

# Application for Radio Operator's Certificate of Competence

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.



Unique No. (to be completed by CAA)

Please read attached Guidance Notes before completing this form.

It is an offence under Article 256 of the Air Navigation Order 2016 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 up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

## 1. APPLICATION (tick as appropriate) To be completed by the Applicant

I am applying for a Radio Operator's Certificate of Competence (ROCC):

- Air Ground Communications Service (AGCS)
- Clearance Delivery Officer (CDO)
- Offshore Communications Service (OCS)
- Parachute (PARA)

## 2. APPLICANT DETAILS To be completed by the Applicant

CAA Personal reference number (if known):

Title: ..... Forename(s): ..... Surname: .....

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

Place of birth: ..... Country of birth: .....

Permanent Address: .....

Postcode: .....

Telephone: ..... Alternative telephone Number: .....

E-mail: ..... Fax Number: .....

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. ADDRESS FOR CORRESPONDENCE (if different from above) To be completed by the Applicant

Postal Address (if different from above): .....

.....

Postcode: .....

## 4. EXEMPTIONS (to be completed if applying for exemption from both the written and practical examinations for the grant of a ROCC (AGCS or CDO).) To be completed by the Applicant

UK CAA Air Traffic Controller's Licence holder with a current Unit Licence Endorsement.

Licence Number: .....

UK CAA FISO Licence holder with a current Aerodrome/Area Control Centre validation.

Licence Number: .....

Holder of an ATC Certificate of Competence issued to a member of HM Forces with a current unit validation.

Licence Number: .....

**HM Forces, a copy of the ATC Certificate of Competence must be submitted with the application.**

**5. EXAMINATION DETAILS** **To be completed by an authorised \*Assessor(s)**

Please enter written and/or practical examinations undertaken e.g. Written Examination (AGCS)

Examination type (written/practical)	Date Examination held	Location of Examination	Assessor Name (BLOCK CAPITALS)

Where the written and practical examination(s) have been conducted by different authorised Assessors, both Assessors should complete the relevant examination details and sign below.

**A copy of the written examination paper is to be submitted with this application.**

**6. ASSESSOR DECLARATION** **To be completed by the Assessor(s)**

I certify that I have examined the applicant and that they have successfully completed the above examination(s)

Assessors Signature: ..... Date: .....

Assessors Signature: ..... Date: .....

**7. FINANCIAL DECLARATION (MUST BE COMPLETED BY THE APPLICANT EVEN IF PAYMENT IS BEING MADE BY A THIRD PARTY)**

I declare that to the best of my knowledge the particulars entered on this application are accurate.

I enclose payment for the charges payable on application in accordance with the Scheme of Charges [www.caa.co.uk/ors5](http://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: .....

Signature: ..... Date: .....

**8. COURIER CHARGES**

**Note to all applicants:** All original documents submitted by the customer and CAA issued documents, will be sent by secure courier and are subject to the appropriate charge as detailed on our website; please click attached link "[Courier Charge](#)." The courier charge will be added to the relevant charge as per the Personnel Licensing [Scheme of Charges](#) and payable with application.

Should you decide that you do not wish to use the courier option, please tick the box below and all documents will be returned by normal post (Second Class). If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office. A written request and secure courier fee will also be required. The CAA is not liable for any direct or consequential loss or delay that is caused by the use of normal postal services.

**If you wish to OPT OUT of document return by secure courier, please tick box.**

**Please note:** The CAA is not liable for any direct or consequential loss or delay that is caused by the Secure Courier Service. Any damage to products received by you must be notified in writing to the CAA no later than 24 hours from the time of signing for the product(s). You must also return the damaged product(s) to the CAA no later than one week from the receipt and in return, we will reimburse the cost of postage. The CAA will assist you with your claim from the Secure Courier Service provider to recover your financial loss. Such claims will be limited to the price of replacement product(s) in line with the courier terms and conditions.

**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 Payee: ..... Date: .....

Address: .....

.....

Contact Telephone Number: .....

**10. SUBMISSION INSTRUCTIONS**

Please send your completed application and supporting documentation (see Guidance Notes) to the following address:

Licensing and Training Standards Department, ATS Licensing Section  
Safety and Airspace Regulation Group  
Aviation House  
Gatwick Airport South  
West Sussex  
RH6 0YR

If you have any questions or wish to enquire about your application please telephone +44(0)01293 573700, send a fax to +44(0)01293 573996 or send an email to [ats.licensing@caa.co.uk](mailto:ats.licensing@caa.co.uk).

An applicant applying for the first time must provide proof of ID (suitably certified copy of valid Passport or Full EU Photographic Driving Licence – see Guidance Note 1).

# APPLICATION FOR RADIO OPERATOR'S CERTIFICATE OF COMPETENCE – GUIDANCE NOTES



## General Guidance on how to complete the Radio Station Operator's Certificate of Competence Form SRG 1413.

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.

### **GUIDANCE NOTE 1: Certifiers of ID.**

The following people can act as 'certifiers'

CAA Authorised ROCC Assessor.

Any Senior Staff member of the applicant's employer.

Instructions for the certifier of your ID document are as follows:

Insert on the copy to be enclosed with the application: 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.

2. Insert signature and date.

3. Certifier's name must be printed in block capitals.

4. Must include position or capacity, e.g. CAA Authorised ROCC Assessor.

Note: For those individuals who do not hold the accepted forms of identity, we will on a case by case basis accept alternative documents. As a rule the document must have at least a photograph and full name plus one other identifying feature i.e. date of birth, address etc. of the applicant.

### **Section 1 - Application for ROCC.**

Select which type of ROCC you are applying for by ticking the appropriate box.

### **Section 2 - Personal Details**

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

### **Section 3 – Address for correspondence**

This only need to be completed if you wish all correspondence relating to this application to be sent to a different address from that in Section 2.

### **Section 4 - Exemptions (not applicable to PARA or OCS application)**

This section is to be completed if you are applying for an exemption from both the Written and Practical examinations. For members of HM Forces, a copy of the ATC Certificate of Competence must be submitted with the application.

### **Section 5 - Examination Details**

This section is to be completed if the applicant is not eligible for the exemption in Section 4.

This section is to be completed by the authorised assessor(s).

Enter the type (written/practical AGCS/OCS/PARA), date and location of examination.

A copy of the written examination paper must be submitted with the application.

# APPLICATION FOR RADIO OPERATOR'S CERTIFICATE OF COMPETENCE – GUIDANCE NOTES

**General Guidance on how to complete the Radio Station Operator's Certificate of Competence Form SRG 1413.**



## **Section 6 – Assessor Declaration**

To be completed by the Assessor(s).

## **Section 7 –Financial Declaration.**

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 in Section 8.

## **Section 8 Payment by third party**

This section to be completed when payment is being made by a third party.

Note: Certain Air Traffic Service Providers/Training Organisations e.g. NATS, have an 'Agreed Method of Payment' with the CAA that does not require them to complete the Payment Authorisation from FCS1500.

All other organisations must make the appropriate payment by any of the methods shown on form FCS1500 and send completed form FCS1500 with the application.

## **Section 9 Courier Charges**

This section should be used if you wish to OPT OUT of the courier charges. Should you choose this option the CAA is not liable for any direct or consequential loss, If the documents sent by normal post fail to arrive at your postal address, we will only be able to re-issue the CAA documents, 15 working days after the original date of despatch from our office.

## **INCLUSIONS**

A copy of your certified identification.

Where the application is made after completion of the applicable examination a copy of the written examination paper must be submitted with the application.

For members of HM Forces to be exempt from the examinations a copy of the ATC Certificate of Competence must be submitted with the application.

# Payment Authorisation



This form can be filled in on screen (preferred method) then printed, signed and submitted as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink

**1. APPLICANT DETAILS (The Applicant is the person responsible for payment of CAA charges)**

Application for:..... Dated:.....  
Original Applicant's Name: .....  
Application Submission Number (ASN):.....or, Application form number (i.e SRGxxxx) .....  
Registered Company or Trading Name: (if applicable) .....  
Contact Telephone Number: .....

**2. PAYMENT DETAILS**

**a) Payment type (please tick your chosen method of payment).**

Visa	Mastercard	Debit Card	Cheque/Banker's Draft	Bank Transfer	Cash (max.£1000)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The maximum single transaction using a Visa/Mastercard or Debit Card is limited to £25,000.

We do not accept American Express, Diners Club or JCB cards. **Cash payments** will only be accepted in person at Aviation House, Gatwick. Please do not send cash by post.

Cheques shall be made payable to 'Civil Aviation Authority'. Please write the CAA Application Form No. on the reverse of your cheque.

National Westminster Bank plc  
Bloomsbury Parr's Branch  
PO Box 158  
214 High Holborn  
London  
WC1V 7BX

Account Name: Civil Aviation Authority  
Account Number: 36029769  
Sort Code: 60-30-06  
Swift Code: NWBK GB 2L  
IBAN: GB90 NWBK 6030 0636 0297 69

Please supply the following information:

Amount: £ ..... BACS/CHAPS/ASN Reference\*: .....

\* When making a bank transfer please instruct your bankers to quote, i) in relation to an offline application, the CAA Application Form number followed by the application date (i.e. SRGXXXX ddmmyyyy) or ii) in relation to an online application, the Automatic Submission Number (ASN) (i.e. CAI-123).

Payer: ..... Payers Email: ..... Date of Transfer: .....

**b) Card Details (for payment by Credit/Debit Card)**

Card number:

Expiry date:   /   Security Code (last 3 digits on signature strip on reverse of card)

Debit cards only:  
Start date:   /    
Issue No:  (if applicable)

Amount: £ .....

Name (as written on card): .....  
(BLOCK CAPS)

Full postal address of card holder: .....  
..... Postcode:.....

Card holder's signature: .....

Please tick box if paying with Company Card  Company Name: .....

**Do not send credit card details by email. If sending this form electronically, please leave this section blank and we will call you to confirm your card details at the time.**