

Part-FCL Single Pilot Aeroplane Examiner Authorisation Application (Issue, Variation, Revalidation and Renewal) SE(A), FE(A), CRE(A), IRE(A), FIE(A), GR(A).



This form can be filled in on screen (preferred method) then printed, signed, and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

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, licence, 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 Applicant

CAA Personal Reference Number

Title Forename(s)

Surname

Date of Birth (dd/mm/yyyy)

Nationality

Permanent Address

Country

Postcode

Telephone

Mobile Telephone

E-mail

Base Aerodrome (preferred EAoC location)

2. ADDRESS FOR CORRESPONDENCE (if different from above)

To be completed by Applicant

Postal Address

Postcode

3. AUTHORISATION REQUIRED (tick all required i.e. LAPL and PPL)

To be completed by Applicant

	Issue	Revalidation	Renewal	Variation
Senior Examiner				
Flight Instructor Examiner				
Instrument Rating Examiner				
Flight Examiner (a)(1) (PPL)				
Flight Examiner (a)(2) (CPL)				
Flight Examiner (a)(3) (LAPL)				
Flight Examiner (a)(4) (Mountain Rating)				
Class Rating Examiner (a), (b)(1), (c) (Class/Type Ratings)				
Class Rating Examiner (b)(2) (IR Revalidations)				
Class Rating Examiner (b)(3) (IR Renewals)				
EIR Revalidation/Renewal FE(a)(5) / CRE(b)(4)				
Flight Tests for the IMC and IR(Restricted)				
Operator Proficiency Checks (OPC), also complete section 8				
Ground Examiner, also complete section 7				

Notes, (for Renewals state the authorisation expiry date; for Variations supply details, e.g. privilege/class/type being requested for addition or removal)

4. CLASSES/TYPES/DEVICES REQUIRED

(tick all required)

To be completed by Applicant

		Land	Sea
Touring Motor Glider (TMG)			
FSTD (e.g. FNPTII, FFS)		Single Engine Piston (SEP)	
Other Class/Type Ratings		Multi Engine Piston (MEP)	

5. EXAMINER REFRESHER COURSE (<i>Revalidations and Renewals</i>)		To be completed by Applicant
Have you attended an approved examiner refresher course as required by FCL.1025(b)(2)?		Yes No
Date of the Course	Name of Course Provider	
Please provide a copy of the certificate.		

6. FLYING EXPERIENCE <i>As Applicable</i> (<i>not required for Examiner Revalidations or Renewals. Do not include FSTD</i>)		To be completed by Applicant
		(Hours)
Flight time as pilot (on aeroplanes or TMGs) 500 hrs required for FE(a)(3)-LAPL, CRE(a),(b)(1),(c), FE(a)(4)-Mountain Rating; 1000 hrs required for FE(a)(1)-PPL; 1500 hrs required for FE(a)(5)-EIR, CRE(b)(2)-IR Revalidation, CRE(b)(4)-EIR; 2000 hrs required for FE(a)(2)-CPL, IRE, FIE, CRE(b)(3)-IR Renewal		
Flight instruction time in Single Pilot Aeroplanes (included in flight time as pilot, above) 100 hrs required for FE(a)(3)-LAPL; 250 hrs required for FE(a)(1)-PPL or FE(a)(2)-CPL		
Flight time under IFR (included in flight time as pilot, above) 450 hrs required for FE(a)(5)-EIR, IRE, CRE(b)(2)-IR Revalidation, CRE(b)(3)-IR Renewal		
Flight instruction time under IFR (included in flight time under IFR, above) 250 hrs required for FE(a)(5)-EIR, IRE, CRE(b)(3)-IR Renewal, CRE(b)(4)-EIR		
Flight time instructing applicants for an Instructor Certificate (single-pilot aeroplanes) 100 hrs required for FIE(A)		
No of Take-offs and Landings - as Instructor for Mountain Rating 500 required for FE(a)(4)-Mountain Rating privilege		
Instructional Hours (included above)	Instruction on PPL/Night/Aerobatics and non-approved courses (including IMC/IR(Restricted) courses)	
	CPL Instruction (include relevant instruction on approved modular CPL and integrated courses)	
	IR Instruction (include relevant instruction on approved modular IR and integrated courses)	
	Other relevant Instructional experience - please specify (for example Seaplane, MEP, SET; if these privileges are being sought)	

7. SPONSOR ORGANISATION FOR GROUND EXAMINERS		To be completed by the ATO/DTO
Company Name		
ATO/DTO Number	Head of Training Name	
Head of Training Signature	Date	

8. SPONSOR ORGANISATION FOR OPC		To be completed by the AOC Holder
Company Name		
AOC Number	Flight Crew Training Manager	
<i>I confirm that the applicant has received standardisation training in the conduct of the Sponsoring Organisation's Operator Proficiency Checks to ensure compliance with its procedures, processes and standards, has been issued with the relevant parts of its Operations Manual and will be subject to continued oversight under the Operator's management system including periodic standardisation observations.</i>		
Flight Crew Training Manager's Signature	Date	

9. DECLARATION OF APPLICANT		To be completed by Applicant
I declare that the information provided on this form is correct. I understand that any incorrect information could disqualify me from being granted a personnel licence, certificate, rating, authorisation, or attestation.		
I have reviewed all Guidance Notes and have submitted all the necessary paperwork for my application to be considered.		
I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.		
Signature of Applicant	Date	

10. COURIER CHARGES

Note to all applicants: All original documents submitted by the customer and CAA issued documents, will be returned 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 normal service.

If you wish to opt out of document return by secure courier, please tick box.

Please note: The CAA is not responsible for any direct or consequential loss or delay that is caused by either postal 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.

11. CHARGES

The charge(s) required as calculated in accordance with the CAA Personnel Licensing Scheme of Charges (published in CAA Official Record Series 5) (www.caa.co.uk/ors5) to be paid on application are enclosed herewith.

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

Total charges included are: £

Where charges are to be paid other than by the applicant, please enter the name of the person/company cardholder 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 entitles 'Additional charged 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 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.

12. SUBMISSION INSTRUCTIONS

Please send your completed application via email with all supporting documentation to licenceapplications@caa.co.uk
Alternatively, please post to the following address:

Civil Aviation Authority
Aviation House
Beehive Ringroad
Crawley
West Sussex
RH6 0YR

If you have any questions, please contact our Examiners team (email is preferred)
Email – examiners@caa.co.uk
Phone – 0330 022 1972 (Mon-Fri 08.30 – 16.30)