



# Guidance for Flight Radiotelephony Operator's Licence (FRTOL) Candidates

(Theoretical and Practical)

CAP 2325

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Intentionally blank used where required throughout document for formatting.

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# Forward

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## Background

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Flight Radiotelephony Operators licensing in the UK is regulated by the Civil Aviation Authority.

This document sets out the requirements for the Flight Radiotelephony Operator's Licence (FRTOL) and gives information on the privileges as stated in the Air Navigation Order 2016 (as amended).

The Civil Aviation Authority (CAA) is the Licensing Authority of the UK for the issue of pilot licences, ratings and certificates in accordance with the ANO 2016 (as amended) and the retained UK (EU) Aircrew Regulation. In fulfilling this role, the CAA is required to provide oversight documentation, including standards and acceptable means of compliance that may be used by relevant personnel and organisations to allow them to perform their tasks and discharge their responsibilities.

Nothing in this document is intended to conflict with UK statute law where applicable. Whilst every effort is made to ensure that all information is correct at the time of publication, the CAA reserves the right to amend this document as required to accommodate changes to the primary authority documents, to correct errors and omissions or to reflect changes in national policy and best practice.

## Definitions

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Throughout this Document the following editorial practices and definitions shall apply:

- "Shall" and "Must" are used to indicate a mandatory requirement.
- "Expect" and "Should" are used to indicate strong obligation.
- "May" is used to indicate discretion.
- "Examiner" is used to indicate a person who holds a valid examiner authority issued by the UK CAA.
- "Applicant" is used to indicate a person who is seeking the issue, revalidation or renewal of a licence, certificate or rating.

## Gender

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The text within this manual is gender neutral.

## Appendices

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Each appendix (or in some cases part of an appendix) is in suitable form for removal and independent use.

## Amendments

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Amendments to CAP 2325 will be published as required.

Underlining is used to indicate new or revised text. Prior to the effective date of an amendment, the full version of CAP 2325 will be available on the CAA website ([www.caa.co.uk](http://www.caa.co.uk)). From the effective date of the amendment, the superseded version of CAP 2325 will be removed from the website.

The effective date of an instruction is stated at the foot of the page. Publication of a new edition means that all pages will have the same date; however, new instructions are effective on the amendment publication date.

## Supplementary Amendments

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Supplementary Amendments to CAP 2325 are issued for the following reasons:

- (a) to introduce an entirely new subject or a radical change to existing instructions;
- (b) to re-emphasise an existing instruction.

Supplementary Amendments will be incorporated into the main body of the document in a suitable and timely manner.

## Enquiries

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All enquiries concerning the text should be addressed to:

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## Glossary of Terms

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AFIS	Aerodrome Flight Information Service
AGCS	Air Ground Communication Service
ATCO	Air Traffic Control Officer
ATO	Approved Training Organisation
ATPL	Air Transportation Pilots Licence
ATZ	Air Traffic Zone
BGA	British Gliding Association
BMAA	British Microlight Aircraft Association
CAA	Civil Aviation Authority
CAS	Controlled Airspace
CPL	Commercial Pilots Licence
CTA	Control Area
CTR	Control Zone
DTO	Declared Training Organisation
EAOc	Examiner Assessment of Competence
ELP	English Language Proficiency
FCL	Flight Crew Licence
FISO	Flight Information Services Officer
FRTOL	Flight Radiotelephony Operators Licence
FSTD	Flight Simulation Training Devices
GDPR	General Data Protection Regulation
HF	High Frequency
HLS	Helicopter Landing Sites
ICAO	International Civil Aviation Organisation
IFR	Instrument Flight Rules
IMC	Instrument Meteorological Conditions
LAPL	Light Aircraft Pilots Licence

LARS	Lower Airspace Radar Service
MATZ	Military Air Traffic Zone
NPPL	National Private Pilot Licence
Ofcom	Office of Communication
PED	Personal Electronic Devices
POB	Persons on board
PPL	Private Pilot Licence
PTT	Push to Transmit / Talk
ROCC	Radio Operators Certificate of Competence
RTF	Radiotelephony
SE	Senior Examiner
SPL	Sailplane Licence
TI	Training Inspector
UK FIS	UK Flight Information Service
VFR	Visual Flight Rules
VHF	Very High Frequency
VMC	Visual Meteorological Conditions

## Definitions and acronyms

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All definitions and full details are available in the Air Navigation Order 2016/765, Part FCL.010, and GM1 Article 2(1)(d) Definitions of Reg 965/2012 (Part OPS)

Where acronyms are used throughout the document the full word will be used first or details entered in the footnote to avoid confusion on terms.



## Revision History

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The table below is provided as a reference to highlight when major changes were made to the content of CAP 2325. It does not cover editorial changes.

As necessary, an update will be added to the table at each amendment.

Revision	Date	Revision Summary
1.0	March 2022	Initial issue
2.0	August 2024	Update following review of the initial introduction. Manual now includes full guidance for FRTOL candidates on both theoretical and practical elements for FRTOL licence issue.

## Other CAA issued guidance documents

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CAP 2325 provides applicable guidance and clarification relating to – and is to be read in conjunction with - the regulatory material referenced below:

CAP 413 Radiotelephony Manual

CAP 774 UK Flight Information Services

CAP 1430 UK Air Traffic Management Vocabulary

CAP 493 Manual of Air Traffic Services – Part 1

CAP 452 Aeronautical Radio Station Operators Guide

CAP 797 Flight Information Service Officer Manual

CAP 1032 Aerodrome Flight Information Service Officer Licensing

UK Regulation (EU) No 1178/2011 and AMC & GM UK (EU) - Aircrew Regulation

Non-inclusion of source regulatory material within this CAP does not preclude the end user from either the need to be aware of, or the need to comply with, the requirements contained within the source regulatory materials unless otherwise exempted from those requirements.

It is the policy of the UK government that, unless a Difference from an ICAO Standard has been established, compliance with the relevant international (i.e. ICAO and applicable equivalents such as the International Telecommunications Union) provisions is required to the extent mandated in law.

## Chapter 1

# Introduction

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## Purpose

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- 1.1 The purpose of this manual is to provide guidance for all Flight Radiotelephony Operators Licence (FRTOL) candidates, Approved Training Organisations (ATOs), Declared Training Organisations (DTOs) and Training Providers and includes information for those wishing to gain FRTOL privileges. It is intended to be used as a convenient and current reference containing the relevant and important information in order to prepare for FRTOL licence issue.
- 1.2 This document should be read in conjunction with CAP 413 which is the source reference document for Radiotelephony phraseology and procedures.

## Regulation of Licensing

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- 1.3 The Civil Aviation Authority (CAA) is the UK's independent aviation regulatory body responsible for the licensing of flight crew, aircraft maintenance engineers and air traffic personnel. This includes Flight Radiotelephony Operator's Licences.
- 1.4 The Wireless Telegraphy Act 2006 and the Air Navigation Order 2016/765 requires the Licensee of radio transmitting and receiving equipment installed in an aircraft to hold an Aircraft Radio Licence. The Licensee shall not permit any person to use the equipment unless they hold a FRTOL or act under the supervision of a person who holds a FRTOL issued by the UK CAA in accordance with Air Navigation Order 2016/765 Article 152(9), and the ITU General Radio Regulations Article 37.
- 1.5 The Shared Services Centre is the division responsible for the issue of all licences, certificates and authorisations within the CAA.
- 1.6 Aircraft Radio Licences are issued by the Office of Communications (Ofcom).

## CAA Contact details

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Initial enquiries and questions regarding information relating to this document should be directed in the first instance to [FCLweb@caa.co.uk](mailto:FCLweb@caa.co.uk).

Any matters in relation to FRTOL licensing, policy, radiotelephony standards, and English Language Proficiency should be emailed to the CAA at [FCLweb@caa.co.uk](mailto:FCLweb@caa.co.uk), these will then be directed to the relevant person.

## Chapter 2

# Flight Radiotelephony Operator's Licence (FRTOL)

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## Requirements

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- 2.1 An applicant for the initial issue of a FRTOL must:
- be at least 14 years old.
  - have passed the Communications Theoretical Knowledge Examination which must be completed before the Practical Test (the examination validity periods are as per FCL.025).
  - have passed the FRTOL Practical Test.
  - have demonstrated English Language Proficiency (ELP) to level 4, 5 or 6 which must be valid on the date that the FRTOL is issued.

## Credits

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### Theoretical credits

- 2.2 Holders of a valid pass in the Part-FCL Communications Examinations in VFR and IFR Communications (Subject 90) are credited with the written PPL Communications theoretical examination for the validity period of that examination as defined in FCL.025.
- 2.3 Holders of a valid Air Traffic Control Officer (ATCO) licence issued in accordance with UK Regulation 2015/340 are credited with the PPL communications theoretical written examination and the 24-month examination validity period shall not apply. Applications shall be made using [Form SRG1162](#).
- 2.4 Holders of a valid Flight Information Service Officer (FISO) licence issued in accordance with Article 200 of the Air Navigation Order 2016 (as amended) are credited with the PPL communications theoretical written examination and the 24-month examination validity period shall not apply. Applications shall be made using [Form SRG1162](#).
- 2.5 Holders of a Private Pilot Licence issued in accordance with ICAO Annex 1 (including any Part-FCL pilots' licence) who also holds a valid radiotelephony licence issued in accordance with Article 37 of the ITU Radio Regulations, will be credited with the written PPL Communications theoretical examination. The

licence must be valid, and training must have been conducted using the English language, with English Language Proficiency endorsed on the licence.

### Practical training credits

- 2.6 Military Pilots qualified under the Military training program may claim credits specified in [CAP 2254 – Military Aircrew Accreditation Scheme \(MAAS\)](#)
- 2.7 Holders of a valid CPL or ATPL Licence issued in accordance with ICAO Annex 1 (including any Part-FCL pilots' licence) who also holds a valid radiotelephony licence issued in accordance with Article 37 of the ITU Radio Regulations, will be credited with the practical RTF Communications test and PPL communications theoretical written examination provided that they:
- have more than 1500 hours flight time engaged on international public transport flights, or
  - have more than 1500 hours flight time in Commercial Air Transport (CAT), or
  - have more than 1500 hours flight time engaged on international corporate flights, or
  - have more than 1500 hours flight time engaged on international Commercial Operations, and
  - The licence must be valid and the practical test must have been conducted using the English language, with English Language Proficiency endorsed on the licence.

### Theoretical or Practical training - No credits awarded

- 2.8 A number of States are known to issue radiotelephony licences with 'VFR only' privileges for use in National languages – holders of any such licence will not be granted any credits against the UK FRTOL written examinations and practical tests.
- 2.9 Flight Engineers (FE) no credits are given.

### English Language Proficiency

- 2.10 The FRTOL is a UK issued Licence the individual needs to be competent in English, and the UK is using the ICAO standards for English Language Proficiency. The official language of the UK is English therefore the CAA will only issue any licence where the applicant meets the official ICAO ELP requirements in English. This will require the individual to complete language assessment at a CAA approved school if the individual does not have English as their first language.

## English Language Proficiency credits

- 2.11 Flight Crew - All applicants must meet the FCL.055 requirements. There are no credits available.
- 2.12 UK Air Traffic Control Officer (ATCO) - UK ATCO licence holders who hold a current Level 6 English Language Proficiency endorsed on their Regulation 2015/340 ATCO licence will be credited with ELP on the issue of their FRTOL.
- Candidates not considered proficient to be operating at Level 6 should be directed to a CAA approved ELP testing organisation or an examiner who has completed specialist language assessor training for formal assessment.
- Persons holding a Level 4 or 5 assessment issued by the UK or any EASA Member State, must attend a UK CAA Approved Language Assessment centre (see CAA Standards Document No. 31) or undertake an assessment with an examiner who has completed specialist language assessor training in order to renew or upgrade their assessment. Level 4 and 5 will not be credited to the FRTOL licence.
- 2.13 Flight Information Service Officer (FISO) - UK FISO are not currently assessed for ELP therefore no credit will be given. Non-UK FISO's not conducted through a UK approved ELP assessment centre therefore no credit will be given.

## FRTOL Application process

- 2.14 Applications for the issue of a FRTOL should be made using online application form [SRG1105](#). Applications for the renewal of a Flight Radio Telephony Operator Licence online application [form SRG1106 or SRG1106G](#) (as appropriate) will also be required.
- 2.15 The UK practical RTF Communications test must be passed in the 24 months prior to the grant of the FRTOL.
- 2.16 Applicants who believe they meet the criteria for examination credits and licence conversion must submit the valid licence and provide logbook evidence of flights during which the privileges have been exercised. Applicants who hold licences in languages other than English must provide an English translation.
- NOTE: FAA licence holders claiming a credit need to provide evidence of FCC Form 605 issued by the FAA.*
- 2.17 As part of the FRTOL application, you will be asked to upload the following:
- A certified copy of your valid passport.
  - FRTOL course completion certificate (CAA5003 or CAA5016)
  - A copy of your signed certificate of English Language Assessment

- 2.18 Approved Training Organisations (ATOs) providing both modular and integrated training for any UK-issued CPL, MPL, ATPL or IR (including IR(R) and IMC) should ensure that the applicant candidate either holds a valid UK FRTOL or has qualified for the issue of a UK FRTOL prior to attempting the ATPL, MPL, CPL or IR Skill Tests. Candidates for the IR, CPL, MPL or ATPL who do not hold a valid FRTOL are required to hold a completed Form CAA5003 prior to taking the Skill Test, confirming they meet the requirements for issue of the FRTOL.

## Applicable Forms

- 2.19 All required forms can be found on the CAA website.
- SRG 1171 - Flight Radiotelephony (Communications) Training Syllabus - Training Record
  - SRG1100D - Temporary Licence Certificate for FRTOL Examiner Privileges
  - SRG 2160 - Flight Radiotelephony Operators Licence (FRTOL) - Practical Test Report Form
  - SRG 2129 - Examiner Report - Failure of Test
  - CAA5003 - Evidence of UK Examination and Test for Grant of Flight Radio Telephony Operator's Licence
  - SRG1845/TS10 - Authorisation Report for Aeroplanes, Helicopters and Flight Engineers
  - SRG1162 - Flight Radiotelephony Operator's Licence Exemption Certificate (valid for ATCO/FISO licence holders only)

## FRTOL Syllabus

- 2.20 Details of the FRTOL syllabus are contained in Appendix C. This includes the ITU Article 37 specific importance in handling messages relating to the safety of life.



## Chapter 3

# FRTOL Training and Test

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## Training

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- 3.1 FRTOL training may be conducted by a Flight instructor or Ground instructor at an ATO or DTO as part of the flight training package. It may also be conducted by an Air Traffic Control Officer (ATCO) with a valid On-the-Job-Training-Instructor (OJTI) endorsement or a Flight Information Service Officer (FISO) who can demonstrate operational instruction experience<sup>1</sup>.
- 3.2 There is no requirement for an individual to hold a FRTOL in order to be eligible to conduct FRTOL training. Those conducting training must be the holder of an English Language Proficiency Level 6 endorsement AND must be able to demonstrate an extensive knowledge and understanding of the FRTOL requirements and syllabus prior to the commencement of any training.
- 3.3 Those who do not meet the above requirements but believe they may have sufficient knowledge and experience to conduct FRTOL training, may also be considered by the CAA on an individual basis.

## Test

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- 3.4 The FRTOL test contains two elements:
- PPL Communications theoretical exam (this must be completed before the practical exam, and a 24-month validity period applies for the licence issue)
  - Radio Telephony's practical test (24-month validity period applies for licence issue)
- 3.5 Theoretical examinations may be conducted by an approved Ground Examiner at an ATO or DTO, or alternatively these may also be conducted by approved FRTOL Examiners.
- 3.6 FRTOL candidates are responsible for booking the radio telephony practical test with an approved FRTOL examiner, further details can be found in paragraph 3.8.

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<sup>1</sup> Evidence will be required from the ATC/FISO unit(s) where operational instruction was conducted. More details available following application.

## Examination validity

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- 3.6 If you take the Radiotelephony Communications test together with the theoretical exams for the issue of a PPL, LAPL or NPPL licence all exams must be passed within an 18-month period.
- 3.7 The Communications examination will then be valid for 24 months following the final theoretical examination.

## Booking the FRTOL Practical Test

- 3.8 It is the candidate's responsibility to identify and contact a FRTOL Examiner to arrange a FRTOL Practical Test, however the applicant's chosen training organisation should be able to assist. A list of FRTOL Examiners is available on the CAA website [CAP1585e: Radio telephony examiner list.](#)
- 3.9 Prior to booking the Practical Test, the candidate must complete form SRG1171 and present this to the FRTOL Examiner prior to starting the test. Form SRG1171 confirms that the minimum required Radiotelephony training has been completed prior to the Practical Test. It also confirms to the FRTOL Examiner that the candidate is aware of the subject matter and knowledge required in order to pass the test. Form SRG1171 must be signed by the person at the ATO, DTO or Training Organisation responsible for the training.
- 3.10 Candidates who are not attending a recognised course of pilot training may self-certify. However, it is the responsibility of the FRTOL Examiner to first verify by questioning that the candidate has reached a satisfactory level of knowledge, prior to the Practical Test attempt.
- 3.11 Use of SRG1171 is mandatory for all FRTOL Practical Test applicants.

## Documentation required for the Practical Test

- 3.12 Prior to commencing the test, candidates must show the following items to the Examiner:
- Personal photo identification (E.g. Passport or Driving Licence).
  - Completed and signed form SRG1171.
  - Evidence of Communications examination pass by reference to e-exams or CAA5003 (if already completed).
  - Previous FRTOL Practical Test failure form (SRG2129) and SRG1171 confirming additional training (if applicable).

## FRTOL Practical Test

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- 3.13 The purpose of the FRTOL Practical Test is to verify that a candidate has achieved the required knowledge and skills to safely operate radio equipment on board an aircraft and understands standard compliant Radiotelephony phraseology.
- 3.14 Candidates are required to have completed the Communications examination prior to sitting the FRTOL Practical Test.
- 3.15 If the Communications examination was conducted by a different Examiner, evidence of passing this examination shall be provided to the FRTOL Examiner conducting the Practical Test.
- 3.16 The Practical Test consists of a simulated VFR *'flight'* and a series of scenario-based questions. The FRTOL Examiner will also deliver a short *'Hot topic'* presentation to successful candidates.
- 3.17 All candidates for the FRTOL will be assessed in accordance with the standard phraseology contained within the latest edition of the CAA Radiotelephony Manual CAP 413.
- 3.18 The FRTOL Practical Test will be facilitated by simulating the Radiotelephony transmissions of a flight in any of the following aircraft categories:
- Single engine fixed wing aircraft (Cessna 152, Piper PA28 etc)
  - Single engine rotary wing (Robinson R22 etc)
  - Microlight (Flexwing & Fixed wing)
  - Gyroplane
  - Pure Glider or sailplane
  - Hot air balloon or Airship
- 3.19 Candidates whose aircraft category is not listed (e.g. UAS, Engineers etc.) will agree the most appropriate category to be used with the FRTOL Examiner prior to test.
- 3.20 The candidate may select an appropriate standard UK aircraft registration to use as their callsign, the aircraft category used will reflect the type operated by the candidate. This will be agreed by the FRTOL Examiner prior to commencement of the test.
- 3.21 The candidate will play the role of a pilot who holds a flight crew licence, flying solo in a fully serviceable aircraft with standard flight instruments, VHF aeronautical radio and a transponder with an altitude reporting feature.

## Practical Test requirements and route

3.22 The Practical Test is designed to simulate the required radiotelephony transmissions on a VFR flight between two aerodromes with a minimum of one turning point. This test is facilitated using equipment provided by the FRTOL Examiner. The candidate and the examiner will be situated in separate rooms. Whilst this is not a test of navigation knowledge of CAA aeronautical chart symbology is required.

Note: Candidates that do not any have experience of using flight radiotelephony equipment for two-way communications in a 'live environment' are required to receive practical training prior to being presented for test. This may be achieved either during flight training or in a simulated environment. Failure to provide evidence of such training will result in candidates being deemed to not meet the requirements to start the practical test.

3.23 The actual route to be used will be randomly selected and identified on the day of test by the FRTOL Examiner. This will ensure candidates are not aware of the test route beforehand. FRTOL Examiners must not pre-disclose any routes to any individuals, prospective candidates or training organisations in advance.

3.24 The candidate may choose which chart region to use, but the FRTOL Examiner will designate a route away from any areas or airfields familiar to the candidate.

3.25 When departing from, or arriving at an airfield, the FRTOL Examiner will use generic airfield information and instructions that are not necessarily representative of that airfield and its published procedures.

## Equipment required for test

3.26 The FRTOL Examiner will provide the candidate with the following equipment to conduct the test:

- A completed lateral and vertical flight plan of the test route, including departure, destination, alternate, tracks, headings, altitudes and times including route brief, simulated meteorological information and NOTAMs.
- Standard CAA candidate brief (Appendix B).
- Frequency Reference Card.
- RTF Aide Memoire (Appendix A).

All equipment provided to the candidate is to be returned at the end of the test.

- 3.28 The candidate will be required to provide the following equipment to allow the test to commence:
- A current edition CAA VFR 1:500,000 aeronautical chart, region as agreed with the FRTOL Examiner. *In certain circumstances, such as tests for Helicopter pilot candidates, 1:250,000 charts may be used at the discretion of the FRTOL Examiner by prior agreement.*
  - Chart pens and rule.
  - Note paper and pen.

### Use of Personal Electronic Devices (PED's)

- 3.29 Candidates are not permitted to bring Personal Electronic Devices (PED's) into the examination room during any of the FRTOL Practical Tests. Personal Electronic Devices are defined as any electronic device that can communicate or record. This also includes watches with such capabilities (smart watches, smart phones, MP3 devices etc).

Candidates who have been briefed and are waiting for test are not permitted access to PED's.

### FRTOL Examiner Role during Practical Test

- 3.30 Throughout the FRTOL Practical Test the FRTOL Examiner will simulate the role of an Air Ground Communication Service (AGCS) Radio Operator, a Flight Information Service Officer (FISO) or an Air Traffic Control Officer (ATCO) and will respond to all transmissions in that capacity.
- 3.31 FRTOL Examiners are expected to maintain the role play throughout the test. However, when necessary to comment outside of the role, the Examiner must make it clear to the candidate. For example, *'As the Examiner, I am now informing you that you have a rough running engine. You are concerned for your safety, but do not require immediate assistance. Please transmit the appropriate call.'*

### Practical Test layout

- 3.32 Prior to commencing the practical test all candidates will receive a Practical Test briefing followed by an allocated time for the Practical Test Planning.
- 3.33 The Practical test will then consist of the following elements in the order listed:
- *'Flight'* element of the practical Test

- Scenario Based Questions
- Result and Debrief
- CAA 'Hot Topic' Presentation – *this will only be given to Candidates who successfully pass all elements of the FRTOL Practical Test.*

## Practical Test Briefing

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- 3.34 The FRTOL Practical Test briefing consists of the following elements:
- Standard CAA Candidate Brief
  - Notification of the test route to be flown
  - Candidate chart preparation (approximately 5 Minutes)
  - Route and test brief from the FRTOL Examiner
- 3.35 The candidate may be provided with a copy of the standard CAA Candidate Brief prior to the test date. In all cases this brief must be reviewed with the candidate on the day of test and prior to the start of the route brief.
- 3.36 A copy of the standard CAA Candidate Brief can be viewed in Appendix B of this document.
- 3.37 Once the Examiner has completed the standard CAA Candidate Brief, the FRTOL Examiner will disclose the details of the test route to be undertaken.
- 3.38 The candidate will then be given a short period of time (approximately 5 minutes) to plot the test route on the chart in readiness for the route and test brief.
- 3.39 The FRTOL practical test commences at commencement of the CAA candidate brief. Beyond this point, the test will result in a Pass, Fail or discontinued test.

## Practical Test Planning

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- 3.40 Once the FRTOL Examiner has completed the briefings the candidate will be allocated a further 20 minutes planning time. Any notes made by the candidate during this planning time can be used during the Practical Test.
- 3.41 The RTF Aide Memoire can be used by the candidate during the planning stage and during the Practical Test. No other aide memoires are permitted.

## Practical Test 'Flight' Element

- 3.42 The Practical Test will be conducted at the candidate's own pace but should not exceed the maximum flight plan time of approximately one hour. The minimum flight plan time shall be at least 30 minutes. The FRTOL Examiner may choose

to intervene if required to ensure all elements of the test are completed within the required time.

- 3.43 A minimum of one Emergency will be examined during the *'flight'* part of the test. The FRTOL Examiner will inform the candidate that at some point during the *"flight"* that they will be made aware of an emergency which will remain until they are informed that the emergency no longer exists. Regardless of the nature of the emergency, the candidate must be briefed for the purposes of the test to transmit an emergency radio call in full AND in the correct order.
- 3.44 During the route brief the candidate will be informed as to how they will be alerted of an emergency. On notification of the emergency, the candidate should initiate the required call without undue delay. It is reasonable for the candidate to collect their thoughts before transmitting but delays greater than 30 seconds before initiating the call would be considered too long.
- 3.45 Following the completion of a FRTOL Practical Test, documentation issued by the FRTOL Examiner shall not be retained by the candidate. All notes made by the candidate must be destroyed by the Examiner and the chart used shall have the marked route erased.

### Scenario Based Questions

- 3.46 Once the simulated *'flight'* element of the test is complete, there will be an opportunity for the FRTOL Examiner to determine the candidate's understanding of CAP 413 phraseology used during the test route, or for elements unable to be assessed due to the aircraft category used by the candidate.

### Result and Debrief

- 3.47 Following the Practical Test, whether pass or fail is awarded, the FRTOL Examiner will debrief the applicant.
- 3.48 If a fail is awarded, the reasons for failure will be clearly explained. The FRTOL Examiner will then provide appropriate advice and guidance to assist the applicant in any future attempt.
- 3.49 If a Practical Test is interrupted for any reason, the incomplete test will not be debriefed until the whole test has been completed.

### CAA *'Hot Topic'* Presentation

- 3.50 Candidates who successfully pass the FRTOL Practical Test will receive a short CAA *'Hot Topic'* presentation from the FRTOL Examiner.
- 3.51 The aim of this presentation is to highlight and promulgate a current safety related *'Hot Topic'* which may be determined by recent events or relevant safety concerns.

## Chapter 4

## Result and Retest requirements

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- 4.1 A candidate is entitled to three attempts at the FRTOL Practical Test. For each FRTOL Practical Test a different route and scenario must be used by the FRTOL Examiner.

### Pass

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- 4.2 Required documentation submitted to CAA.

### Fail

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- 4.3 Remedial Training as required, and retest required.

#### 4.3.1 Actions required by FRTOL examiner following a failed test

- 4.4 In the event of a failure, the FRTOL Examiner will complete form SRG2129 including the details of any further training requirement, (whether recommended or mandatory). The written report will contain items discussed in the verbal debrief.
- 4.5 Where an applicant has failed for the second time, mandated training is prescribed. the FRTOL Examiner must also inform the CAA.
- 4.6 The CAA will nominate a FRTOL Senior Examiner to conduct the third test.

### Discontinued test

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- 4.7 The practical test will be discontinued where disruption requires to the test to be stopped. Examples could be a power failure, fire alarm/evacuation, equipment failure etc. In the event of a discontinued test, where the test can be restarted in a reasonable period of time, the FRTOL examiner is to restart the test from the point at which the test was stopped, allowing the candidate to refamiliarise themselves with their aircraft position, current frequency etc.
- 4.8 In the event of a discontinued test, where the test can't be restarted in a reasonable period of time, for example the next day, the FRTOL examiner is to start the test from the beginning using a new test route. Any results from the previous discontinued test must not be used on the new test.



## Retraining Requirement

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- 4.9 Retraining may be recommended after failing a first attempt but is mandatory after failing a second attempt.
- 4.10 Candidates who have failed previous Practical Test attempts are not required to complete a new SRG1171, nor demonstrate completion of further training prior to a new test attempt, unless further training has been mandated by the FRTOL Examiner.
- 4.11 In the event of a failed second attempt, further training will be mandated by the FRTOL Examiner.

## Appeals process

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- 4.12 The FRTOL Examination system is subject to the Regulation 6(5) of the Civil Aviation Authority Regulations 1991 appeals process.
- 4.13 Regulation 6(5) of the CAA Regulations 1991 states that, *'Any person who has failed a test or examination which they are required to pass before they are granted or may exercise the privileges of a personal licence may, within 14 days after being notified of the failure, request that the Authority determine whether the test or examination was properly conducted.'*
- 4.14 Following the failure of any test the FRTOL Examiner shall explain the applicant's right of appeal.

## APPENDIX A

# Practical Test – RTF Aide Memoire

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STATION  
 AIRCRAFT CALLSIGN  
 REQUEST

< PASS YOUR MESSAGE >

**A** - AIRCRAFT TYPE

**R** - ROUTE (FROM – TO)

**P** - POSITION

**A** - ALTITUDE / HEIGHT / LEVEL + APS

**I** - INTENTIONS / ADDITIONAL INFORMATION (FLIGHT RULES, TRACKING TO)

**C** - CALLSIGN

**P** - POSITION

**T** - TIME

**A** - ALTITUDE / HEIGHT / LEVEL

**N** - NEXT POSITION

**E** - ETA

**MAYDAY x 3 or PAN PAN x 3**

**S** - STATION

**C** - CALLSIGN

**A** - AIRCRAFT TYPE

**N** - NATURE OF EMERGENCY

**I** - INTENTIONS

**P** - POSITION / LEVEL / HEADING

**P** - PILOT QUALIFICATIONS

**A** - ANY OTHER USEFUL INFORMATION (POB, ENDURANCE etc.)

*This aide memoire is approved by the UK CAA for use by the candidate during the Practical Test<sup>2</sup>.*

*NOTE: FRTOL Examiners will be issued with a master copy of this form.*

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## APPENDIX B

# FRTOL Practical Test – CAA CANDIDATE BRIEF

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APRIL 2024 V2.0



## **FRTOL Practical Test – CAA CANDIDATE BRIEF**

### **Portable electronic devices (PED's) and cameras are NOT permitted in the examination room**

The FRTOL Practical Test is a test of communication skills using standard phraseology and procedures. Candidates are required to simulate flying the route indicated on the flight plan, transmitting all the required Radiotelephony calls on the appropriate frequencies.

The candidate will be expected to know when Radiotelephony transmissions are to be made and understand the nature of the information passed. The test shall be assessed in accordance with standard phraseology contained in the latest edition of CAP413. The ability to interpret knowledge beyond that explained in CAP413 and the communications element of the UK AIP will not be assessed.

Candidates are to note the following:

- The FRTOL Examiner will explain and demonstrate how to operate the testing equipment.
- The candidate will be allocated time to plot the test route onto an aeronautical chart. Following a route brief by the FRTOL Examiner, the candidate is then allocated a further 20 minutes planning time to make notes for use in the test. The RTF Aide Memoire issued by the FRTOL Examiner can be used in the planning stage as well as the test.
- A list of frequencies for communications facilities is provided for the chart region.
- Airfield information used during the test will be generic and may not be representative of real-life airfield data and local procedures.
- The flight will start in accordance with the details contained within the Route Brief.
- The test may be carried out at the candidate's own pace with no requirement to wait the full time between transmissions. However, the test must not take longer than the flight plan time stated on the Route Brief.
- The FRTOL Examiner will play the role of an AGCS Radio Operator, FISO or ATCO. They will respond to calls made to their station as if it were a real-life flight. The FRTOL Examiner will make it clear to the candidate if they are transmitting outside of role play.
- At some stage during the test the candidate will be made aware of an emergency. The FRTOL Examiner will brief how the candidate will be made aware of the emergency and how the emergency will cease. The candidate is to transmit the full content of the emergency call regardless of the scenario.
- After the candidate has completed the simulated flight test, the FRTOL Examiner will ask several assessed questions relating to the test route flown and/or the content of CAP413 prior to the result being disclosed at the debrief.
- Questions regarding the content of the test, or what is required from the candidate should be asked prior to the route being disclosed by the FRTOL Examiner.
- The FRTOL Examiner may interject and reserves the right to terminate the test at any point.
- The Practical Test Route and its associated documentation must not have been disclosed to the candidate or training provider prior to the start of the test.
- The FRTOL Practical Test, including assessed questions, will be audibly recorded for regulatory and auditing purposes.
- The candidate is to confirm that they are happy to continue with the test on completion of this brief.

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## APPENDIX C

# FRTOL SYLLABUS

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The FRTOL syllabus is contained in SRG 1171, details are contained below.

## FRTOL TRAINING AND PRACTICAL TEST SYLLABUS

### **1 Section 1: Aircraft Radio Equipment**

- 1.1 Switching On
- 1.2 Selecting Frequencies
- 1.3 Volume and Squelch Adjustment
- 1.4 Intercom / Station Selection Box
- 1.5 Selection / changing of frequencies
- 1.6 Transmitting Technique
- 1.7 Radio Failure Diagnosis (Receiver & Transmitter)
- 1.8 OFCOM Aircraft Radio Licence and Schedule

### **2 Section 2: General Phraseology, References and Procedures**

- 2.1 CAA FRTOL Licensing Requirements (CAP413)
- 2.2 General Phraseology
- 2.3 Mandatory and required readbacks
- 2.4 Standard phrases (Use of Wilco, Roger etc.)
- 2.5 Aircraft callsigns | Placement | Abbreviations | Student
- 2.6 Station callsigns (AGCS / AFIS / ATC)
- 2.7 Phonetic Alphabet | Saying of numbers
- 2.8 Response to Traffic Information

### **3 Section 3: Departure Procedures**

- 3.1 Test Transmissions | Readability Scale
- 3.2 ATIS | Start-up | Airfield information | Taxi

- 3.3 Holding (ground) | Runway incursion risk
- 3.4 Departure Clearance (Controlled Aerodrome)
- 3.5 Clearances regarding runways (inc. conditional)
- 3.6 'Ready for departure' transmission
- 3.7 Procedure differences – AGCS | AFIS | ATC
- 3.8 SAFETYCOM | Unattended aerodrome procedures
- 3.9 Frequency Changes - Ground/Tower/Approach

#### **4 Section 4: Arrival and Circuit Procedures**

- 4.1 Initial call and request | Passing of details
- 4.2 Joining Procedures - Aerodrome Information / ATIS
- 4.3 Overhead / Circuit / Direct Join transmissions
- 4.4 Orbit | Extend | Hold (Controlled Aerodrome)
- 4.5 Clearances regarding runways (inc. Land after)
- 4.6 Go Around / Runway Occupied
- 4.7 Procedure differences – AGCS | AFIS | ATC
- 4.8 SAFETYCOM | Unattended aerodrome procedures
- 4.9 Frequency Changes – Approach/Tower/Ground

#### **5 Section 5: Enroute Procedures**

- 5.1 Frequency Changing (request/changing to)
- 5.2 Initial Call and Request
- 5.3 Enroute call (reply to 'pass your message')
- 5.4 UK Flight Information Services
- 5.5 MATZ / ATZ Penetration
- 5.6 Control Zone (CTR) / Control Area (CTA) Transit
- 5.7 SSR Operating Instructions | Freq Monitoring Codes
- 5.8 Radio / Transponder Mandatory Zones
- 5.9 SVFR Clearances

5.10 Danger Areas – DAAIS | DACS

5.11 Procedural Position Reports

## **6 Section 6: Emergency, Abnormal and Lost Procedures**

6.1 Distress (MAYDAY) - Definitions and transmission

6.2 Urgency (PAN PAN) - Definitions and transmission

6.3 Mayday Relay – Responsibilities and transmission

6.4 Uncertainty of Position – Position Fix

6.5 Uncertainty of Position – VDF

6.6 Frequencies to use for Emergency Calls (Inc. 121.5)

6.7 Priority of transmissions

6.8 Cancellation of Emergency

6.9 Training Fix | Practice Urgency

6.10 Radio Failure (procedures and actions)

6.11 SSR Emergency Codes – 7700 | 7600 | 7500



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