


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	AERONAUTICAL NOTICE No. S.38 ISSUE 3 DATE 21.01.22	
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Commission Implementing Regulation (EU) 2017/373 (as amended)

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

1. Purpose

The purpose of this notice is to advise that EU Regulation 2017/373 (as amended) specifies requirements for all service providers concerning ATSEP training and competence assessment and to provide a summary of the key requirements.

2. Commission Implementing Regulation 2017/373 - Summary of the key requirements

Article 6 (Service providers): All service providers must comply with the requirements set out in Annex XIII (Part-PERS);

ATSEP.OR.105 (Training and competence assessment programme): Service providers shall establish a training and competence assessment programme to cover the duties and responsibilities to be performed by ATSEP.

When ATSEP are employed by a contracted organisation, the service provider shall ensure that those ATSEP have received the applicable training and competences identified in Annex XIII; Subpart A;


ATSEP.OR.110 (Record-keeping): Service providers shall maintain records of all training completed by ATSEP, as well as the competence assessment of ATSEP;

ATSEP.OR.115 (Language proficiency): Service providers shall ensure that ATSEP are proficient in the language(s) required to perform their duties;

ATSEP.OR.200 (Training requirements): Service providers 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 (Competence assessment): Service providers shall ensure that ATSEP have been assessed as competent before performing their duties

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and are subject to ongoing competence assessment in accordance with 2017/373, Annex XIII;

ATSEP.OR.305 (Assessment of initial and ongoing competence):

Service providers employing ATSEP -

- 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;

- 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 (ATSEP training instructors): Service providers employing ATSEP shall ensure that:

- ATSEP training instructors are suitably experienced in the field where instruction is to be given;


- 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 (Technical skills assessors): Service providers 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 Regulation 2017/373, Annex XIII, ATSEP.OR.100(b); for service providers operating under a limited certificate, IAA-SRD will accept alternate training and competence assessment arrangements for ATSEP. The

objective is to facilitate the completion of specific routine maintenance tasks by experienced (non-technical) personnel at small aerodromes, while ensuring equivalent levels of safety. The IAA-SRD requirements for an

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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 specific routine and basic non-intrusive maintenance tasks on specific equipment or types of equipment;
- 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 impact of the tasks undertaken 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.

Service Providers 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 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>

Commission Implementing Regulation 2020/469 (amending regulation 2017/373) can be accessed via the following link: <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32020R0469&from=EN>

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EASA AMC and GM to CIR 2017/373, Annex XIII, Subpart A (Part-PERS) can be accessed via the following link:

<https://www.easa.europa.eu/document-library/easy-access-rules/easy-access-rules-air-traffic-managementair-navigation-services>

Requests for further information should be addressed to: ansdinfo@iaa.ie

This Aeronautical Notice replaces Aeronautical Notice S.38 at issue 2 which should be discarded.

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