

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, sign and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink. Post or scan and email in accordance with Section 10.

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. Persons doing so render themselves liable, on summary conviction, to a fine not exceeding the statutory maximum and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both.

1. APPLICATION FOR

(Completed Sections Listed)

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

2. PERSONAL DETAILS (Complete as shown on passport)

(Completed by the Applicant)

Serial Number of FISO Licence (if held):		CAA Reference Number:	
Title:	Surname:	Forename(s):	
Date of Birth (dd/mm/yyyy):		Nationality:	
Place of Birth:		Country of Birth:	
Applicants Address:			
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.....			
County:		Postcode:	Country:
Telephone Numbers:	Home:	Mobile:	
Email Address:			
Unit Name:			
Unit Address:			
.....			
County:		Postcode:	Country:
ICAO Location Indicator:			

The licence will be sent to the unit by default unless specified otherwise by the unit or individual with an explanation to: ats.licensing@caa.co.uk.

When applying for the issue of a Flight Information Service Officer's licence a certified copy of your valid Passport, EEA/EU National Identity Card or Full EU Photographic Driving Licence (see Guidance Note 1) must accompany your application as proof of identification.

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).

a. Written Examinations and Exemptions from Written Examinations (please tick one of the options below)

(please tick one of the options below)

- i) I have passed all the required written examinations.
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- 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:

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, which has included a Unit Endorsement in the Aerodrome Control Instrument or Aerodrome Control Visual rating within the last 3 years.

- iii) I am the holder of an Air Traffic Control Licence issued by the UK CAA number:

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, 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 & 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:

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, 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:

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 Issued by:

b. Aeronautical Radio Station Operators Certificate of Competence (ROCC) (please tick one of the options below)

(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:

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- 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

(Completed by the Applicant)

NOTE 1: 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 2: 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

(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:

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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 which may become payable in respect of this application under the Scheme of Charges.

Name of Applicant (as shown in 2):

Signature of Applicant (named in 2): Date: