

Application for a FISO Licence, a FISO Licence Examination, a FISO Validation Assessment and Notification of the Results of a FISO Validation Assessment (Air Navigation Order 2016)



Please complete this form online (preferred method) then print and sign the form.
Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.
Post or scan and email the form in accordance with Section 10.
Please read the attached guidance notes before completing the form .

(CAA Use Only) CAA Reference No.:

1. APPLICATION FOR (COMPLETE SECTIONS LISTED)

Application to undertake the written examinations towards the issue of a FISO Licence - please complete Sections 2, 3, 7, 8 and 9
Application for a FISO Licence - please complete Sections 2, 4, 7, 8 and 9.
Application for, or notification of, a FISO Licence validation assessment - please complete Sections 2, 5, 6, 7, 8 and 9.

2. PERSONAL DETAILS

Serial Number of Flight Information Service Officers Licence (if held)

Title: Forename: Surname:

Date of birth (dd/mm/yyyy): Nationality:

Place of birth: Country of birth:

Applicants Address:

County: Country Postcode:

Telephone: Mobile telephone:

E-mail:

Unit Address:

ICAO Location Indicator

County: Country Postcode:

3. APPLICATION TO UNDERTAKE THE WRITTEN EXAMINATIONS

I wish to attend the following examinations to be held at: on:

Navigation Meteorology Air Law & Licensing Policy AFISO Procedures

4. APPLICATION FOR A FISO LICENCE

I hereby apply for a FISO Licence and confirm that I hold the qualifications and/or meet the exemption requirements as detailed below and enclose a copy of the relevant Licence or Certificate(s).

4.a WRITTEN EXAMINATIONS AND EXEMPTIONS FROM WRITTEN EXAMINATIONS (please tick and complete one of the options below)

i) I have passed all the required written examinations.

ii) I am exempt from the all the required written examinations as I am the holder of an Air Traffic Controller Licence issued by the UK CAA number which has included a Unit Endorsement in the Aerodrome Control Instrument or Aerodrome Control Visual rating within the last 3 years.

4.a WRITTEN EXAMINATIONS AND EXEMPTIONS (please tick and complete one of the options below) (continued)

iii) I am the holder of an Air Traffic Control Licence issued by the UK CAA number which has included a Unit Endorsement in a rating other than the Aerodrome Control Instrument or Aerodrome Control Visual Ratings within the last three years. The UK CAA has exempted me from, or I have passed, the required examinations as indicated below.

Exempted Passed

Navigation

Meteorology

Air Law and Licensing Policy

AFISO Procedures

iv) I am exempt from the Meteorology written examination as I am the holder of RAF or RN ATC Certificate of Competence number which has been endorsed in Aerodrome Control within the last 3 years and I have passed the Navigation, Air Law & Licensing Policy and AFISO Procedures written examinations.

v) I am exempt from the Navigation and Meteorology written examinations as I am the holder of a valid flight crew licence issued or recognised by the UK CAA and I have passed the Air Law and Licensing Policy and AFISO procedures written examinations. Flight Crew Licence No.: Issued by:

4.b AERONAUTICAL RADIO STATION OPERATORS CERTIFICATE OF COMPETENCE (ROCC) (please tick one of the options below)

i) I am the holder of an Air Traffic Control Licence issued by the UK CAA or an RAF/RN ATC Certificate of Competence as indicated in section 4a above and therefore exempt from the written examination and practical assessment for the grant of a ROCC.

ii) I have been issued a Radio Operators Certificate of Competence number:

iii) I have passed the written examination and practical assessment for the grant of a ROCC as detailed below.

To be completed by the CAA Approved ROCC assessor/examiner

I certify that has successfully passed the written examination and practical assessment for the grant of an Aeronautical Radio Station Operators Certificate of Competence

Date of examination and assessment:

Name of assessor/examiner:

Signature of assessor/examiner:

Expiry date of assessor/examiner authorisation:

5. APPLICATION FOR, OR NOTIFICATION OF, A FISO LICENCE VALIDATION ASSESSMENT To be completed by the applicant

NOTE: At least 30 days' notice should be given to your CAA Regional Office when requesting or notifying a FISO validity assessment. Indicate below, the type of validation assessment.

Initial Revalidation Renewal New Unit

Will a CAA Inspector be conducting the assessment? Yes No

Validation assessment location: Proposed assessment date:

Note: A CAA Inspector (ATS) must conduct an initial assessment.

Where a CAA Inspector (ATS) is not attending the assessment, complete this section and section 6 after the assessment prior to submitting this form.

6. VALIDATION ASSESSMENT RESULTS		To be completed by the assessor
Date of Actual Assessment:		
	Pass	Fail
Practical assessment		
Oral examination		
Overall Result		
Assessor remarks: Where the outcome of the assessment is 'Fail', the Assessor is to record reasons for the decision here: Practical: Oral: Assessor's Declaration I confirm the above information to be correct and in the case of a 'Pass' I have updated the candidate's FISO Licence accordingly. Name of Assessor: Date: Signature of Assessor: Assessor's Licence No.:		

7) PAYMENT DETAILS
The appropriate fees payable are as follows
Payment in respect of the FISO written examinations fee.
Payment in respect of the FISO licence fee
Payment for a FISO licence validation assessment conducted by a CAA inspector (ATS)
Payment for 'Naming of Place'

8) FINANCIAL DECLARATION	(MUST BE COMPLETED BY APPLICANT EVEN IF PAYMENT IS MADE BY A THIRD PARTY)
I hereby declare that to the best of my knowledge the particulars entered on this application are accurate.	
I enclose the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).	
I agree to pay any additional charges that may become payable in respect of this application under the Scheme of Charges	
Name of Applicant:	
Signature of Applicant Date:	

9. PAYMENT BY A THIRD PARTY
If payment for this application is not being made by the applicant, this form must be countersigned by the payee.
I, (name) authorise the Civil Aviation Authority to use the details given on the attached payment authorisation (FCS1500) in support of this application.
Signature of payer: Date:
Address:
Contact telephone number:

10. SUBMISSION INSTRUCTIONS
Please check:
- Section 2 (Personal Details) has been fully completed; - All Sections relevant to the notification have been completed; and, when completed, return this form to:
ATCO Licensing Section, Licensing Assessment, Safety and Airspace Regulation Group, Civil Aviation Authority, Aviation House, Gatwick Airport South, West Sussex, RH6 0YR.
Telephone Enquiries: +44 (0) 1293 573700 e-mail: ats.licensing@caa.co.uk