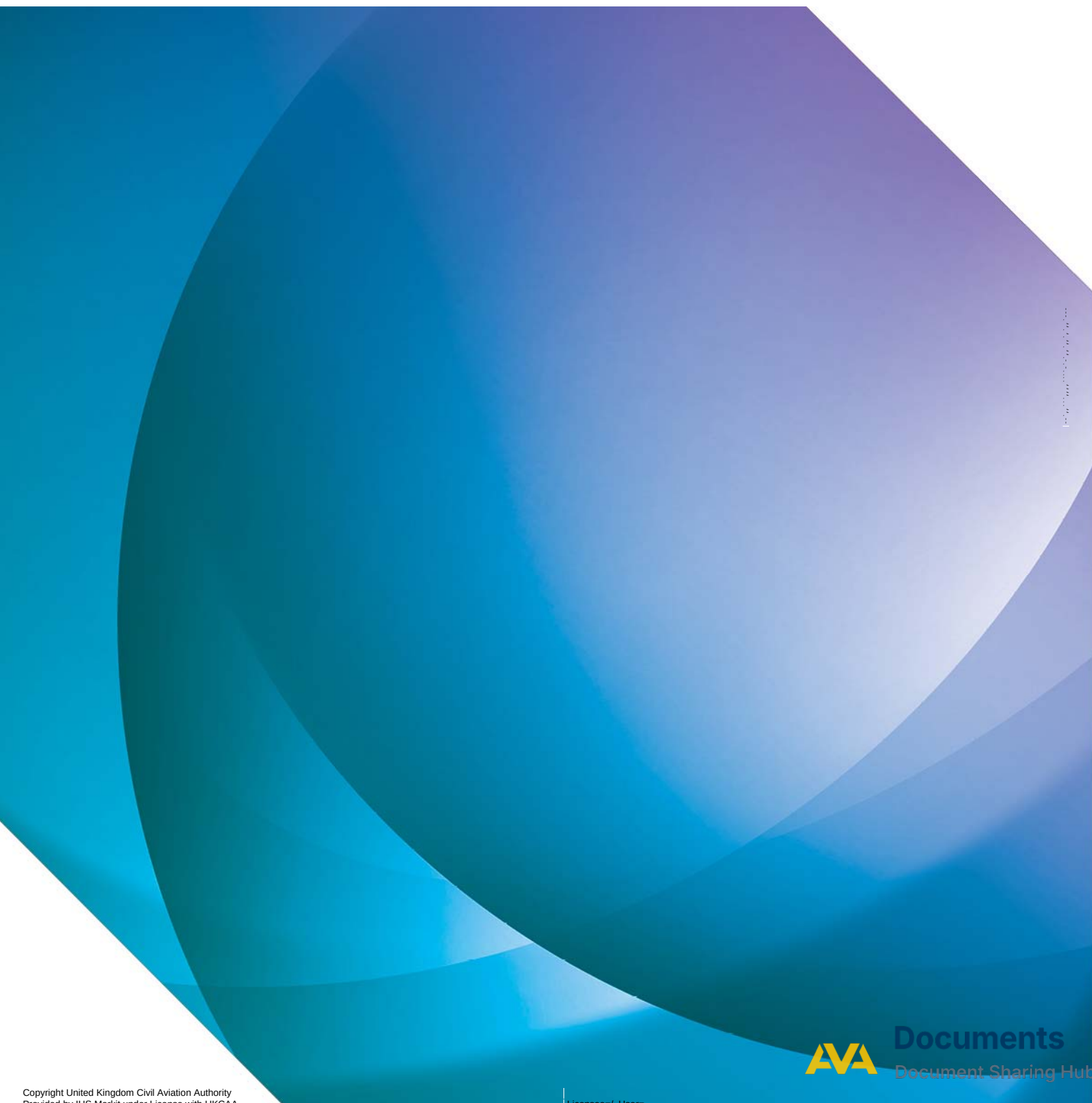


Aerodrome Flight Information Service Officer Licensing

CAP 1032



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Revision history

The table below is provided as a reference to highlight when major changes were made to the content of CAP 1032. It does not cover editorial changes. As necessary, an update will be added to the table at each amendment.

Second Edition Amendment 1

14 September 2017

Section	Subject
Chapter 1	Amendments to separate the examinations of the 4 examinable subjects and to the exemption applicable to holders of a RAF or RN ATC certificate of competence. Clarification of the requirement regarding the examination and assessment of the ROCC – AGCS.

Second Edition

24 November 2016

Section	Subject
Glossary of Terms	Introduction of new section providing a brief glossary of terms used elsewhere within CAP 1032 and to provide consistency in the terminology used in the licensing of all ATS personnel.
Chapter 1	Significant amendment which incorporates SI 02/2016, providing clarity on the licensing process for Aerodrome FISO licence holders and increased consistency with the licensing processes for other ATS personnel.
Chapter 3	Significant amendment which provides clarity and additional guidance on the medical requirements for Aerodrome FISO licence holders.
Appendix A	Incorporation of SI 01/2016.

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Foreword

Introduction

1. This publication is intended to impart information to providers of air traffic services and guidance to applicants for, and holders of, the Aerodrome Flight Information Service Officer (FISO) Licence.

Protocol

2. Where this document refers to 'the CAA' it means the UK Civil Aviation Authority's Safety and Airspace Regulation Group.
3. In the interests of simplicity, any reference to the masculine gender can be taken to mean either male or female.
4. Clarity and readability:
 - The words 'must' or 'shall' indicate that compliance is compulsory.
 - The word 'should' indicates a recommendation.
 - The word 'may' indicates an option.
 - The word 'will' is used to express the future.

Glossary of terms

Definitions

The following terms have been defined to remove any doubt about the meaning of instructions in the text of this document. Terms annotated with an asterisk (*) are based upon equivalent definitions contained within Reg (EU) No 2015/340 relating to the licensing of air traffic controllers and which have been adapted to provide terminology appropriate to the licensing of FISOs and to suit national licensing requirements.

A

Aerodrome A defined area (including any buildings, installations and equipment) on land or water or on a fixed, fixed off-shore or floating structure intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft. (Reg (EU) No 923/2012 Article 2(6))

Aerodrome Traffic Zone (ATZ) Airspace of defined dimensions established around an aerodrome for the protection of aerodrome traffic. (Reg (EU) No 923/2012 Article 2(11))

Aerodrome Flight Information Service (AFIS) Assessor A person considered by the CAA to be competent to assess the practical skills of an Aerodrome Flight Information Service Officer and is authorised as such by the CAA. (* UK CAA)

Air Traffic Service (ATS) A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service). (Reg (EU) No 923/2012 Article 2(32))

Assessment An evaluation of the practical skills leading to the validation, revalidation and/or renewal of the licence, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed. (* UK CAA)

E

Examination A formalised test evaluating the person's knowledge and understanding. (* UK CAA)

F

Flight Information Service (FIS) A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights. (Reg (EU) No 923/2012 Article 2(77))

Flight Information Service Officer (FISO) A Flight Information Service Officer at any aerodrome or area control centre. (UK CAA)

P

Problematic Use of Substances The use of one or more psychoactive substances by aviation personnel in a way that constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or causes or worsens an occupational, social, mental or physical problem or disorder. (Reg (EU) [No 923/2012](#) Article 2(102))

Provisional Inability A temporary state in which the licence holder is prevented from exercising the privileges of the licence whilst the licence remains valid. (* UK CAA)

Psychoactive Substances Term used to mean alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded. (Reg (EU) [No 923/2012](#) Article 2(104))

R

Renewal The administrative act taken after a licence validation has expired that renew the privileges of that licence for a further specified period subject to the fulfilment of specified requirements. (* UK CAA)

Revalidation The administrative act taken within the period of validity of a licence that allows the holder to continue to exercise the privileges of that licence for a further specified period subject to the fulfilment of specified requirements. (* UK CAA)

S

Safety Sensitive Personnel The term used to describe those personnel who might endanger aviation safety if they perform their duties and functions improperly, including crew members, aircraft maintenance personnel, aerodrome operations personnel, rescue, fire-fighting and maintenance personnel, personnel allowed unescorted access to the movement area and air traffic controllers. (Reg (EU) [No 923/2012](#) Article 2(116))

Note. For the purposes of SERA.2020 and in accordance with Reg (EU) [No 923/2012](#) Article 2(116), FISOs are considered to be 'safety-sensitive personnel'.

V

Validation A process by which, through the successful completion of a period of practical training, the licence holder may start exercising the privileges of that licence. (* UK CAA)

Chapter 1

Grant, Validity and Maintenance of the Aerodrome Flight Information Service Officer Licence

Aerodrome FISO Licence

- 1.1 An aerodrome flight information service shall only be provided by the holder of an aerodrome flight information service officer's (FISO) licence that includes a current validity for the place at which the service is provided.

Requirements

- 1.2 In order to be granted an aerodrome FISO licence the applicant shall, unless holding an acceptable exempting qualification, provide evidence that they:
- are 18 years or more of age;
 - have passed examinations in 'Navigation', 'Meteorology', 'Air Law and Licensing Policy' and 'AFISO Procedures';
 - have passed the examination and assessment for the grant of a Radio Operator's Certificate of Competence (ROCC) – Air Ground Communication Service (AGCS) (See CAP 452 - Aeronautical Radio Station Operator's Guide)¹;
 - have a thorough knowledge of the English language and are able to speak fluently without accent or impediment which would interfere with radio telephone conversation.

¹ Except where the Aerodrome Operator requires individuals to hold a ROCC-AGCS in order to provide an AGCS during specified periods of operation, there is no requirement for a FISO to hold a ROCC-AGCS in order to provide aerodrome flight information service. Implied within the privileges of a FISO licence issued by the UK CAA is that, subject to that licence remaining valid for use, FISOs are permitted to operate an aeronautical station in the provision of an ATS, subject to the conditions of the wireless telegraphy licence granted to the ATS provider, in accordance with the Wireless Telegraphy Act 2006.

- 1.3 An application for the grant of an aerodrome FISO licence shall be made on form SRG 1414.
- 1.4 An aerodrome FISO licence is issued for the lifetime of the holder and remains valid for use subject to the following conditions:
- a) The licence has not been suspended or revoked by the CAA;
 - b) The licence holder holds a valid medical declaration²;
 - c) The privileges of the licence have been exercised at the unit for which a validation is held within the previous 90 days;
 - d) The licence is signed in ink by the holder;
 - e) The licence holder has undergone, within the preceding 24 months, a validation assessment at the unit where they will exercise the privileges of the licence and been assessed as competent by an Aerodrome Flight Information Service (AFIS) Assessor or Inspector ATS.
- 1.5 The holder of an aerodrome FISO licence shall inform the CAA when a current validity has expired.

Suspension of a licence

- 1.6 The CAA may provisionally suspend any licence or validity pending enquiry or consideration of the case and may, upon sufficient grounds being shown to its satisfaction, vary, suspend or revoke the licence or validity. The holder of an aerodrome FISO licence may appeal the decision by the CAA to suspend a licence.
- 1.7 The Civil Aviation Authority Regulations 1991, Regulation 6(4), provide that: ‘... the Authority shall serve on the person concerned notice of the proposal together with the reasons for it, and the person concerned may within 14 days from the date of service of the notice, serve on the Authority a request that the case be decided by the Authority and not by any other person on its behalf.’

² See Chapter 3 Medical Requirements.

Exempting qualifications

- 1.8 The holder of an air traffic controller's licence issued or recognised by the UK CAA who has, within 3 years immediately preceding the date of application, held a unit endorsement in respect of the Aerodrome Control Visual (ADV) rating or of the Aerodrome Control Instrument (ADI) rating is exempt from all requirements for the issue of an aerodrome FISO licence.
- 1.9 The holder of an air traffic controller's licence issued or recognised by the UK CAA who has, within 3 years immediately preceding the date of application, held a unit endorsement in respect of a rating other than aerodrome control, is to contact the CAA to determine what requirements need to be satisfied for the issuance of an aerodrome FISO licence.
- 1.10 The holder of an RAF or RN ATC certificate of competence endorsed in aerodrome control during the 3 years immediately preceding the date of application is exempt from the examination in Meteorology. A copy of the relevant military certificate of competence is to be submitted with the application for the issue of an aerodrome FISO's licence.
- 1.11 The holder of a valid flight crew licence issued or recognised by the UK CAA is exempt from the examinations in Navigation and Meteorology. Additionally, details of the licence are to be submitted with the application for the issue of an aerodrome FISO licence.

Guidance

- 1.12 A programme of dates for those wishing to undertake the examination for the award of an aerodrome FISO licence, and the venues at which they can be taken, is available on the CAA website. A list of the assessors authorised to conduct the assessment for the grant of ROCC is also available on the CAA website.
- 1.13 An application for the grant of an aerodrome FISO licence shall be made on form SRG 1414. The appropriate fee shall be included with the application (details of fees can be found on the CAA website under 'Personnel Licensing'). Applications to re-sit an examination in the event

of failure are to be made on a new SRG 1414 application form and sent with the appropriate fee to the CAA.

- 1.14 The examinations for 'Navigation', 'Meteorology', 'Air Law and Licensing Policy' and 'AFISO Procedures' each last 30 minutes. A pass in these theoretical examinations shall be awarded to an applicant achieving a minimum of 75% of the marks allocated to that examination. A syllabus for both of these examinations is detailed in Appendix A to this CAP.
- 1.15 Candidates for the examinations will be sent an individual notice showing when and where they should report for the examination, together with 'Directions to Candidates' containing the examination regulations. Unsatisfactory conduct during the examination, or infringement of the regulations, may result in the candidate being disqualified.
- 1.16 A partial pass in the examination may be carried forward to the next sitting and only the paper previously failed need be retaken. If the candidate fails this paper, the next sitting of the examination will consist of all 4 papers. Failure in 6 sittings will result in a 2 year exclusion from examinations for the award of an aerodrome FISO licence.
- 1.17 Examination results will be issued within 15 working days of the date of the examination. Under no circumstances will the results be divulged by telephone. The CAA cannot enter into discussion or correspondence with candidates on the subject of their examination results. Candidates notified that they have failed an examination may lodge an appeal with the CAA in accordance with Civil Aviation Authority Regulations 1991, Regulation 6(5).
- 1.18 The Civil Aviation Authority Regulations 1991, Regulation 6(5), provide that: 'Any person who has failed any test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may within 14 days of being notified of his failure request that the CAA determine whether the test or examination was properly conducted.'

- 1.19 In order to succeed in their appeal, the candidate will need to satisfy the CAA that the examination or test was not properly conducted; dissatisfaction with the result is insufficient grounds for appeal.
- 1.20 Candidates who do not hold an exempting qualification for the ROCC shall make their own arrangements with an authorised ROCC - Air Ground Communications Service (AGCS) assessor for the RTF written examination and practical assessment.
- 1.21 An aerodrome FISO licence will be issued when the candidate has satisfied all the conditions described above and paid the appropriate fee.

Validity of an Aerodrome FISO Licence

Requirement

- 1.22 Before the holder of an aerodrome FISO licence may exercise its privileges, the licence shall be validated at the aerodrome where the aerodrome FISO wishes to operate and have the validity entered on their licence.

Validation training

- 1.23 A minimum of 40 hours of service provision under supervision shall normally be completed before the licence holder can undertake the validity assessment at an aerodrome. Where training is conducted in accordance with a training plan approved by the CAA, a validity assessment may be conducted upon evidence being available that all objectives of the plan have been achieved. Such a training plan should identify the minimum number of hours of training which should be completed prior to undertaking a validity assessment.
- 1.24 A maximum of 4 hours training per day can be counted towards the minimum training requirement, unless agreed otherwise by the CAA and identified in a FISO training plan.