



Form No. FOD.F.325a
 Version No. 18
 Issue Date: 21/10/2022
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PART NCC DECLARATION FORM
OR
PART SPO DECLARATION FORM

Please use a separate declaration form for the addition of each aircraft operation (PART-NCC or PART-SPO)

The purpose of this specific aircraft operation declaration is the initial declaration or addition of a: (✓ one only)

Part NCC operation Part SPO operation Part SPO (MCF)

Section 1 PART-NCC OR PART-SPO OPERATOR DECLARATION
 (in accordance with Commission Regulation (EU) No 965/2012 (Air Operations))

| | |
|--|--|
| (a) Operator Name | |
| (b) Place in which the operator has its principal place of business or, the place in which the operator is established or residing | |
| (c) Place from which the operations are directed | |
| (d) Name of Accountable Manager | |
| (e) Contact details of the accountable manager | |

Section 2 (Declared) Aircraft Operation(s)

Declaration Date: _____

ENTER ALL AIRCRAFT TYPES AND REGISTRATIONS OPERATED (on date of this Declaration).
 (Use additional sheets if required)

| Aircraft MSN | Aircraft Type and Model | Aircraft Registration | Main Base | Type(s) of operation | Organisation responsible for the continuing airworthiness management |
|--------------|-------------------------|-----------------------|-----------|----------------------|--|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Section 3 Operator Specific Approvals (SPA(s))

Note : In this section enter details of Operator Specific Approvals (SPA(s)) valid at the time of this declaration (if applicable).
 (Please attach copies of the applicable specific approvals, including third country approvals (if applicable) to this declaration).

| Type of Aircraft SPA Approval(s) held (e.g., RVSM, MNPS, etc.) | Validity Date |
|--|---------------|
| | |
| | |

Section 4 High Risk Commercial Specialised Operations Authorisation

High Risk Commercial Specialised Operations Authorisation held: YES: NO:
 (Please attach copies of High-Risk Authorisations as applicable)



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Section 5

Alternative Means of Compliance

Alternative Means of Compliance (AltMoC):

YES: NO:

Where applicable, include a list of Alternative Means of Compliance with references to the associated Acceptable Means of Compliance (AMCs) they replace stating which Authority has approved the AltMoC. (Attach AltMoC to the declaration)

Section 6

Operator Declaration Statements

- (a) **(MANDATORY)** The operator complies, and continues to comply, with the essential requirements set out in Annex V to Regulation (EU) 2018/1139 of the European Parliament and of the Council and with the requirements of Commission Regulation (EU) No 965/2012.
- (b) **(MANDATORY)** The management system documentation including the operations manual shall comply with the requirements of Annex III (Part-ORO), Annex V (Part-SPA), Annex VI (Part-NCC) or Annex VIII (Part-SPO) to Commission Regulation (EU) No 965/2012 and;
- (c) **(MANDATORY)** All flights shall be made in accordance with the provisions of the operations manual as required by point ORO.GEN.110(b) of Part ORO.GEN.110(b) of Part-ORO.

All operated aircraft shall hold:

- (d) **(MANDATORY)** A valid certificate of airworthiness in accordance with Commission Regulation (EU) No 748/2012, or for aircraft registered in a third country, a valid certificate of airworthiness issued in accordance with ICAO Annex VIII.
- (e) **(IF APPLICABLE)** When used for Part-SPO activities a valid lease agreement, as required by ORO.SPO.100.
- (f) **(MANDATORY)** All flight crew members shall hold a license in accordance with Annex 1 to Commission Regulation (EU) No 1178/2011 as required by point ORO.FC.100(c) of Part-ORO and cabin crew members shall, where applicable, be trained in accordance with Subpart CC of Part ORO.

- (g) **(OPTIONAL)** *Industry Standards (if applicable) (Ref: AMC1 ARO.GEN.305(b);(c);(d);(d1))*
The operator has implemented and demonstrated conformance to an officially recognised industry standard.

Reference of the standard: _____ Certification body: _____

Date of the last conformance audit: _____

Note : If selecting this option please contact the IAA for advice at fod@iaa.ie

- (h) **(MANDATORY)** The operator shall notify to the competent authority any changes in circumstances affecting its compliance with the essential requirements set out in Annex V to Regulation (EU) 2018/1139 and with the requirement of Commission Regulation (EU) No. 965/2012 as declared to the competent authority through this declaration and any changes to the information and lists of AltMoC included in and annexed to this declaration, as required by point ORO.GEN.120(a) of Part-ORO.

ATTESTATION

I hereby attest that the information specified in this declaration is true and correct.

Name: (Accountable Manager)

Signature:

Date:



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Section 7 Company Information (Irish Primary Place of Business)

| | |
|---|--|
| Company Registration Office (CRO) No. | |
| Company Address | |
| Workplace Address (if different to above) | |
| Operational Point of Contact (Contact details, at which operational management can be contacted without undue delay). | |
| Name | |
| Position | |
| Phone contact | |
| Email Contact | |

Section 8 CESSATION OF OPERATIONS DECLARATION

Purpose : Where a Part-NCC or Part-SPO operator intends to cease all aircraft operations for a period of 6 months or more, this 'Closing Declaration' should be completed with Section 1 details and the following cessation of operations declaration completed by the accountable manager. This has the effect of removing the operator from the IAA's declared operator oversight programme. The form should be sent to ncc-spodeclaration@iaa.ie. (There is no charge for the Closing Declaration).

CESSATION OF OPERATIONS DECLARATION

I hereby certify that the operator named at section 1 of this form, no longer operates any aircraft in Part-NCC or Part-SPO operations.

Operator Name: _____

Signed: _____

Date: _____
(Accountable Manager)



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SECTION 9 DECLARATION ADMINISTRATIVE NOTES

- 1) MSN means Manufacturer Serial Number.
- 2) The 'Type(s) of operation' refers to the type of operations conducted, for example, non-commercial operations in a complex motor-powered aircraft (**PART-NCC**) or commercial specialised operations (**PART-SPO**), e.g. aerial photography flights, survey flights, aerial advertising flights, parachute operations, maintenance check flights (MCF), etc.
- 3) The Information required for an organisation responsible for the continuing airworthiness management shall include the name of the organisation, its address, and the approval reference.
- 4) The operator shall obtain a prior approval or specific approval for certain operations before conducting such declared operations. For example:
 - operations with any defective instrument or piece of equipment or item or function, under a minimum equipment list (MEL) (points ORO.MLR.105 (b), (f), and (j), NCC.IDE.A.105, NCC.IDE.H.105, SPO.IDE.A.105, and SPO.IDE.H.105); or,
 - for specialised operations, wet lease-in and dry lease-in of aircraft registered in a third country (point ORO.SPO.100 (c)); or,
 - high-risk commercial specialised operations (point ORO.SPO.110); or,
 - non-commercial operations with aircraft with a MOPSC of more than 19, which are performed without an operating cabin crew member (point ORO.CC.100 (d)); or,
 - use of IFR operating minima that are lower than those published by the State (points NCC.OP.110 and SPO.OP.110); or,
 - refueling with engine(s) and/or rotors turning (point NCC.OP.157); or,
 - specialised operations (SPO) without oxygen above 10 000 ft (point SPO.OP.195); or,
 - Operations in accordance with Annex V (Part-SPA) to Regulation (EU) No 965/2012, including:
 - Subparts B 'Performance based navigation (PBN) operations;
 - Operations with specified minimum navigation performance (MNPS);
 - Operations in airspace with reduced vertical separation minima (RVSM);
 - Low-visibility operations (LVOs) and operations with operational credits;
 - Transport of dangerous goods;
 - Helicopter offshore operations; and,
 - Helicopter point-in-space approaches and departures with reduced VFR minima.

Note 1: If there is not enough space to list the required information in the declaration, the information shall be listed in a separate annex. The annex shall be dated and signed.

Note 2: A revised Declaration must be submitted when an aircraft is added or removed from operation or when any of the information in Sections 1 to 7 changes.

- The Declaration Form must include all aircraft types and aircraft registrations operated at the time the Declaration is made.
- The fully Completed Declaration Form must be sent by email to ncc-spodeclaration@iaa.ie
- An automated reply will be issued confirming receipt only of the application.



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PAYMENT FORM

The initial fee for the processing of each Declaration is €150.

The fee for any Change/Variation of the above Declaration is €25.00.

Please complete this Declaration Form in full to notify any changes to the initial Declaration.

There is no charge for the Closing Declaration.

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

I am paying by:-

CREDIT CARD **DEBIT CARD** **LASER**

(Please specify)

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

If paying by credit or with debit card, please complete the information required below (in block capitals).

Name of Card holder (as stated on the card) _____

Card Number

Valid from: / Expiry Date /

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

Address of Card holder, if different from applicant _____

Note: All credit card details are destroyed upon completion of the transaction.

END