

Application for Radio Operator's Certificate of Competence

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



Unique No. (to be completed by CAA)

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. APPLICATION (tick as appropriate) To be completed by the Applicant

I am applying for a Radio Operator's Certificate of Competence (ROCC):

Air Ground Communications Service (AGCS)

Clearance Delivery Officer (CDO)

Offshore Communications Service (OCS)

Parachute (PARA)

2. APPLICANT DETAILS To be completed by the Applicant

CAA Personal reference number (if known):

Title: Forename(s): Surname:

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

Place of birth: Country of birth:

Permanent Address:

..... Postcode:

Telephone: Alternative telephone Number:

E-mail: Fax Number:

A certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

3. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by the Applicant

Postal Address (if different from above):

.....

..... Postcode:

4. EXEMPTIONS (to be completed if applying for exemption from both the written and practical examinations for the grant of a ROCC (AGCS or CDO).) To be completed by the Applicant

UK CAA Air Traffic Controller's Licence holder with a current Unit Licence Endorsement.

Licence Number:

UK CAA FISO Licence holder with a current Aerodrome/Area Control Centre validation.

Licence Number:

Holder of an ATC Certificate of Competence issued to a member of HM Forces with a current unit validation.

Licence Number:

HM Forces, a copy of the ATC Certificate of Competence must be submitted with the application.

5. EXAMINATION DETAILS **To be completed by an authorised *Examiner(s)**

Please enter written and/or practical examinations undertaken e.g. Written Examination (AGCS)

Examination type (written/practical)	Date Examination held	Location of Examination	Examiner Name (BLOCK CAPITALS)

Where the written and practical examination(s) have been conducted by different authorised Examiners, both Examiners should complete the relevant examination details and sign below.

A copy of the written and practical examination papers and answer sheets MUST be submitted by the ROCC examiner to ats.licensing@caa.co.uk. These MUST not be submitted by the candidate. The ROCC examiner is required to include the full name of the candidate in the email to ATS licensing.

6. EXAMINER DECLARATION **To be completed by the Examiner(s)**

I certify that I have examined the applicant and that they have successfully completed the above examination(s)

Examiner's Signature: Date:

Examiner's Signature: Date:

7. FINANCIAL DECLARATION (MUST BE COMPLETED BY THE APPLICANT EVEN IF PAYMENT IS BEING MADE BY A THIRD PARTY)

I 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 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: Date:

8. 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.

9. PAYMENT BY A THIRD PARTY	HANDLED BY A THIRD PARTY
Please provide payee details here (if different from above) Email: Mobile number:	Is the applicant being handled by a third party? Name of individual handling application Email: Mobile number:

10. 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.

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).

Important: Please save your completed form before proceeding.



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.

Where payment is to be made via bank transfer, the payment reference must include the individual's CAA reference number and application form, e.g. 123456A1411A.

If a transfer is for multiple individuals/applications, please send an accompanying email to licence.applications@caa.co.uk detailing the fee for each CAA reference and application. This ensures accurate reconciliation of payments, and will reduce the time taken to process your application.

Delays will occur where the above guidance is not followed.

APPLICATION FOR RADIO OPERATOR'S CERTIFICATE OF COMPETENCE – GUIDANCE NOTES

General Guidance on how to complete the Radio Station Operator's Certificate of Competence Form SRG 1413.



In order that the CAA can process your application as quickly as possible, it is important the application form is completed correctly and that the required supporting documentation is submitted with the form.

Please note that failure to submit a correctly completed application form, payment and the required supporting documentation may lead to the rejection of your application and an administration fee being charged.

GUIDANCE NOTE 1: Certifiers of ID.

The following people can act as 'certifiers'

CAA Authorised ROCC Examiner.

Any Senior Staff member of the applicant's employer.

Instructions for the certifier of your ID document are as follows:

Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.

2. Insert signature and date.

3. Certifier's name must be printed in block capitals.

4. Must include position or capacity, e.g. CAA Authorised ROCC Examiner.

Note: For those individuals who do not hold the accepted forms of identity, we will on a case by case basis accept alternative documents. As a rule the document must have at least a photograph and full name plus one other identifying feature i.e. date of birth, address etc. of the applicant.

Section 1 - Application for ROCC.

Select which type of ROCC you are applying for by ticking the appropriate box.

Section 2 - Personal Details

Enter your personal details. For consistency this should be the same as that shown on your passport.

Section 3 – Address for correspondence

This only need to be completed if you wish all correspondence relating to this application to be sent to a different address from that in Section 2.

Section 4 - Exemptions (not applicable to PARA or OCS application)

This section is to be completed if you are applying for an exemption from both the Written and Practical examinations. For members of HM Forces, a copy of the ATC Certificate of Competence must be submitted with the application.

Section 5 - Examination Details

This section is to be completed if the applicant is not eligible for the exemption in Section 4.

This section is to be completed by the authorised Examiner(s).

Enter the type (written/practical AGCS/OCS/PARA), date and location of examination.

A copy of the written and practical examination papers and answer sheets MUST be submitted by the ROCC examiner to ats.licensing@caa.co.uk. These MUST not be submitted by the candidate. The ROCC examiner is required to include the full name of the candidate in the email to ATS licensing.

APPLICATION FOR RADIO OPERATOR'S CERTIFICATE OF COMPETENCE – GUIDANCE NOTES

General Guidance on how to complete the Radio Station Operator's Certificate of Competence Form SRG 1413.



Section 6 – Examiner Declaration

To be completed by the Examiner(s).

Section 7 –Financial Declaration.

This section must be completed by the applicant in all cases.

By signing the declaration you are confirming that all of the information provided is correct and true and you should not that signing this section also make you ultimately responsible for payment even if payment is made by a third party in Section 8.

Section 8 Courier Charges

This section should be used if you wish to OPT OUT of the courier charges. Should you choose this option the CAA is not liable for any direct or consequential loss, 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.

Section 9 Payment by a Third Party and handled by a Third Party

This section to be completed when payment is being made by a third party.

INCLUSIONS

A copy of your certified identification.

A copy of the written and practical examination papers and answer sheets MUST be submitted by the ROCC examiner to ats.licensing@caa.co.uk. These MUST not be submitted by the candidate. The ROCC examiner is required to include the full name of the candidate in the email to ATS licensing.

For members of HM Forces to be exempt from the examinations a copy of the ATC Certificate of Competence must be submitted with the application.