

## Official Record Series 5

United Kingdom  
Civil Aviation Authority



<b>CAA Scheme of Charges</b>	<b>No:</b>	436
<b>(Instrument Flight Procedures)</b>	<b>Publication Date:</b>	12 March 2025
	<b>Commencement Date:</b>	01 April 2025

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The Civil Aviation Authority (the CAA), pursuant to Section 11 of the Civil Aviation Act 1982 and after consulting the persons who, in its opinion, are likely to be affected by the Scheme or such of those persons as it thinks fit, and after consulting with the Secretary of State, hereby makes a Scheme for determining the charges to be paid to the CAA in connection with the costs associated with the grant of Instrument Flight Procedure (IFP) Designer / Organisational approvals, specific IFP design approvals and IFP trainers and training courses.

### Excess Hour Charges

The CAA has identified within this Scheme those charges which are subject to excess hour charges at the point that the initial charge no longer covers the costs incurred in the carrying out the specified activity. In order to determine the equivalent number of hours of CAA time for which the initial charge covers, and where not already otherwise stated, the charge should be divided by the appropriate hourly rate quoted.

## 1 REVOCATION

- 1.1 The Scheme of Charges published by the CAA on 18 March 2024 determining the charges to be paid to the CAA in connection with the performance by the CAA of the functions concerning Instrument Flight Procedures is hereby revoked.
- 1.2 Section 16(1) of the Interpretation Act 1978 (which relates to the effect of repeals) shall apply to this Scheme as if it were an Act of Parliament and as if the Scheme of 18 March 2024 revoked by sub-paragraph 1.1 above was an Act of Parliament thereby repealed.

## 2 CHARGES

Charges are payable to the CAA as follows:

### 2.1 Grant of an approval for instrument flight procedure design

Upon making an application for the grant of an approval with respect to the design of instrument flight procedures, the applicant or organisation shall pay the relevant charge specified in Table 1. For an initial organisational approval the cost is Table 1 Code A plus Table 1 Code B for every individual designer applied for to be named on the organisation's certificate. A Table 1 Code B charge also applies to subsequent applications for the addition of named individuals on an approved organisation's certificate. Table 1 Code C is for periodic audits of approved organisations as arranged by the CAA. The hourly charge referred to in Table 1, line Code C shall be payable by the applicant on demand by the CAA.

**Table 1: Designer/Organisational Approval Charges**

Designer/Organisational Approval Charges		Charge
Code	Element	
A	Initial Designer Organisation Approval (in conjunction with Code B)	£5,525
B	Approval for any individual designer (to operate within an approved designer organisation)	£1,105
C	Periodic audit of the organisation, plus hourly charge for excess hours incurred over 7 hours on the audit up to a maximum of £13,687, payable on demand. The total hours charged includes any time spent in preparation of the audit and on-site/off-site audit activities including report writing post audit.	£1,547 £221 per hour

### 2.2.1 IFP design approval charges

For the granting of an approval of an Instrument Flight Procedure, the applicant shall pay on application the charge specified in Table 2, which will accompany the Design submission.

**Table 2: Design Approval Charges**

Design Approval from CAA for IFPs (payable per IFP)		Charge
Code	Element	
A	Preparation and Checking for New or Revised Designs	£608
B	Precision Approach	£884
C	APV Baro-VNAV/SBAS/SBAS LPV 200	£884
D	Non-Precision Approach	£718
E	Holds	£111
F	Direct Arrivals	£166
G	Omni-Directional Departures	£442
H	A Standard Instrument Departure or Arrival (SID/STAR) or Transition	£774
I	Air Traffic Control Surveillance Minimum Altitude Charts (ATCSMAC)	£442

### 2.2.2 Approval of IFP Training Courses and Trainers by CAA

For the purposes of this Scheme, the CAA shall determine any expense incurred by it in visiting any training course and/or PANS-OPS trainer by taking the number of hours required by the CAA to complete an assessment of a given course and multiplying that number by £221, up to a maximum of £13,880.

### **3 ADDITIONAL CHARGE WHERE FUNCTIONS ARE PERFORMED OUTSIDE THE UNITED KINGDOM**

An additional charge will be payable where, in connection with any function in respect of which a charge is specified in this Scheme, the CAA deems it necessary for a Member or employee of the CAA or any other person appointed to act on behalf of the CAA to travel outside the country in which such person is normally stationed.

The applicant or holder shall pay the CAA on demand, in addition to the appropriate charge specified in this Scheme, a charge of such amount as may be decided and invoiced by the CAA having regard to the expense thereby incurred by it.

The additional charge shall not exceed, for each employee of the CAA or each person appointed to act on behalf of the CAA, a maximum of £69,345 per function in respect of which a charge is specified in this Scheme, during which each such Member or employee or any other person appointed to act on behalf of the CAA is absent from the country in which he is normally stationed. The charge is payable on demand.

For the purpose of this section the United Kingdom, the Isle of Man and the Channel Islands shall be treated as one country.

**NOTE 1:** The additional charge shall include overseas travel time for which the appropriate rates can be found on the [CAA UK Official Record Series 5 web page](#).

### **4 CAA INVOICE PAYMENT TERMS**

All CAA invoices raised under this Scheme are payable on demand.

### **5 DEFINITIONS**

5.1 For the purposes of this Scheme:

- a) Approved Procedure Designer (APD) – An APD is a flight procedure designer who has met the competency requirements laid down by the CAA for the design of instrument flight procedures for aerodromes or heliports, which are under the jurisdiction of the CAA.
- b) Instrument Flight Procedure (IFP) – A standard instrument arrival, an instrument approach procedure, or a standard instrument departure.
- c) ‘Air Traffic Control Surveillance Minimum Altitude Charts (ATCSMAC)’ – Charts designed to ensure the appropriate minimum safe levels, in the vicinity of a defined area around the aerodrome (Surveillance Minimum Altitude Area) are promulgated in order to relieve controllers of the responsibility for determining the heights where the sequencing and separation of arriving IFR flights with Primary and/or Secondary Surveillance RADAR is taking place. They also provide pilots with an indication of the minimum altitudes which ATC will allocate when vectoring an aircraft below the published Minimum Sector Altitude (MSA). (Refer to CAA CAP 777).
- d) ‘The Order’ means the Air Navigation Order 2016 and any reference to an Article or Part of that Order shall, if that Order be amended or revoked, be taken to be a reference to the corresponding provisions of the Order for the time being in force.
- e) PANS-OPS – ICAO Doc 8168 Procedures for Air Navigation Services, Volume II, Construction of Visual and Instrument Flight Procedures.
- f) APV Baro/VNAV – An instrument approach procedure, which utilises lateral and vertical guidance but does not meet the requirements established for precision approach and landing operations. (ICAO DOC 8168).
- g) SBAS – Satellite-based augmentation system. A wide coverage augmentation system in which the user receives augmentation information from a satellite-based transmitter;

- h) 'SBAS LPV 200' – Satellite-based augmentation system localiser performance with vertical guidance where it may be possible to achieve approach minimums of 200 feet above ground level on an aRea NAVigation (RNAV) Global Navigation Satellite System (GNSS) approach.
- i) 'Work Load Unit' means:
  - i) one passenger movement – (see definition 4.1 j)); and
  - ii) 200 kg of cargo arriving at an aerodrome but which is not in transit; and
  - iii) 200 kg of cargo departing from an aerodrome but which is not in transit;
- j) A 'passenger movement' means:
  - i) a passenger arriving at an aerodrome on a flight for the purpose of public transport of passengers; and
  - ii) a passenger departing from an aerodrome on a flight for the purpose of public transport of passengers; but does not include a passenger 'in transit' (see definition 4.1 k) below.
- k) A passenger or cargo is 'in transit' if it arrives at and departs from an aerodrome on the same aircraft as part of the same journey.
- l) 'CAA' means the Civil Aviation Authority.
- m) 'CAP' means a Civil Aviation Authority Publication.

5.2 All other expressions used in this Scheme shall, unless the context otherwise requires, have the same respective meanings as in the Order.

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(This note is not part of the Scheme.)

Reference to the CAA Refund Policy may be made at [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5)

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