

# CAP 632 AIRCRAFT TYPE RATING EXEMPTION APPLICATION



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

Licence Number

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

Address: .....

Postcode: ..... Telephone: .....

E-mail: ..... Mobile Telephone: .....

| Training Exemption       | Initial Full Exemption   | Re-issue of Full Exemption |
|--------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>   |

## 2. TRAINING EXEMPTION

| Aircraft Type(s) | Name of CAP632 Organisation | Supervising Instructor Name | Supervising Instructor Licence Number |
|------------------|-----------------------------|-----------------------------|---------------------------------------|
|                  |                             |                             |                                       |
|                  |                             |                             |                                       |

## 3. INITIAL FULL EXEMPTION

| Aircraft Type(s) | Date of Final Handling Test |
|------------------|-----------------------------|
|                  |                             |
|                  |                             |

## 4. RE-ISSUE OF FULL EXEMPTION

| Aircraft Type(s) | Addition of Instructor Privileges | In Preceding 12 months |                           | Date of Dual Check Completed | Date of Next Dual Check Due |
|------------------|-----------------------------------|------------------------|---------------------------|------------------------------|-----------------------------|
|                  |                                   | Hours Flown on Type    | Number of Flights on Type |                              |                             |
|                  | <input type="checkbox"/>          |                        |                           |                              |                             |
|                  | <input type="checkbox"/>          |                        |                           |                              |                             |
|                  | <input type="checkbox"/>          |                        |                           |                              |                             |

## 5. SUPERVISING INSTRUCTOR'S DECLARATION

I certify that the necessary training has been completed to my satisfaction and this pilot is thoroughly conversant with the aircraft's flying characteristics, performance, limitations, normal and non-normal operating procedures.

I certify that this pilot is competent to fly as a pilot-in-command in the following Aircraft Type(s) .....

Supervising Instructor's Name ..... Signature ..... Date .....

## 6. APPLICANT DECLARATION

Applications without the appropriate documentary evidence will not be processed. Documentary evidence required to be submitted with this application are copies of the following:

| Training                   | Initial   | Re-Issue  |
|----------------------------|---|---|
| Licence and Current Rating | <input type="checkbox"/> Licence and Current Rating | <input type="checkbox"/> Licence and Current Rating |
| Current Medical            | <input type="checkbox"/> Current Medical            | <input type="checkbox"/> Current Medical            |
| Completed SRG1306          | <input type="checkbox"/> Final Handling Test Report | <input type="checkbox"/> Latest Dual Check          |
|                            | <input type="checkbox"/> Completed SRG1306          | <input type="checkbox"/> Latest ATRE                |
|                            |   | <input type="checkbox"/> Completed SRG1306          |

I confirm all information stated above is accurate and I enclose all documentary evidence as required above.

Applicant's Signature ..... Date .....

## 7. 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.

# GUIDANCE FOR APPLICATION



Please read these guidance notes before you complete the form.

## SUBMISSION INSTRUCTIONS

- Once this form has been completed, please send it, along with attachments as listed in section 6 via the application form submission service.

## TYPE OF APPLICATION

- For a **Training Exemption**, applicants must complete sections 1,2 & 6
- For an **Initial Full Exemption**, applicants must complete sections 1,3,5 & 6
- For a **Re-issue of Full Exemption**, applicants must complete sections 1,4 & 6

## GENERAL GUIDANCE

- Pilots operating on an Exemption must hold a valid pilots licence which includes a valid class or type rating for aeroplanes or helicopter as appropriate.
- For a training ATRE, The CAP 632 Organisation under whose OCM the training will take place must have a training schedule. This training schedule must be agreed by the CAA prior to commencing training. Where the operator's OCM does not specify a training schedule, the applicant must submit a training schedule with this application which must be accepted by the CAA before issue of the aircraft type rating training exemption
- Documentary evidence of the currency of licence shall be:
  - (a) a copy of the applicant's current medical certificate
  - (b) a copy of the aircraft class or type rating / certificate of revalidation showing the aircraft rating expiry date(s).
- Instructors on CAP632 aircraft are listed within the OCM and are therefore approved instructors for the aircraft. Instructor privileges will only be given to those instructors listed on approved OCMs. Further guidance can be found in CAP632.

## PROCESSING AND PAYMENT

- Applications for training, initial or re-issue of an ATRE must use this application form. Charges for an ATRE can be found in the published [Scheme of Charges](#) under General Aviation.
- Processing of the ATRE are aimed to be completed within 10 working days of receipt of all required documents and payment.
- Payment by the applicant to the CAA is required for this service via the application form submission service.
- An ATRE can be re-issued within 3 months of expiry without losing the original expiry date.

## APPLICABILITY

- Guidance on the conditions and applicability of an ATRE can be found in CAP632: [CAP 632: Operation of 'Permit-to-Fly' ex-military](#)