

# Application for Assessment of Competence for the Revalidation or Renewal of a Senior Examiner Certificate

(Commission Regulation (EU) 1178/2011, Annex 1, Sub-Part K)



Please complete this form online (preferred method) then print, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

When this form is completed, please forward it together with the appropriate fee and copies of applicant's current and valid rating certificates.

Any changes to the observation plan(s) are to be notified to Flight Crew Standards Support immediately, cancellations must be made at least five working days prior to confirmed observation date or fee may be forfeit.

**WE WILL ENDEAVOUR TO ARRANGE YOUR ASSESSMENT OF COMPETENCE WITHIN EIGHT WEEKS.**

## FALSE REPRESENTATION STATEMENT

It is an offence under Article 256 of the Air Navigation Order 2016 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 up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

1. APPLICANT DETAILS		To be completed by the Applicant
CAA Personal reference number: .....		
Employer: (if applicable) .....		
Title: .....	Forename(s): .....	Surname: .....
Date of birth (dd/mm/yyyy): .....	Nationality: .....	
Town of birth: .....	Country of birth: .....	
Permanent Address: .....		
.....		
..... Postcode: .....		
Telephone Number: ..... Alternative Telephone Number: .....		
E-mail: ..... Fax Number: .....		

2. LOCATION AND TIMING DETAILS OF ASSESSMENT		To be completed by the Applicant
Nominated Examiner Name: .....	Examiner CAA Reference No.: .....	
Preferred date for assessment: .....	A/C Type/Simulator Type and Simulator Code (as applicable): .....	
Timings: .....	Location: .....	

3. SENIOR EXAMINER REGENCY		To be completed by the Applicant
Aircraft Type 1: .....	Aircraft Type 2: .....	
No. of Events in year 1: .....	No. of Events in year 1: .....	
No. of Events in year 2: .....	No. of Events in year 2: .....	
No. of Events in year 3: .....	No. of Events in year 3: .....	

4. DECLARATION OF APPLICANT		To be completed by applicant
<b>Details to be published</b>		
I understand that the UK CAA will publish details in accordance with Part ARA.FCL.205. Please note that your personal address details will not be published.		
I hereby confirm my compliance with Part-FCL reference FCL.1010 & FCL.1030 and declare that the information on this form is correct.		
Signature: .....		Date: .....
<b>PLEASE REFER TO THE FALSE REPRESENTATION STATEMENT ABOVE.</b>		

**5. SUBMISSION INSTRUCTIONS**

a) In accordance with the CAA Scheme of Charges "Authorisation and Approval of Persons" as contained in the Air Navigation Order. The new charges as of 1st April each year, will be applicable to all applications received after that date. Please see Official Record Series 5 on the CAA website at [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5).

b) This completed form must be forwarded together with copies of valid ratings/certificates and payments without delay.  
 by Fax to: 01293 573959  
 by post to: Licensing & Training Standards (Flight Crew Standards Support), Civil Aviation Authority, Safety and Airspace Regulation Group, Aviation House, Gatwick Airport (South), West Sussex, RH6 0YR.

**Please note that failure to submit all of the required documentation will lead to a delay in processing your application.**

**6. COURIER CHARGES**

**Note to all customers:** All original documents submitted by the customer and CAA issued documents, will be returned by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)". The courier charge will be added to the relevant charge as per the Personnel Licensing [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 normal postal service.

**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 Personnel Licensing 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:**

- Additional Charges:** Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.
- Overseas Visits:** If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.
- 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. FINANCIAL DECLARATION**

I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.

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 of Applicant: .....

Signature of Applicant: ..... Date: .....

**PLEASE REFER TO FALSE REPRESENTATION STATEMENT ON PAGE 1**

# PAYMENT AUTHORISATION



Please complete this form online or in **BLOCK CAPITALS** using black or dark blue ink, before printing, signing and submitting as instructed on the associated Application Form.

**PLEASE NOTE: One Payment Authorisation Form is required for each application.**

<b>1. PAYMENT DETAILS</b>					
<b>a) Payment type (please tick your chosen method of payment).</b>					
Visa	Mastercard	Debit Card	Cheque/Banker's Draft	Bank Transfer	Cash (max.£1000)
<p>The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.</p> <p>We do not accept American Express, Diners Club or JCB cards. <b>Cash payments will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.</b></p> <p>Cheques shall be made payable to '<b>Civil Aviation Authority</b>'. Please write the CAA Application Form No. on the reverse of your cheque.</p> <p>National Westminster Bank plc                  Bloomsbury Parr's Branch                  PO Box 158                  214 High Holborn                  London                  WC1V 7BX</p> <p style="text-align: right;">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</p> <p>Please supply the following information:</p> <p>Amount: £ ..... BACS/CHAPS Reference*: .....</p> <p>* When making a bank transfer please instruct your bankers to quote,</p> <p>i) in relation to an offline personnel licensing application, the CAA Application Form number followed by your PIMS reference number (Example: 1234 PIMS 12345678); or,</p> <p>ii) all other offline non-personnel licensing applications, the CAA Form Number and date of payment transfer (Example: SRG1234 ddmmyyyy; or,</p> <p>iii) in relation to an online application, the Automatic Submission Number (ASN) (e.g. CAI-123) must be quoted.</p> <p>Payer: ..... Payers Email Address: .....</p> <p>Date of Transfer: .....</p>					
<b>b) Card Details (for payment by Credit/Debit Card)</b>					
Card number: .....					
Expiry date:        /		Security Code (last 3 digits on signature strip on reverse of card)			
Debit cards only:					
Start date:        /		Amount: £ .....			
Issue No:            (if applicable) .....					
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 your credit/debit card details by email. Email is inherently insecure and hence it is not possible to guarantee the security of card details sent this way.**