

Application for Flight Radio Telephony Operator Licence (FRTOL)

Examiner Authorisation Issue/Revalidation/Renewal

Please read the included guidance notes before completing.

Submission instructions can be found at the end of the 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, license, 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 (if known):

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent address:

..... Country:

Post code: Telephone:

Mobile: E-mail:

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

Postal Address:

.....

.....

..... Post code:

3. APPLICATION To be completed by the Applicant

I am applying for the following: (Tick as appropriate)

FRTOL Examiner Issue FRTOL Examiner Revalidation FRTOL Examiner Renewal FRTOL Senior Examiner

FRTOL/RTF Examiner Expiry Date: FRTOL Examining Test Location(s):

Number of FRTOL Tests conducted in the last 3 years: Date FRTOL last used, or last ATCO/FISO duty:

4. QUALIFICATIONS HELD (A or B) To be completed by the Applicant

FRTOL held	HF Privilege held	ELP Level 6 held	ROCC held
A	ATCO/FISO Licence No:		Ratings:
	Original Issue Date:		Expiry date:
B	Flight Crew Licence Type (PPL/CPL/ATPL):		
	Ratings:		FI Rating (Date of Initial Issue):
	Total Flying hours:		Date of last FI Revalidation:
	UK CAA Examiner Certificate Held:		

5. DECLARATION OF APPLICANT**To be completed by the Applicant**

I declare that the information provided on this form is correct.

I have read and understood the application guidance in the FRTOL Examiner Manual: Yes No

I confirm I meet all the pre-requisites: Yes No If no, please submit a covering letter detailing your experience.

I agree to my contact details being published in [CAP1585e](#) (FRTOL Examiner list): Yes No

Name of Applicant:

Signature of Applicant:Date:

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; 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 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.

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

.....

7. FINANCIAL DECLARATION**To be completed by the Applicant**

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

I agree to pay the charges for this application in accordance with the Scheme of Charges.

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:

IMPORTANT NOTES

Additional Charges: Where the cost of the CAA investigation exceeds the application charge payable, the applicant shall pay the additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

Withdrawal / Cancellation of Application: In the even that this application is withdrawn or cancelled 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 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. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.