



**APPLICATION FOR AN OBSERVED FLIGHT TEST**

**In order to provide a CAA Training Inspector to observe this test approximately 12 - 15 working weeks' notice is required**

Please complete the form online or in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

**PAYMENT METHODS.** Please complete form SRG\1187.

Is the Test for Licence issue? (LST)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the Test for Licence validation? (LPC)	<input type="checkbox"/> Yes <input type="checkbox"/> No
--------------------------------------	----------------------------------------------------------	-------------------------------------------	----------------------------------------------------------

1. PERSONAL DETAILS	
CAA Personal reference number (if known)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname .....	Forenames .....
Title .....	Date of birth (dd/mm/yyyy) .....
Address for correspondence .....	
.....	Postcode .....
Telephone Number .....	Alternative Telephone .....
E-mail .....	Fax Number .....

2. EMPLOYER/SPONSOR	
Company Name .....	
Address .....	
.....	Postcode .....
Telephone Number .....	Alternative Telephone .....
E-mail .....	Fax Number .....

3a. DETAILS (PLEASE NOTE THE PRE-REQUISITES MUST BE MET BEFORE SUBMITTING THIS FORM)
The Pre-requisites are as follows:-
<ul style="list-style-type: none"> <li>• Pass in the required theoretical knowledge exams.</li> <li>• A valid UK JAR Class 1 medical.</li> <li>• A holder of a UK Flight Radio Telephony Operators Licence.</li> </ul>

3b. DETAILS	
Aircraft type .....	
Engine configuration .....	
Test location .....	Telephone Number .....
Proposed dates and times .....	
.....	
<b>Report time not before 0600 hours or after 1900 hours Monday to Friday only and not at weekends or Bank Holidays</b>	

4. CAA USE ONLY		
Date		Enclosures
Receipt No.		
Cheque/PO/Cash Access/Visa/Maestro	£	
Processed by ..... Checked by ..... Cleared for test by .....		

5. PAYMENT METHODS
Please complete form SRG\1187.

6. DECLARATION (tick as appropriate)
<p>I declare that the information on this form is correct.</p> <p>I agree to receive:</p> <p>Flight Crew Safety material from the CAA only <input type="checkbox"/> or</p> <p>Safety material from authorised sources <input type="checkbox"/> or</p> <p>I do not wish to receive Safety material <input type="checkbox"/></p> <p>Signature ..... Date .....</p>
<p>It is an offence to make, with intent to deceive, any false representations 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 (currently £5000, or in Northern Ireland £2000) and on conviction on indictment to an unlimited fine or imprisonment for a term not exceeding two years or both. A Cancellation Charge may be applied as per the CAA scheme of charges when an active application request has been cancelled by the CAA or the customer.</p>

7. SUBMISSION INSTRUCTIONS
<p>Send your completed application form to:</p> <p>Civil Aviation Authority, Personnel Licensing Department, Aviation House, Gatwick Airport South, West Sussex RH6 0YR, United Kingdom.</p> <ul style="list-style-type: none"> <li>• Payment form SRG\1187.</li> </ul> <p><b>Please note that failure to submit all of the required documentation may lead to a delay in processing your application.</b></p>

**Notes:-**

- Fees must be paid for in advance. If an observation is required overseas a 'daily rate' plus travel and hotel expenses will be invoiced after the flight test takes place. Cancellation of observations must be in writing a minimum of 72 hours prior to the proposed time/date or fee will be forfeited.**
- The simulator should be fully crewed with a **JAR-FCL Type Rating Examiner** conducting the Test.
- You must comply with the requirements of JAR-FCL before arranging this flight test.

**Charges**

In accordance with the CAA Scheme of Charges "Authorisation and Approval of persons" as contained in the Air Navigation Order, and the current Aeronautical Information Circular, see Aeronautical Information Service website [www.ais.org.uk](http://www.ais.org.uk) pertaining to Non-Statutory Charges for Standardisation Courses. The new charges as of 1st April each year will be applicable to all applications received after that date. Please also see the CAA website [www.caa.co.uk/publications](http://www.caa.co.uk/publications) under Official Record Series 5.