

# Application for Issue / Variation / Renewal in Respect of Approval of Welders



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.

Please read the attached Guidance Notes before completing this form.

## FALSE REPRESENTATION STATEMENT

It is an offence under the UK Air Navigation Order to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine and on conviction on indictment with an unlimited fine or imprisonment or both.

### 1. APPLICANT DETAILS To be completed by the Applicant

CAA Personal reference number/AML number (if known): \_\_\_\_\_  
Welder Approval number (if known):

Title: ..... Forename: ..... Surname: .....

Date of birth (dd/mm/yyyy): ..... Place of Birth: .....

Nationality: .....

Permanent Address: .....

Country: ..... Postcode: .....

Is this a change of:      Name              Address              Nationality

Telephone: ..... Mobile telephone: .....

E-mail: .....

A certified copy of your Passport, EAA/EU National Identity Card or Full Photographic Driving Licence must accompany your application as proof of identification if this is your FIRST application (See Guidance Note 2).

### 2. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by the Applicant

Postal Address: .....

..... Postcode: .....

### 3. EMPLOYERS DETAILS To be completed by the Applicant

Name of Current Employer: .....

Address: .....

..... Postcode: .....

Maintenance Organisation Approval Reference: .....

Contact number: ..... Date Employment Commenced: .....

### 4. APPLICATION To be completed by the Applicant

Initial Approval Application      Variation Application      Renewal Application      Replacement

Variation Details: .....

### 5. WELD SPECIMEN SUPERVISOR

This is to certify that the welding of the specimens referred to below were completed under my supervision (BCAR A8-10 Refers)

Name:.....

Signature: ..... Date: .....

Email address: ..... Organisations Approval number: .....

5a. GROUP(S) (Tick all groups applied for)		To be completed by the Applicant			
Please Indicate Group of approval required (see Chapter A8-10, British Civil Airworthiness Requirements)					
	Figure 1	Figure 2	Figure 3	ARC	Gas
Group 1 - Aluminium					
Group 2 - Magnesium Alloys					
Group 3 - Carbon Steels					
Group 4 - Corrosion and Heat Resisting Steels					
Group 5 - Nickel Alloys					
Group 6 - Copper Alloys					
Group 7 - Titanium Alloys					

**6. COURIER CHARGES**

**Note to all applicants:** All original documents submitted by the customer and CAA issued documents, will be sent by secure courier and are subject to the appropriate charge as detailed on our website; further information can be found on our Secure Courier Service webpage. The courier charge will be added to the relevant charge as per the Airworthiness, Noise Certification and Aircraft and Aircraft Engine Emissions Scheme of Charges and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by the use of normal postal services.

If you wish to opt out of document return by secure courier, please tick box.

**Please note:** The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

**7. CHARGES**

The charge(s) required as calculated in accordance with the CAA Airworthiness, Noise Certification and Aircraft and Aircraft Engine Emissions Scheme of Charges (published in CAA Official Record Series 5) ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)) to be paid on application are enclosed herewith.

NB: This application will not be processed until the applicable charges have been received.

Total charges included are: £ .....

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:  
 .....

**IMPORTANT NOTES:**

- Cost of examination charges at approved test laboratory:** The cost of the examination will be chargeable to the applicant (Chapter A8-10 BCAR).
- Withdrawal/Cancellation of Application:** In the event that this application is withdrawn by the applicant, a cancellation charge may be levied. The cancellation charge reflects the work carried out by the CAA on behalf of the applicant up to the point of cancellation. Please see the CAA Refunds Policy at [www.caa.co.uk/refunds](http://www.caa.co.uk/refunds) for more information. Where sufficient funds remain from the original application charge, this charge will be deducted from any refund made in respect of the application following cancellation.

**8. DECLARATION OF APPLICANT**

I confirm that the information contained in this form was correct at the time of application.

I have fully reviewed all Guidance Notes and have submitted all of the necessary paperwork for my application to be considered. I enclose the charges payable on application in accordance with the Scheme of Charges ([www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)).

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

Name: .....

Signature: ..... Date: .....

# Application for Issue / Variation / Renewal in Respect of Approval of Welders – GUIDANCE NOTES



## Guidance Note 1: Introduction

Having a clear and correctly completed application form, together with any supporting documents (where appropriate) will enable UK CAA, Licensing to issue licences, ratings and certificates more efficiently, with less risk of errors or rejections and subsequent delays to your application. For best results please download the blank form and open it directly into your PDF Reader.

**Please note** that failure to submit a correctly completed application form, with the required supporting, documents will lead to the return of your application.

## Guidance Note 2: Requirement for and Certifiers of Identification

For your initial welder approval, a certified copy of photographic ID must be submitted with your application for the purpose of verifying your identity. Where copies of test certificates are to be submitted, these can only be certified by a quality department.

The following people can act as 'certifiers':

- Quality Manager or deputy.
- Recognised professional e.g. solicitor, doctor, post office

### 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. Quality Manager.

## Guidance Note 3: Sections of the Form Explained

### Section 1 Applicant Details

To be completed in all cases. Where a change of address, name or nationality is being requested, the appropriate fee will be charged as per the CAA Personnel Licensing Scheme of Charges.

### Section 2 Address for Correspondence

The correspondence address will be the postal address for the certificate if this section is completed. Where the permanent and correspondence addresses are the same, section 2 can be left blank.

### Section 3 Employers Details

Details of the current organisation for whom you are currently employed, or alternatively annotate Contractor, Self-Employed, Unemployed etc.

### Section 4 - Application

Indicates what type of licence you are applying for. Where an applicant seeks to renew a Welder Approval Certificate that has been lapsed for greater than 6 months, the application will be treated as an issue for the purposes of supporting documentation.

### Section 5 – Weld Specimen Supervisor

The person that supervises the welding of the specimens relating to the applied for Welder Approval must sign this section. Where more than one group is applied for and there are multiple supervisors, a separate SRG1742 should be used for each supervisor.

### Section 5a – Group(s)

The group(s) matrix allows for all required Groups to be applied for on the same form (bar where there are multiple supervisors). Please clearly tick each applicable approval that is required.

### Section 6 – Courier Charges

The tick box should be used if you wish to OPT OUT of the courier charges. Should you choose this option the CAA is not liable for any direct or consequential loss, if the documents sent by normal post fail to arrive at your postal address. We will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office, once confirmation of the postal address and applicable courier charge has been received.

### Section 7 - Charges

This application will not be processed until the applicable charges have been received. FCS1500 is attached to this form for your use and must be completed before clicking the Send button.

### Section 8 - Declaration

This section is to be completed in all cases.

**Guidance Note 4: Submission Instructions**

Please send your completed application and supporting documentation (see Guidance Notes) to the following address:

Engineering Licensing - SSC  
 Aviation House  
 Gatwick Airport South  
 West Sussex  
 RH6 0YR

Where the application is to be sent electronically, with certified copies of all supporting documentation, please send these to ELDWEB@caa.co.uk.

**Guidance Note 5: Supporting documentation required with the application**

Application	Form SRG1742 Issue 2	A certified copy of your valid Passport, EEA/EU Nationals Identity Card or full EU Photographic Driving Licence	Original or certified copy of Welder Approval Certificate.	Original or certified copy of Weld Test Certificates for new Groups/ Figures applied for.  For a renewal, a certificate for a single Figure will renew all valid Approvals within the applicable Group.	Original or certified copy of the Change of Name Deed Poll.
Issue	✓	✓	N/A	✓	N/A
Variation / Renewal	✓	N/A	✓	✓	N/A
Change of Address	✓	✓	✓	N/A	N/A
Change of Name	✓	✓	✓	N/A	✓
Change of Nationality	✓	✓	✓	N/A	N/A

# Payment Authorisation



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**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 SR .....

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/ Bankers 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 C cards. **Cash payments** will only be accepted in person at Aviation House Watwick. 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  
Loomsbury Parrs Branch  
P O 15  
21 High Colborn  
London  
E1

Account Name: Civil Aviation Authority  
Account Number: 02  
Sort Code: 0 0 0  
Swift Code: N 2  
AN: 0 N 0 0 0 02

Please supply the following information:

Amount: ..... ACS/C APS/ASN Reference : .....

\* When making a bank transfer please instruct your bankers to quote i) in relation to an offline application the individual's CAA reference number followed by the application date i.e. 12 5 A ddmmyyyy or ii) in relation to an online application the Automatic Submission Number ASN i.e. CA 12 ..

Payer: ..... Payers' mail: ..... Date of Transfer: .....

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

Card number: .....

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

Debit cards only:

Start date:      /      Amount: .....

Issue No:      if applicable

Name as written on card : .....

C 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.**