

<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>Údarás Eitlíochta na hÉireann</b> Foirgneamh na hAmanna 11–12 Sráid D'Olier Baile Átha Cliath 2, Éire	<b>AERONAUTICAL NOTICE</b>  No. S.27 ISSUE 7 DATE 26.05.2025	
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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) 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.

Article 2 of Commission Regulation (EU) 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 involved in air traffic controller training in Ireland must be certified in accordance with the requirements of Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

**1.2 Objective**

The objective of this aeronautical notice is to describe the application and regulatory review process for organisations who wish to apply, renew or change their certificate to provide training to student air traffic controllers and/or air traffic controllers.

There are five types of air traffic controller training for which a training organisation may be certified in whole or part. They are:

- (a) **Initial training** - leading to the issue of a student air traffic controller licence or to the issue of an additional rating and, if applicable, rating endorsement;
- (b) **Unit training** - leading to the issue of an air traffic controller licence, the issue of a rating endorsement, the validation of rating(s) or rating endorsement(s) and/or the issue or renewal of a unit endorsement;
- (c) **Continuation training** - designed to maintain the validity of the endorsements of the licence, consisting of refresher or conversion training;
- (d) **Practical instructors training** - leading to the issue, revalidation or renewal of an OJTI or STDI endorsement;
- (e) **Assessor training** - leading to the issue, revalidation or renewal of an assessor endorsement.

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### 1.3 Scope

The Irish Aviation Authority (IAA) is the Competent Authority for Ireland regarding Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

This process applies to all organisations located in Ireland involved in the training of student air traffic controllers and/or air traffic controllers.

The requirements for training organisations to be certified are contained in the pertinent requirements of Annex I and Annex III of Commission Regulation (EU) 2015/340.

### 1.4 Responsible Person

The Manager, Air Navigation Services Division (ANSD) of the IAA, has overall responsibility for this procedure.

## 2. References

- (a) Regulation (EU) 2018/1139.
- (b) Commission Regulation (EU) 2015/340.
- (c) Commission Implementing Regulation (EU) 2023/893.
- (d) Commission Implementing Regulation (EU) 2017/373.
- (e) Commission Regulation (EC) No 549/2004.
- (f) ICAO Annex 1.
- (g) ANSD application form SYS.ANS.F.207.
- (h) Aeronautical Services Advisory Memorandum (ASAM) No. 32.
- (i) OPS.ANS.F.214 - Compliance matrix tracking 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 ASAM No. 32.

### 3.2 Application

Initially the organisation must submit an application form OPS.ANS.F.207.

This application form is available on the IAA web site or via email from the contact details at section 7 of this notice.

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### 3.3 Regulatory action on receipt of application

ANSD shall acknowledge applications within twenty (20) working days of receipt. ANSD 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 a date or dates are agreed, the training organisation will present ANSD with its exposition and any documents referenced in that exposition. Documents may be submitted via email, [atstraining@iaa.ie](mailto:atstraining@iaa.ie).

### 3.4 Exposition details

The exposition is made up of two documents and should contain details and information as to how the training organisation meets the regulatory requirements of Commission Regulation (EU) 2015/340;

- (a) Doc 1 - A short MS word or PDF document drafted by the applicant to include the details as outlined at paragraph 5.1. of ASAM No. 32.
- (b) Doc 2 – Compliance matrix training sheet OPS.ANS.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 audit(s) 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, ANSD shall arrange for the issue of certificates, with conditions attached if applicable.

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

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

An organisation may use any alternative means of compliance to establish compliance with this regulation.

If an organisation wishes to use an alternative means of compliance, it shall, prior to using it, provide the competent authority with a full description. The description shall include any revisions to manuals or procedures that may be relevant, as well as an explanation indicating how compliance with this regulation is achieved.

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The organisation may use those alternative means of compliance subject to prior approval from the competent authority.

**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) 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 this Regulation, taking into account the provisions related to the handling of findings in accordance with point 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).

**End**

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