


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.34 ISSUE 2 DATE 04.01.19	
Safety Regulation Division	Rannán na Rialachán Sábháilteachta		

Temporary OJTI authorisation

1. PURPOSE

1.1 Introduction

Persons and organisations involved in the On the Job Training (OJT) 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 (EC) No 216/2008 of the European Parliament and of the Council.

When compliance with the requirements provided for in ATCO.C.010(b)(2) [of Commission Regulation (EU) 2015/340] is not possible:

(b) Holders of an OJTI endorsement shall only exercise the privileges of the endorsement if they have:

(2) exercised for an immediately preceding period of at least six months the privilege of the valid unit endorsement, in which instruction will be given;

the Competent Authority (CA) may grant a temporary On the Job Training Instructor (OJTI) authorisation based on a safety analysis presented by the air navigation service provider.

1.2 Objective

The objective of this material is to outline, to an air navigation service provider (ANSP) and holders of an OJTI endorsement, the procedures to seek and gain CA approval for a temporary OJTI authorisation.

1.3 Scope

The Safety Regulation Division (SRD) of the Irish Aviation Authority (IAA) is the Competent Authority for Ireland with regard to Regulation (EU) 2018/1139 and Commission Regulation (EU) 2015/340.

This notice applies to all SES certified ANSPs and holders of an OJTI endorsement involved in the OJT process for student ATCOs and ATCOs under Commission Regulation (EU) 2015/340 in Ireland.

1.4 Responsible Person

The Assistant Director, Aeronautical Services Department (ASD) of SRD has overall responsibility for this procedure.

2. References

- Regulation (EU) 2018/1139;
- Commission Regulation (EU) 2015/340;

- ICAO Annex 1

3. Procedures

3.1 In an exceptional situation a request as outlined hereunder can be made to the CA to grant a temporary OJTI authorisation to a holder of a current OJTI endorsement. Examples of exceptional situations, i.e. for which it may be considered not to be possible to comply with ATCO.C.010(b)(2) for the purpose of the valid unit endorsement experience, are:

- (a) establishment of a new ATC unit or new sector for the air navigation service provider;
- (b) the continuity of the existing service is endangered due to the non-availability of personnel as a consequence of a change in the air navigation service provider at the ATC unit;
- (c) new rating or rating endorsement put into operation at an ATC unit;
- (d) reopening of a temporary ATC unit.

The ANSP at whose unit the OJT will take place shall submit a request in writing (letter or email) **no later than 30 working days** before the commencement of OJT to the CA, and provide the following:

- 1) A safety assessment (conducted under its SMS) which should specify the reasons for which the relevant unit endorsement requirement provided for in ATCO.C.010(b)(2) cannot be met and how the equivalent level of safety will be ensured by other means.;
 - 2) If needed, measures that will be taken to ensure the situation will not reoccur;
 - 3) The period it's required for;
 - 4) The name of the person nominated with experience and licensing details included;
 - 5) A declaration by the nominated OJTI
 - i. That the information they supply (or is supplied on their behalf) regarding experience and licence details is correct and
 - ii. That they agree to the request from the ANSP to conduct OJT with a temporary OJTI authorisation;
 - 6) Other information the ANSP deems appropriate to assist in their request.
- 3.2 The temporary OJTI authorisation may be issued to holders of a valid OJTI endorsement issued in accordance with ATCO.C.015 of Commission Regulation (EU) 2015/340 and who shall comply with the requirements of ATCO.C.025 'Temporary OJTI authorisation'.
- 3.3 The temporary OJTI authorisation shall be limited to the instruction necessary to cover exceptional situations and its validity shall not exceed one year or the expiration of the

validity of the OJTI endorsement issued in accordance with ATCO.C.015, whichever occurs sooner.

3.4 The OJTI shall be conducted in line with the ANSPs approved unit training plan.

4. Action by the CA

- (a) The CA will determine from the submission as to whether it can grant the request or not.
- (b) The CA will inform the air navigation service provider of the outcome and, where a temporary OJTI authorisation is granted, the nominated OJTI will receive a letter or certificate of temporary authorisation allowing the named person to conduct temporary OJT at a specified location or sector or working position for a defined period. Other conditions will be included as necessary.

5. Further Information

Any queries or requests for further information should be addressed to the following ANSD email address: atstraining@iaa.ie

This notice replaces Aeronautical Notice S.34 at issue 1, which should be discarded.

**Chief Executive
Irish Aviation Authority**