

# Application for Part-FCL Helicopter Examiner Authorisation (Issue, Variation, Revalidation & Renewal)



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.

<b>1. APPLICANT DETAILS</b>	<b>To be completed by Applicant</b>
CAA Personal reference number: .....	
Title: .....	Forename: .....
Surname: .....	
Date of birth (dd/mm/yyyy): .....	
Nationality: .....	
Town of birth: .....	
Country of birth: .....	
Permanent Address: .....	
Country .....	Postcode: .....
Telephone: .....	Mobile telephone: .....
E-mail: .....	
Base Aerodrome (preferred EAoC location) .....	

<b>2. ADDRESS FOR CORRESPONDENCE</b> <i>(if different from above)</i>	<b>To be completed by Applicant</b>
Postal Address: .....	
Postcode: .....	

<b>3. APPLICATION</b> <i>(Tick as appropriate)</i>	<b>To be completed by Applicant</b>		
<b>I am applying for the following:</b>			
Issue <input type="checkbox"/>	Revalidation <input type="checkbox"/>	Renewal <input type="checkbox"/>	Variation <input type="checkbox"/>
<b>Privileges requested:</b>			
Flight Examiner (LAPL)		Flight Instructor Examiner (FIE)	
Flight Examiner (PPL)		Instrument Rating Examiner (IRE)	
Flight Examiner (CPL)		Ground Examiner (GR)	
OPC Privileges			

<b>4. AUTHORISATION REQUIRED</b>	<b>To be completed by Applicant</b>
<b>Examining privileges requested for:</b>	
Single Pilot Single Engine Aircraft Types:	Aircraft <input type="checkbox"/>
Single Pilot Multi Engine Aircraft Types:	FSTD/FNPT II <input type="checkbox"/>

<b>5. EXAMINER REFRESHER COURSE</b> <i>(Revalidation &amp; Renewals)</i>	<b>To be completed by Applicant</b>
Have you attended an approved examiner refresher course as required by FCL.1025(b)(2)?    Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of the Course:	Name of Course Provider:
<b>Please provide a copy of the Course Completion Certificate.</b>	

6. FLYING EXPERIENCE: <i>(Application for Initial Authorisation Only)</i>		To be completed by Applicant	
		Single Engine	Multi Engine
Total flight time as pilot on Helicopters:			
Total flight time under IFR:			
Relevant Instructional Hours (AC only):	Type Rating Instruction:		
	CPL Instruction:		
	FIC Instruction:		
	Instrument Rating / IFR Instruction:		

7. SPONSOR ORGANISATION FOR GROUND EXAMINERS	To be completed by ATO/DTO
Company Name.....	
ATO/DTO Number ..... Head of Training Name .....	
Head of Training Signature ..... Date .....	
<b>Note: A GR at more than one sponsoring organisation requires this section to be completed by each ATO/DTO.</b>	

8. DECLARATION OF APPLICANT	To be completed by Applicant
I understand that any incorrect information could disqualify me from being granted a Part-FCL licence, certificate, rating, authorisation or attestation.	
I hereby confirm my compliance with Part-FCL Subpart K and declare that the information entered on this form are accurate and correct.	
I have submitted all the necessary paperwork/supporting documents for my application to be considered, including copies of my current licences/certificates.	
I enclose the charges payable on application in accordance with the <a href="#">CAA Scheme of Charges: Personnel Licensing</a> .	
I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.	
<b>DETAILS TO BE PUBLISHED</b>	
I understand that the UK CAA will publish details in accordance with Part ARA.FCL.205. <b>(Please note your personal contact details will not be published.)</b>	
Signature of Applicant.....Date.....	

9. CHARGES
The charge(s) required as calculated in accordance with the <a href="#">CAA Scheme of Charges: Personnel Licensing</a> are to be paid on application are enclosed.
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 who is paying: .....

10. COURIER CHARGES
<b>Note to all applicants:</b> 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 <a href="#">Secure Courier Service</a> . The courier charge will be added to the relevant charge as per the <a href="#">CAA Scheme of Charges: Personnel Licensing</a> 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 using normal postal services.
<b>If you wish to opt out of document return by secure courier, please tick box.</b>

**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.

## 11. 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 charges'. 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:** If 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](http://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

In accordance with the CAA Scheme of Charges "Authorisation and Approval of Persons" as contained in the Air Navigation Order. The new charges as of 1st April each year, will be applicable to all applications received after that date. Please see Official Record Series 5 on the CAA website at [CAA Scheme of Charges: Personnel Licensing](http://www.caa.co.uk).

**This completed form must be forwarded together with copies of your current licences/certificates and payment without delay.**

**Email:** [licenceapplications@caa.co.uk](mailto:licenceapplications@caa.co.uk)

**Postal Address:** Shared Service Centre  
Civil Aviation Authority  
Aviation House  
Beehive Ringroad  
Crawley  
West Sussex  
RH6 0YR

If you have any queries, please contact our Examiners team (email is preferred)

**Email:** [examiners@caa.co.uk](mailto:examiners@caa.co.uk)

**Phone:** 0330 022 1972 (Mon-Fri 08.30 – 16.30)

**Please note that failure to submit all the required documentation will lead to a delay in processing your application.**