


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 No. S.37 ISSUE 3 DATE 26.05.2025	
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Changes to Air Traffic Controller Training Organisations **Commission Regulation (EU) 2015/340**

1 Introduction

- 1.1 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 (EU) 2018/1139 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 Irish Aviation Authority (IAA) is the competent authority for Ireland in regard to Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

Article 1(2) (b) states, *This Regulation shall apply to 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].

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

(a) *The following change shall require prior approval before their implementation, unless such a change is notified and managed in accordance with a procedure approved by the competent authority as laid down in point ATCO.AR.E.010(c):*

- (1) *a change affecting the scope of the certificate or the terms of approval of the training organisation; or*
- (2) *a change affecting any relevant element of the training organisation's management systems.*

(b) *For any changes requiring prior approval in accordance with point (a), the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place in order to enable the competent authority to determine continued compliance with this Regulation and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.*


Training organisations shall provide the competent authority with all relevant documentation.

The change shall only be implemented upon receipt of formal approval by the competent authority in accordance with point ATCO.AR.E.010.

Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable.

- (c) *Changes to the elements referred to in point (a) due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary.*
- (d) *Training organisations shall notify the competent authority when they cease their activities.*

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1.3 Objective

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

1.4 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.

1.5 Responsible Person


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

2 References

- 2.1 Regulation (EU) 2018/1139
- 2.2 Commission Regulation (EU) 2015/340
- 2.3 Commission Implementing Regulation (EU) 2023/893
- 2.4 ICAO Annex 1 - Personnel Licensing
- 2.5 ASAM No.36 – Changes to an Air Traffic Controller Training Organisation

3 Changes requiring prior approval.

- 3.1 In accordance with Part ATCO.OR.B.015, a change affecting the scope of the certificate or the terms of approval of the training organisation, or a change affecting any relevant element of the training organisation's management systems, shall require prior approval before implementation, unless such a change is notified and managed in accordance with a procedure approved by the competent authority.
- 3.2 For any changes requiring prior approval in accordance with Section 3.1, the training organisation shall apply for and obtain an approval issued by the competent authority. The application shall be submitted before any such change takes place in order to enable the competent authority to determine continued compliance with this Commission Regulation (EU) 2015/340 and to amend, if necessary, the training organisation certificate and related terms of approval attached to it.
- 3.3 In addition to those changes specified in Section 3.1, training organisations shall document within their management system, those changes that require prior approval which are agreed with the competent authority during their certification process or subsequently thereafter.
- 3.4 For any changes requiring prior approval in accordance with Sections 3.1, the training organisation shall apply no later than 30 working days in advance of the proposed change as outlined in ASAM No. 36.
- 3.5 In accordance with point ATCO.AR.E.010, the change shall only be implemented upon receipt of formal approval by the competent authority.


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- 3.6 Training organisations shall operate under the conditions prescribed by the competent authority during such changes, as applicable, unless the competent authority determines that the change cannot be implemented.
- 3.7 Changes to the elements referred to in Section 3.1 due to unforeseen circumstances shall be notified to the competent authority without delay in order to obtain approval as necessary.
- 3.8 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 Upon receiving an application for a change that requires prior approval in accordance with ATCO.OR.B.015, the competent authority shall verify the training organisation's compliance with the requirements set out in Annex III before the issue of the approval.
- 4.3 The competent authority shall approve the conditions under which the organisation may operate during the change, unless the competent authority determines that the change cannot be implemented.
- 4.4 After having verified that the training organisation complies with the applicable requirements, the competent authority shall approve the change.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 CA procedures for changes that require prior approval are outlined in ASAM No. 36.

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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 competent authority 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

- 6.1 Any queries or requests for further information should be addressed to the following Irish Aviation Authority email address: atstraining@iaa.ie

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