

Application for a FISO Licence, a FISO Licence Examination, a FISO Validation Assessment and Notification of the Results of a FISO Validation Assessment (Air Navigation Order 2016)



Please complete this form online (preferred method) then print and sign the form.
 Alternatively, print, then complete in **BLOCK CAPITALS** using black or dark blue ink.
 Post or scan and email the form in accordance with Section 10.
 Please read the attached guidance notes before completing the form .

(CAA Use Only) CAA Reference No.:

| |
|--|
| <p>1. APPLICATION FOR (COMPLETE SECTIONS LISTED)</p> <p>Application to undertake the written examinations towards the issue of a FISO Licence - please complete Sections 2, 3, 7, 8 and 9</p> <p>Application for a FISO Licence - please complete Sections 2, 4, 7, 8 and 9.</p> <p>Application for, or notification of, a FISO Licence validation assessment - please complete Sections 2, 5, 6, 7, 8 and 9.</p> |
|--|

| |
|--|
| <p>2. PERSONAL DETAILS</p> <p>Serial Number of Flight Information Service Officers Licence (if held)</p> <p>Title: Forename: Surname:</p> <p>Date of birth (dd/mm/yyyy): Nationality:</p> <p>Place of birth: Country of birth:</p> <p>Applicants Address:</p> <p>County: Country Postcode:</p> <p>Telephone: Mobile telephone:</p> <p>E-mail:</p> <p>Unit Address:</p> <p>.....</p> <p>ICAO Location Indicator</p> <p>County: Country Postcode:</p> |
|--|

When applying for the issue of a Flight Information Service Officer's licence a certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

| |
|---|
| <p>3. APPLICATION TO UNDERTAKE THE WRITTEN EXAMINATIONS</p> <p>I wish to attend the following examinations to be held at: on:</p> <p>Navigation Meteorology Air Law & Licensing Policy AFISO Procedures</p> |
|---|

| |
|--|
| <p>4. APPLICATION FOR A FISO LICENCE</p> <p>I hereby apply for a FISO Licence and confirm that I hold the qualifications and/or meet the exemption requirements as detailed below and enclose a copy of the relevant Licence or Certificate(s).</p> |
|--|

| |
|---|
| <p>4.a WRITTEN EXAMINATIONS AND EXEMPTIONS FROM WRITTEN EXAMINATIONS (please tick and complete <u>one</u> of the options below)</p> <p>i) I have passed all the required written examinations.</p> <p>ii) I am exempt from the all the required written examinations as I am the holder of an Air Traffic Controller Licence issued by the UK CAA number which has included a Unit Endorsement in the Aerodrome Control Instrument or Aerodrome Control Visual rating within the last 3 years.</p> |
|---|

4.a WRITTEN EXAMINATIONS AND EXEMPTIONS (please tick and complete one of the options below) (continued)

iii) I am the holder of an Air Traffic Control Licence issued by the UK CAA number _____ which has included a Unit Endorsement in a rating other than the Aerodrome Control Instrument or Aerodrome Control Visual Ratings within the last three years. The UK CAA has exempted me from, or I have passed, the required examinations as indicated below.

Exempted Passed

Navigation

Meteorology

Air Law and Licensing Policy

AFISO Procedures

iv) I am exempt from the Meteorology written examination as I am the holder of RAF or RN ATC Certificate of Competence number _____ which has been endorsed in Aerodrome Control within the last 3 years and I have passed the Navigation, Air Law & Licensing Policy and AFISO Procedures written examinations.

v) I am exempt from the Navigation and Meteorology written examinations as I am the holder of a valid flight crew licence issued or recognised by the UK CAA and I have passed the Air Law and Licensing Policy and AFISO procedures written examinations. Flight Crew Licence No.: _____ Issued by:

4.b AERONAUTICAL RADIO STATION OPERATORS CERTIFICATE OF COMPETENCE (ROCC) (please tick one of the options below)

i) I am the holder of an Air Traffic Control Licence issued by the UK CAA or an RAF/RN ATC Certificate of Competence as indicated in section 4a above and therefore exempt from the written examination and practical assessment for the grant of a ROCC.

ii) I have been issued a Radio Operators Certificate of Competence number: _____

iii) I have passed the written examination and practical assessment for the grant of a ROCC as detailed below.

To be completed by the CAA Approved ROCC assessor/examiner

I certify that _____ has successfully passed the written examination and practical assessment for the grant of an Aeronautical Radio Station Operators Certificate of Competence

Date of examination and assessment:

Name of assessor/examiner:

Signature of assessor/examiner:

Expiry date of assessor/examiner authorisation:

5. APPLICATION FOR, OR NOTIFICATION OF, A FISO LICENCE VALIDATION ASSESSMENT To be completed by the applicant

NOTE: At least 30 days' notice should be given to your CAA Regional Office when requesting or notifying a FISO validity assessment.

Indicate below, the type of validation assessment.

Initial Revalidation Renewal New Unit

Will a CAA Inspector be conducting the assessment? Yes No

Validation assessment location: Proposed assessment date:

Note: A CAA Inspector (ATS) must conduct an initial assessment.

Where a CAA Inspector (ATS) is not attending the assessment, complete this section and section 6 after the assessment prior to submitting this form.

| 6. VALIDATION ASSESSMENT RESULTS | To be completed by the assessor | |
|---|--|-------------|
| Date of Actual Assessment: | | |
| | Pass | Fail |
| Practical assessment | | |
| Oral examination | | |
| Overall Result | | |
| <p>Assessor remarks: Where the outcome of the assessment is 'Fail', the Assessor is to record reasons for the decision here:</p> <p>Practical:</p> <p>.....</p> <p>Oral:</p> <p>.....</p> <p>Assessor's Declaration I confirm the above information to be correct and in the case of a 'Pass' I have updated the candidate's FISO Licence accordingly.</p> <p>Name of Assessor: Date:</p> <p>Signature of Assessor: Assessor's Licence No.:</p> | | |

| 7) PAYMENT DETAILS |
|--|
| <p>The appropriate fees payable are as follows</p> <p>Payment in respect of the FISO written examinations fee.</p> <p>Payment in respect of the FISO licence fee</p> <p>Payment for a FISO licence validation assessment conducted by a CAA inspector (ATS)</p> <p>Payment for 'Naming of Place'</p> |

| 8) FINANCIAL DECLARATION | (MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY) |
|---|--|
| <p>I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.</p> <p>I enclose the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).</p> <p>I agree to pay any additional charges that may become payable in respect of this application under the Scheme of Charges</p> <p>Name of Applicant:</p> <p>Signature of Applicant Date:</p> | |

| 9. PAYMENT BY A THIRD PARTY |
|---|
| <p>If payment for this application is not being made by the applicant, this form must be countersigned by the payee.</p> <p>I, (name) authorise the Civil Aviation Authority to use the details given on the attached payment authorisation (FCS1500) in support of this application.</p> <p>Signature of payer: Date:</p> <p>Address:</p> <p>Contact telephone number:</p> |

| 10. SUBMISSION INSTRUCTIONS |
|---|
| <p>Please check:</p> <ul style="list-style-type: none"> • Section 2 (Personal Details) has been fully completed; • All Sections relevant to the notification have been completed; and, when completed, return this form to: <p>ATCO Licensing Section, Licensing Assessment, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR or e-mail to: ats.licensing@caa.co.uk</p> <p>Telephone Enquiries: +44 (0) 1293 573700</p> |

Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)

Application for:..... Dated:.....
Original Applicant's Name:
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx)
Registered Company or Trading Name: (if applicable)
Contact Telephone Number:

2. PAYMENT DETAILS

a) Payment type (please tick your chosen method of payment).

Visa Mastercard Debit Card Cheque/Banker's Draft Bank Transfer Cash (max.£1000)

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc
Bloomsbury Parr's Branch
PO Box 158
214 High Holborn
London
WC1V 7BX

Account Name: Civil Aviation Authority
Account Number: 36029769
Sort Code: 60-30-06
Swift Code: NWBK GB 2L
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ BACS/CHAPS/ASN Reference*:

* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: Payers Email: Date of Transfer:

b) Card Details (for payment by Credit/Debit Card)

Card number:

Expiry date: / Security Code (last 3 digits on signature strip on reverse of card)

| | |
|-------------------|-----------------|
| Debit cards only: | |
| Start date: | / |
| Issue No: | (if applicable) |

Amount: £

Name (as written on card):
(BLOCK CAPS)

Full postal address of card holder:
..... Postcode:.....

Card holder's signature:

Please tick box if paying with Company Card Company Name:

Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.

Application for a FISO Licence, a FISO Licence Examination, a FISO Validation Assessment and Notification of the Results of a FISO Validation Assessment (Air Navigation Order 2016)



Guidance on completing this form.

General

This form must be used to notify CAA Licensing Assessment and the Scheduling and Examinations department of the following:

- When making an application to take some or all of the written examinations required for a FISO licence.
- When making an application to obtain a FISO licence.
- When making an application for an initial validation assessment for new licence holders.
- When making an application for the renewal, revalidation or new unit assessment of a FISO licence conducted by a CAA Inspector ATS and notifying the results of that assessment or;
- Notifying the CAA of the results of renewal, revalidation or new unit assessment carried out by a local FIS/AFIS assessor.

NOTE: Individual forms are to be used for each application e.g. do not make application for written examinations and a FISO licence on the same form.

Section 1. APPLICATION

Tick the appropriate box depending on the type of application or notification being made and complete the sections of the form indicated.

Section 2. PERSONAL DETAILS

To maintain consistency of personal detail records please ensure the details entered match that on the applicant's passport.

The applicant's Permanent Address must be the applicant's address, not the unit's address.

Section 3. APPLICATION TO UNDERTAKE WRITTEN EXAMINATIONS

Tick the appropriate boxes dependent of the type of examinations to be sat.

Indicate where it is intended to sit the examinations and intended date.

Information on FISO examinations is provided on the CAA website at the following link. [CAA FISO Examinations](#)

In addition to the CAA, other training organisations may provide FISO examinations but application must still be made to the CAA on this form.

For an examination application, once section 1, 2 and 3 are completed it is only necessary to complete the payment information in sections 7 and 8 and, if payment is to be made by a third party, section 9 and submit the form in accordance with section 10.

Section 4. APPLICATION FOR A FISO LICENCE

This section is simply stating that for this application it is necessary to complete section 4.a and 4.b.

Section 4.a WRITTEN EXAMINATIONS AND EXEMPTIONS FROM WRITTEN EXAMINATIONS

If you are the holder of an air traffic controllers licence, flight crew licence or RAF/RN certificate of competence you will be exempt from some or all of the written examinations.

Dependant on the type of licence or certificate you hold tick the appropriate box and enter the required information.

Note: The holder of an air traffic controllers licence which has included a unit endorsement in a rating other than Aerodrome Control Instrument or Aerodrome Control Visual Rating within the last three years is to contact the CAA prior to completing this form (section 4.a iii)) to establish which written examinations they may be exempt from.

Section 4.b AERONAUTICAL RADIO STATION OPERATORS CERTIFICATE OF COMPETENCE

It is not mandatory to hold a radio operators certificate of competence (ROCC) - air ground communication service (AGCS) to obtain a FISO licence, but you must either:

- hold a valid air traffic controllers licence issued by the UK CAA;
- hold a valid RAF or RN ATC certificate of competence;
- hold a ROCC (AGCS), or;
- have passed the written examination and practical assessment for the grant of an ROCC (AGCS).

If you hold a valid air traffic controllers licence issued by the UK CAA or a valid RAF or RN ATC certificate of competence, as indicated in section 4.a, you are exempt from the requirement to pass the written examination and practical assessment for the grant of an ROCC (AGCS) and should indicate this by ticking the box in 4.b i).

If you are not exempt from this requirement tick the appropriate box in 4.b iii) and complete the relevant section.

Note: If you intend to work at a unit that provides both aerodrome flight information service and an AGCS, an ROCC (AGCS) must be held to provide AGCS.

Include copies of certificates and licences with this application as appropriate.

Section 5. APPLICATION FOR, OR NOTIFICATION OF, A FISO LICENCE VALIDATION ASSESSMENT

This section is to be completed to indicate the type of validation assessment to be undertaken and also indicate if a CAA inspector ATS is required to conduct the assessment.

A validation assessment shall be undertaken in the following circumstances:

- the initial validation of a FISO licence;
- the addition of a new unit validation to a FISO licence;
- the occasion of a biennial revalidation assessment; and
- the renewal of the validity of a FISO licence whose validity has expired.

A CAA Inspector ATS will always conduct an initial aerodrome FISO validation assessment.

Validation assessments under all other circumstances may be conducted by a local FIS/AFIS assessor but a CAA Inspector ATS may wish to attend.

Therefore before completing this section contact your Regional Office to ascertain if a CAA Inspector will be present and if necessary agree a date for the assessment with your assigned CAA Inspector ATS and enter the proposed assessment date.

For validation assessments where a CAA inspector ATS is conducting the assessment a payment is required and if that assessment also results in the naming of a place or any additional place on the FISO licence, an additional payment is required. Therefore section 5 is to be completed along with sections 7, 8 and 9 if applicable and submitted to the CAA, along with the appropriate payment, in accordance with section 10. The form will be returned to the unit, after payment confirmation, to allow the assessment results to be recorded in section 6.

There is no charge for a validation assessment conducted by a local FIS/AFIS assessor even if a CAA Inspector ATS is in attendance, so there is no need to submit the form to the CAA until after the assessment with section 5 and 6 completed. The submitted form is also to be accompanied by the appropriate payment for the 'naming of place' if applicable (see section 7 note below).

Be sure to include the assessment location as this will appear on the licence.

Section 6. VALIDATION ASSESSMENT RESULTS

This section is to be completed with the results of the validation assessment either by the CAA Inspector ATS or the local FIS/AFIS assessor as applicable.

Section 7. PAYMENT DETAILS

Tick the appropriate box to indicate which payment(s) is/are being made.

Note: The fee for the 'naming of place' is payable for initial validation assessments in addition to the fee for the CAA Inspector ATS. For validation assessments at new or additional units, the fee for the 'naming of place' is payable whether or not the assessment was carried out by a CAA Inspector ATS.

Section 8. FINANCIAL DECLARATION

This section must be completed by the applicant in all cases, even if the payment is being made by a third party as indicated in section 9 and when there is no payment associated with the application/notification.

Section 9. PAYMENT BY THIRD PARTY

This section to be completed if payment is not being made by the applicant.

INCLUSIONS: Where required remember to include copies of relevant licences and certificates with your application.

GUIDANCE NOTE 1: Certifiers of ID.

Certified ID is only required for the issue of a Flight Information Service Officer's Licence. Any Senior Staff member of the applicant's employer can act as a 'certifier'.

Instructions for the certifier of your ID document are as follows:

1. Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
2. Insert signature and date.
3. Certifier's name must be printed in block capitals.
4. Must include position or capacity, e.g. Unit Manager.

Note: For those individuals who do not hold the accepted forms of identity, the CAA will on a case by case basis accept alternative documents. As a rule, the document must have at least a photograph and full name plus one other identifying feature i.e. date of birth, address etc. of the applicant.