

APPLICATION FOR AUTHORISATION AS A FIS VALIDATION ASSESSOR AT AN AERODROME/CENTRE



Please complete this form online (preferred method) then print, sign, and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.

Please read attached Guidance Notes before completing this form.

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. APPLICATION (tick as appropriate)	To be completed by the Applicant
<p>I am applying for authorisation as a FIS Validation Assessor:</p> <p style="margin-left: 20px;">Aerodrome</p> <p style="margin-left: 20px;">Area Control Centre</p>	
2. APPLICANT DETAILS	To be completed by the Applicant
<p>FISO Licence number:</p> <p>ATCO Licence number (if applicable):</p> <p>Title: Forename(s): Surname:</p> <p>Date of birth (dd/mm/yyyy): Nationality:</p> <p>Place of birth: Country of birth:</p> <p>Permanent Address:</p> <p style="text-align: right;">Postcode:</p> <p>Telephone: Alternative telephone Number:</p> <p>E-mail:</p> <ul style="list-style-type: none"> An email confirmation must come via the inspector to the licensing referrals officer. Two supernumeraries must be completed with an Inspector ATS 	
3. DECLARATION BY APPLICANT	To be completed by the Applicant
<p>I hereby declare that I have met the requirements to hold a FISO Authorisation. I am the holder an Aerodrome/Area FISO Licence which is valid at the unit for which the privileges of the AFIS Assessor authorisation will be exercised. I have a minimum of two years' experience as a valid FISO and have a minimum of one years' experience at the FISO Unit or Centre in question and hold a current validation whilst carrying out assessor duties.</p> <p>Signature: Date:</p>	

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4. APPLICATION FORM SUBMISSION SERVICE INSTRUCTIONS

Please check:

- Section 2 (Personal Details) has been fully completed e.g., FISO Licence and/or ATCO licence number if applicable.
- All Sections relevant to the application have been completed.
- The declaration has been signed by the applicant.
- All required documentation to support your application is provided with your submission.

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. 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 paid the relevant fee.

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.

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GUIDANCE NOTES

Requirements for authorisation

Applicants for authorisation as a local AFIS Validation Assessor shall:

- be nominated by the aerodrome operator;
- hold an Aerodrome FISO Licence which is valid at the unit for which the privileges of the AFIS Assessor authorisation will be exercised;
- have a minimum of two years experience as a valid Aerodrome FISO;
- have a minimum of one years experience at the FISO Unit in question and hold a current validation whilst carrying out assessor duties;
- have satisfactorily conducted a minimum of two supernumerary Aerodrome FISO validation assessments with an Inspector ATS.

After satisfying the requirements, a successful applicant will be issued with a written authorisation to conduct aerodrome FIS validation assessments only at the aerodrome specified.

Applications for appointment as a local Aerodrome FIS Assessor shall be made in writing to the CAA. The application shall be accompanied by the appropriate fee, and the availability of an Aerodrome FISO validity candidate at the aerodrome shall be arranged.

Arrangements for the authorisation assessment will be made in accordance with appropriate sections of Chapter 1 from CAP1032 concerning arrangements for validation assessments.

AFIS Assessors are expected to be conversant with the provisions within CAP 1032. The CAA will provide further advice and guidance to applicants for appointment as AFIS Assessors on request.

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.

Section 1 - Application for Authorisation as a FISO Validation Assessor.

Select which type of FISO authorisation you are applying for to be an assessor by ticking the appropriate box.

Section 2 – Applicant Details

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

Section 3 –Declaration by Applicant

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.