRD\ASD will accept alternate training and competence assessment arrangements for ATSEP. The objective is to facilitate the completion of basic meter reading tasks by experienced (non-technical) personnel at small aerodromes, while ensuring equivalent levels of safety. The IAA\SRD\ASD requirements for an alternate training and competence assessment scheme in accordance with 2017/373, Annex XIII, ATSEP.OR.100 (b) are as follows:

- a) The scope of the scheme is limited to basic non-intrusive meter reading tasks;
- b) The scheme is based on the Competency Based Training (CBT) approach to learning whereby each task is broken down into fine-grained units of learning (competencies) and the ATSEP demonstrates that he/she can successfully complete each unit of learning;
- c) ATSEP have sufficient knowledge and understanding of the services that they are supporting, of the actual and potential effects of their work on the safety of those services, and of the working limits that apply;
- d) The scheme provides for initial training and competency assessment, ongoing continuation training and ongoing periodic competency assessment;
- e) The scheme is documented (training & competence assessment manual, periodic inspection procedures & record forms) to facilitate internal SMS oversight and external oversight by IAA\SRD\ASD.

ANSPs proposing to implement an alternate training and competence scheme in accordance with 2017/373, Annex XIII, ATSEP.OR.100 (b) should submit a draft training & competence assessment manual to IAA\SRD\ASD as soon as practicable.

### **4. Further Information**

Commission Implementing Regulation 2017/373 can be accessed via the following link:  
<https://www.easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-2017373>

Requests for further information should be addressed to: [ansdinfo@iaa.ie](mailto:ansdinfo@iaa.ie)

**Chief Executive  
Irish Aviation Authority**

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