

Application for Instructor Approval – Part 2 Training Competence



Unique No. (to be completed by CAA)

Please read the included guidance notes before completing. Submission instructions can be found at the end of the form.

1. APPLICANT TYPE			
Individual	Complete Section 2. a)	Charity	Complete Section 2. c)
Partnership	Complete Section 2. a)	Ministry of Defence	Complete Section 2. c)
Private Clubs	All members complete Section 2. a)	Trust	Complete Section 2. c)
Limited Liability Partnership	Complete Section 2. b)	Public Educational Establishment	Complete Section 2. c)
Limited Company	Complete Section 2. b)	(University/College)	

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

a) Individual (including sole traders and partnerships)

Title: Forename: Surname:

Address:

..... Postcode:

Telephone:

E-mail: Mobile Telephone:

Trading Name: (if applicable)

Website address:

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

or b) A Company

Registered Company Name (in full):

Registered Company Number:

Country of Company Registration:

Registered Office Address:

..... Postcode:

Telephone:

E-mail:

Trading Name: (if applicable)

Trading Address (primary site):

..... Postcode:

Website address:

Authorised Representative of Company

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: Forename: Surname:

Position in Company:

Telephone No: E-mail:

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

or c) An Unincorporated Association or other body

Name of Unincorporated Association or other body:

Address:

..... Postcode:

Telephone: Mobile Telephone:

E-mail:

Website address:

Authorised Representative

This application is to be signed by a person authorised by the body named above to act on behalf of it.

Title: Forename: Surname:

Position:

Charity Number (if applicable):

3. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address (if different from above):

..... Postcode:

4. CAA REFERENCE NUMBER

CAA Training Organisation No. (if relevant):

5. TRAINING DETAILS

Training Organisation No. (if relevant):

The training I intend to give:

- will include in-depth instruction on Class 7
- will not include in-depth instruction on Class 7

6. CONDITIONS

I have read Part B, Chapter 3, paragraph 4 of CAP 483 Training in the Safe Transport of Dangerous Goods by Air and understand that evidence is needed to show competence across the standards for instructors.

I understand that I will need to be observed delivering a training programme at least once, but that if the training consultants determine that I need to be observed more than twice, I will need to submit a new application form and fee to the CAA. The proposed title/type/dates/location are:

Course Title / Type of Course	Dates from and to	Location

I understand that, once I have been observed implementing a training programme, a maximum period of six months is allowed in order to complete the instructor approval process. After that period a new application form and fee will need to be submitted to the CAA (unless otherwise agreed with the training consultants).

I understand that Part 1 qualified instructors need to be shadowed (by Part 2 qualified instructors) until full Part 2 Instructor Approval has been achieved.

7. CHARGES

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 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.

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

8. FINANCIAL DECLARATION

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:
(as shown in 2 a), 2 b) or 2 c))

Signature of Applicant (named in 2 a)):

or Signature of Authorised Representative (named in 2 b) or 2 c)):

Date:

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.

9. APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). 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.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

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.

CAA USE ONLY

Applicant's name **Date of application**

Department: Contact Name:

Job No: Folio No: CAA Account Number:

Nominal Code: Cost Centre: Date received:

The sum of £ has been received by: Date:

Amount paid by: Card Electronic Transfer*
£ £

* Receipt of Electronic Transfer to be verified by Treasury.

Bank Account No: Sort Code:

Is this part of a Company payment? Yes No If Yes - Total amount paid:£

Amount to be deducted from NATS account: £

Enclosures: FedEx paid Yes/No Loaded by: Signed/Despatched:

Legal Entity Details

Company – Date of incorporation of Company:

If declaration is signed on behalf of a Company:

is declaration signed by a Director or Company Secretary?

if not, then does signatory have authority to sign?

Application for Instructor Approval – Part 2 Training Competence – GUIDANCE NOTES

NOTE 1: General

Before completing this form applicants are advised to read the further information relating to this application process, available on the CAA website.

NOTE 2: Completeness

This application should be completed in full. Failure to do so may result in its return for re-submission or a delay in the processing of the application.

NOTE 3: Part 1 and Part 2

For Instructor Approval granted under Part B of the Dangerous Goods Training Approval Scheme, the Instructor's Approval is in two parts:

- Part 1 – Technical Knowledge; and
- Part 2 – Training Competence.

Part 2 consists of demonstrating competence across the standards for instructors given in CAP 483 Training in the Safe Transport of Dangerous Goods by Air. This includes delivering a training programme and completing a portfolio of competence. Completion of Part 2 leads to the award of the Instructor's Approval.

NOTE 4: Demonstrating Competence

On receipt of this application form the Dangerous Goods Office will arrange for the Training Approval Scheme Consultants to contact you to discuss what is necessary to achieve Part 2 of the Approval.