



## **Approval of Flight Inspection Organisations**

The Irish Aviation Authority in pursuance of Article 9 of the Air Traffic Service Systems Order, 2004 (S.I. No. 855 of 2004) hereby directs:

This document defines the requirements and procedures associated with the approval of flight inspection organisations.

### **1. References**

1.1. This document is based on the following:

- ICAO Annex 10; Vol I Radio Navigation Aids
- ICAO Doc 8071; Vol I Testing of Ground-based Radio Navigation Systems
- Statutory Instrument (S.I.) No. 855/2004 – Irish Aviation Authority (Air Traffic Service Systems) Order, 2004

### **2. Introduction**

- 2.1. S.I. No. 855/2004 Irish Aviation Authority (Air Traffic Service Systems) Order provides for the regulation, and approval, by the Irish Aviation Authority (hereafter referred to as the 'Authority') of air traffic service systems and equipment used to provide communications, navigational aid and surveillance services to aircraft, to align with international standards and recommended practices.
- 2.2. Section 4 (4)(b) of the above Order provides for the Authority to issue an approval for the conduct of the flight checking activity used to confirm the correct functioning of air traffic service systems and equipment used to provide communications, navigational aid and surveillance services to aircraft.
- 2.3. This document defines the requirements surrounding the approval of flight inspection organisations and their associated equipment used for this flight checking purpose within the State.
- 2.4. The term flight inspection is synonymous with flight checking. In this document, flight inspection is used as this is the more common industry term.

### **3. Flight inspection organisation approval process**

#### **General**

- 3.1. Applicants shall complete the attached IAA application form (see appendix), with the required information, indicating if the application is for initial approval or renewal of an existing approval. Applicants shall transfer the applicable fee at time of application using the instructions contained therein.
- 3.2. Applicants shall submit the following to the Authority as part of the application process –

- Exposition file containing references to associated company documentation. Further detail is provided in section 3.9, regarding the minimum required content of the exposition file.
- A complete set of current company documentation as referenced in the above exposition file.
- Build state document addressing all equipment elements (hardware and software) of the flight inspection system configuration(s), including test equipment.

Applicants shall ensure that any updates to the above documentation following issuance of an approval, are notified, submitted, and approved by the Authority in advance of conducting any further flight inspections within the State. Notification to the Authority shall be by means of email using the address identified in Section 7.

- 3.3. The Authority may request additional information or documentation when assessing the application, including a practical demonstration of capability if deemed necessary to make a determination.
- 3.4. Approvals issued by the Authority shall have a maximum validity period of 12 months.
- 3.5. All approved applicants shall remain capable at all times of implementing flight inspection methods that accurately measure signals in space that are emitted by equipment which they are approved to inspect.
- 3.6. Applicants and approved flight inspection organisations shall facilitate inspections and audits by the Authority of their organisation and/or flight inspection system that are within scope of the flight inspection operation and shall cooperate as necessary for the efficient and effective exercise of the powers of the Authority.
- 3.7. Approved flight inspection organisations shall provide to the Authority using the email address identified in Section 7, the finalised reports of flight inspections conducted within the State upon completion and without delay.

### **Application for initial approval**

- 3.8. All organisations applying for an initial approval to conduct flight inspection operations within the State, must demonstrate to the satisfaction of the Authority, that they have the competence from the perspective of their organisational structure and management systems, equipment, facilities, personnel training and qualification, data recording and other means, to consistently produce accurate flight inspection results, following a request by Air Traffic Service Providers (ATSPs) operating within the State.
- 3.9. An Exposition shall be submitted to the Authority as part of the initial application providing detailed information to address each of the following points at a minimum, with respect to flight inspections –
  - **Organisation & Quality system** – Introduction to the organisation, Organisational structure, Organisation location(s), applicable personnel roles and associated accountabilities and/or responsibilities, applicable policies w.r.t flight inspections, details of any other formal approvals received from other national competent authorities, details of any sub-contracted activities and associated procedures.

- **Safety System** – Applicable procedures that document all actions that have been deemed necessary to ensure the safe operation of the flight inspections aircraft and system.
- **Record keeping** – Policies and/or procedures addressing record requirements and retention periods.
- **Change management procedure(s)** – Addressing changes to Organisational structure, flight inspection procedures, flight inspection system equipment. Addressing requirements to notify and submit any changes to build state and Exposition documentation to the Authority, and to confirm Authority approval is in place in relation to same, in advance of conducting any further flight inspections within the State.
- **Flight inspection personnel** – Procedures detailing the duties of all flight inspection personnel. Procedures addressing personnel training, competency and assessment (initial and ongoing) framework in place and formal authorisation of personnel.
- **Flight inspection reports** – Example of a test flight inspection report. Procedures that address notifying finalised reports of flight inspections conducted within the State, to the Authority without delay.
- **Flight inspection aircraft** – Information regarding airworthiness and any AOC (Air Operator's Certificate) related approvals held in respect of aircraft operations. Details of aircraft instrumentation, antennas and other aspects as set out in ICAO DOC 8071; Vol I; Attachment A.
- **Flight Inspection measurement system** – Demonstration that the flight inspection measurement system equipment is capable of measuring all the required parameters as set out in ICAO Annex 10 and any additional requirements that may be specified by the Authority. Detailed information regarding all equipment that constitute the overall flight inspection measurement system, including hardware and software elements. Procedures in place for periodic inspection of all elements of the system. Procedures in place addressing equipment spares and management of same.
- **Flight Inspection procedures** – Procedures containing instructions and information required by flight inspection personnel to perform their duties during all phases of a flight inspection undertaking and as per ICAO DOC 8071.
- **Flight inspection system calibration** – Procedures addressing the calibration regime in place for the flight inspection system and management of associated records.

#### 4. Application for renewal of an approval

- 4.1. Applicants shall complete the attached IAA application form (see appendix) and clearly indicate that they are applying for the renewal of an existing approval and identify the certificate number of the previously issued approval.
- 4.2. Applicants for a renewal of approval shall confirm in the application form if previously submitted build state, exposition file, along with set of referenced company documentation

remains unchanged. If the above documentation has been updated then the applicant shall submit the complete set of build state and exposition file, including referenced company documentation to the Authority, clearly identifying what specific changes have taken place. The documentation shall be submitted to the Authority using the email address identified in section 7.

- 4.3. Applications for renewal of an existing approval shall be submitted to the Authority no later than 20 working days in advance of the current approval expiry date.

## **5. Cancellation or suspension of an approval**

- 5.1. An approval for an organisation to undertake flight inspection services within the State, may be revoked or suspended by the Manager of the Air Navigation Service Division or their nominated deputy. Any notification to this effect shall be in writing and include the rationale as to why the approval is being revoked or suspended.

## **6. Flight inspection organisation requirements**

### **Aircraft**

- 6.1. Flight inspection aircraft type-preference should be given to multi-engine turbine aircraft for their reliability and performance, with onboard avionics that meet the applicable airspace requirements and equipped for night and instrument flight. The aircraft shall have sufficient operating capability to enable the flight inspection to be conducted as planned.
- 6.2. The aircraft conducting the flight inspection shall have an adequate number of flight crew onboard, along with sufficient carrying capacity for all necessary flight inspection personnel, along with necessary electronic and recording equipment including spares.
- 6.3. The aircraft shall have a stable electrical system of adequate capacity to support the operation of the flight inspection equipment, in addition to the aircraft equipment.

### **Flight inspection equipment**

- 6.4. The flight inspection system shall be independent from the facility under testing/inspection and not interfere with the correct operation of the aircraft's onboard avionics.
- 6.5. The flight inspection system shall have the appropriate capability of accurately establishing aircraft position reference information, when determining the accuracy of the navigation signal in a test/inspection scenario.
- 6.6. The flight inspection system design shall incorporate necessary measures to protect it against electromagnetic interference to the maximum extent possible. If an unexpected electromagnetic interference event is experienced when conducting a flight inspection, this shall be recorded on the flight inspection report.
- 6.7. All flight inspection system measuring equipment used for calibration, test or maintenance of air traffic service systems and equipment, shall be documented and subject to regular calibration checks. Flight inspection Organisations shall implement procedures to define and track regular calibration intervals for all applicable measuring equipment, ensuring that such equipment is recalled at the calibration interval, satisfactorily inspected and

calibrated to associated standards. Such procedures shall also define how calibration records are stored and the associated retention periods.

- 6.8. The flight inspection system design shall incorporate the means to record the measured parameters of the air traffic service system/equipment being inspected and provide the means to export the raw and computed data in electronic format, should further post-processing investigation be required.
- 6.9. The flight inspection system shall have the necessary means in place so that the measured parameter recordings can be accurately correlated with the aircrafts position at the time of the recording.

### **Flight inspection instructions and reports**

- 6.10. The flight inspection organisation shall ensure that adequate procedures are in place to include necessary work instructions, addressing all aspects of the flight inspection undertaking, including operation of the associated equipment, any additional calculation methods that need to be adopted, production of the report and certification. Such procedures shall also address scheduled maintenance and inspection of the measuring equipment and calibration of same.

- 6.11. Flight inspection reports shall include the following information at a minimum:

- station name and facility designation;
- category of operation;
- time(s) and date(s) of inspection;
- serial number of report/unique identifier;
- type of inspection, e.g. ad-hoc, routine or annual;
- aircraft registration;
- manufacturer, model and type of system being inspected;
- wind conditions, to allow crosswind to be established;
- names and functions of all personnel involved in the inspection;
- method of making each measurement (where alternatives are available); these may be referenced to the operating instructions;
- details of associated attachments, e.g. recordings;
- details of extra flights made necessary by system adjustments;
- an assessment by the flight crew of the navigation facility performance;
- comments by the flight inspector/equipment operator;
- details of any immediately notifiable deficiencies;
- results and tolerances;
- statement of conformance/nonconformance; and
- signatures of appropriate personnel.

- 6.12. If records and/or graphs are included in the flight inspection report, then each record and/or graph shall be marked with the following minimum identification information-

- unique identifier
- station name and facility designation;
- date and time

- aircraft registration
- software build version
- category of operation;
- Inspection type;

6.13. The flight inspection organisation shall retain flight inspection reports and data required to generate flight inspection reports, along with the means of reproducing the flight inspection reports, for a period of 2 years from the date of issue of the report.

### **Personnel training and qualification**

6.14. The flight inspection organisation shall have procedures in place that document and detail the roles and duties of applicable flight inspection personnel.

6.15. The flight inspection organisation shall have procedures in place addressing the following elements associated with their flight inspection personnel

- 6.15.1. training;
- 6.15.2. competency;
- 6.15.3. assessment (initial and ongoing) framework;
- 6.15.4. formal authorisation to undertake specific flight inspection tasks;
- 6.15.5. documentation and storage of flight inspection personnel records.

6.16. The flight inspection organisation shall demonstrate that all personnel directly engaged with the flight inspection undertaking are adequately qualified and trained, as well as experienced in their respective job functions.

## **7. Further Information**

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

**Chief Executive Officer**  
**Irish Aviation Authority**

## Appendix



### Application for the Approval as a Flight Inspection Organisation Form

#### 1. Organisation/Applicant Details:

Organisation/Applicant Name:.....  
Organisation /Applicant Address:.....  
..... Postcode: .....  
Telephone: ..... Fax: .....  
Email: .....  
Website Address (if applicable): .....

#### 2. Application Type:

Please tick the appropriate option:

1. I am applying for an initial approval as a Flight Inspection Organisation ☐
2. I am applying for the renewal of an existing approval as a Flight Inspection Organisation ☐
  - a. Certificate of Approval No. ....
  - b. No equipment or maintenance changes have taken place which might affect the renewal of Certificate of Approval No.....in accordance with the provisions of S.I. 855 of 2004.

**Note:**

1. New applications for approval must be accompanied with the necessary documentation, as set out in Aeronautical Notice S.42 – Approval of Flight Inspection Organisations; Section 3.
2. Queries may be sent to [ansdinfo@iaa.ie](mailto:ansdinfo@iaa.ie).

#### 3. Submission Instructions:

Please return the signed application form, along with complete set of supporting documentation to:  
[ansdinfo@iaa.ie](mailto:ansdinfo@iaa.ie)

Subject line shall include 'Application Type' (as identified in Section 2)

- [Organisation Name] Application for Initial Approval as a Flight Inspection Organisation

or

- [Organisation Name] Application for Renewal of existing approval as a Flight Inspection Organisation

#### 4. Fees:

A fee of €1677 is to be forwarded to the IAA's Finance Unit to cover the issue of the approval certificate, which will remain valid for a 12-month period. The issue of the approval certificate shall not be made until confirmation of receipt of the applicable fee is confirmed by IAA's Finance Directorate.

Please forward the fee to the following address:

Finance Directorate  
Irish Aviation Authority  
The Times Building  
11-12 D'Olier Street  
Dublin 2

Alternatively, the fee can be paid by electronic bank transfer using the following details:

Beneficiary Name:	IAA
Beneficiary BIC:	AIBKIE2D
Beneficiary IBAN:	IE22AIBK93338424057794
Sender's Reference:	ANSD Certificates

#### 5. Declaration:

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate. I confirm that the applicable fee (as stated in Section 4) has been transferred to the IAA.

Name of Applicant: (as identified in Section 1)

.....

Position within the organization:

.....

Signature of Applicant/Organisation Authorised Representative:

.....

Date: .....