



Form No. SEC.F.9000I  
 Version No.5  
 Issue Date: 11/02/2016

**IRISH AVIATION AUTHORITY**  
**APPLICATION FORM FOR THEORETICAL**  
**KNOWLEDGE EXAMINATIONS**

**AVIATION SECURITY**  
**PERSONNEL INSTRUCTOR**  
**CERTIFICATION**

Please complete the form in **BLOCK CAPITALS** having read the guidance notes attached to this form.

Preferred Examination Location (Please ✓)

Dublin

Tick if First Application

Restricted Use Locations - Shannon  DAA T1  DAA T2  DAA CORK  KERRY  KNOCK

APPLICATION FOR  AVIATION SECURITY PERSONNEL INSTRUCTOR CERTIFICATION EXAM

**1. PERSONAL DETAILS**

IAA Reference No. (if known)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Surname:		First Name(s):			
Title (Mr / Mrs / Ms etc)		Date of Birth (dd/mm/yyyy)			
Nationality	Place of Birth (Town)		(Country)		
Permanent address (not work address)					
Mobile Tel. No		Contact Tel. No			
E-mail address (personal – not work) (BLOCK PRINT)					

**2. EMPLOYER DETAILS**

Company Name	Location	Tick if Self Employed <input type="checkbox"/>

**3. DETAILS OF AVIATION SECURITY PERSONNEL CERTIFICATION HELD (if any) – Include ATN or DOT numbers**

State of Issue	Type(s) e.g. X-RAY, EDS, BSAT etc	Certification No.	Expiry Date

**4. DETAIL OF INSTRUCTIONAL METHODS COURSE**

Please provide detail of the instructional methods course undertaken

Course Name: \_\_\_\_\_ Date of Completion \_\_\_\_\_

Provider of Course \_\_\_\_\_

Source of Course Accreditation (if any): \_\_\_\_\_

**5. PREVIOUS INSTRUCTOR APPROVAL**

Please provide details of any instructor approval previously issued to you by the Department of Transport or the Irish Aviation Authority

Approval Number: \_\_\_\_\_ Date of Issue \_\_\_\_\_

**6. AVIATION SECURITY PERSONNEL THEORETICAL KNOWLEDGE EXAMINATIONS (Please ✓) (See notes on privileges)**

<b>Airport Security</b>	<input type="checkbox"/>	Where the instructor wishes to instruct on a certified subject (E.g. X-Ray, ETD), then the instructor must complete the requisite Aviation Security Personnel Certification Examination with a pass mark of 85% or higher.
<b>Aircraft Security</b>	<input type="checkbox"/>	
<b>Cargo &amp; Mail Security</b>	<input type="checkbox"/>	
<b>Supplies Security</b>	<input type="checkbox"/>	
<b>Basic Security Awareness Training (BSAT)</b>	<input type="checkbox"/>	

Note that the old modules previously outlined in the NCASP no longer apply. Do not refer to modules in this application. If in doubt as to what to apply for contact AVSEC for clarification

The instructor options above are the only ones currently permitted

**7. RESULTS RELEASE**

I understand that results from exams are issued to me directly as the applicant. I grant permission for the IAA to release a copy of my results related to this application to the following Organisation:

\_\_\_\_\_

Signature ..... Date .....

**8. DECLARATION**

I hereby declare that I have read this Application Form, including the guidance sections therein, and all the information given in this form is true and correct to the best of my knowledge and belief. I also declare that I have read and understand Personnel Licensing Advisory Memorandum 01/09 "Rules to be observed at examinations" available from the IAA website: [www.iaa.ie](http://www.iaa.ie).

I understand and accept that various security methods are used during the exams including video monitoring and recording to ensure the integrity of the examinations.

Signature ..... Date .....

**Note:** It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a licence or the issue, renewal or revalidation of a rating, authorisation or certificate, whether for that person or any other person.

**IAA USE ONLY**

Date	
Required Pass Mark Achieved on Previous Exams	
Application Approved by AVSEC	
Cheque/PO/Cash Credit/Debit/Laser	

## 9. GUIDANCE NOTES ON COMPLETION OF APPLICATION FORM

Please complete the Application Form in BLOCK CAPITALS

**NOTE:** Examination notification and results are issued by email. A **PERSONAL** email is required in section 1 to facilitate this and future communication

Restricted use locations are for the use of the entities approved to use them and are not available for general selection.

Examinations (Part 6 Application Form)

Applicants for

### Theoretical knowledge examinations for the issue of certificates

#### (a) Responsibilities of the applicant

- (1) Applicants shall take the entire set of examinations for a specific licence or rating under the responsibility of one Member State.
- (2) Applicants for Instructor certification must also have completed the screener certification examinations relevant to the instructor certification sought. A pass at a minimum percentage advised by the Irish Aviation Authority in each subject is required.
- (3) All certification exams are subject to repeat, where required, at time intervals as specified by the Irish Aviation Authority
- (4) Completed examinations are not transferable to another EU Member State. Certification may or may not be recognised by another EU Member State
- (5) Completion of the required examinations listed in this document may not be the only elements required for the issuance of certification. In some cases, practical assessments and/or provision of other supporting certification may be required.

### RESULTS RELEASE

Examinations results are only issued directly to the examination applicant. Organisations may not have results of examinations undertaken by an individual provided to them unless specifically permitted by the applicant. Where release of results is permitted, these will be sent at predefined intervals.

Important: For correspondence purposes, please print in BLOCK CAPITALS your name and email address.

Please return your completed Application Form with the appropriate fee to:

Aviation Security Section,  
Irish Aviation Authority,  
The Times Building,  
11-12 D'Olier Street,  
Dublin 2,  
Ireland

Application Forms should reach the Examination Unit (following review and acceptance by the Aviation Security Section) at least **21 days** before the examination date. Late applications may be refused or be subject to a late application fee supplement (see section 7).

### SUBMISSION INSTRUCTIONS

Send your completed application form to:

Aviation Security Section, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, Ireland.

Please enclose the following:-

- This completed Application Form
- Copy of ID (Passport, Driving Licence – AIC is not acceptable)
- Completed payment form

**Please note that failure to submit all required documentation may result in the return of your application.**

## 7. PAYMENT FORM

The current application fee can be found on the IAA website ([www.iaa.ie](http://www.iaa.ie)).

Full details of fees charged and levied by the IAA are published in the [Irish Aviation Authority \(Fees\) Order](#) current at the time.

I am paying by:-

CREDIT / DEBIT CARD  CHEQUE  POSTAL ORDER

**- PLEASE DO NOT SEND CASH -**

Please make cheques payable to 'Irish Aviation Authority'.

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the information required below (in block capitals). **Note:** All card details are destroyed upon completion of the transaction.

Name of Card holder (as stated on the card)

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Card Number

Valid from:

Expiry Date

Security Code (last 3 digits on signature strip on reverse of card)