Aeroplanes – Guidance and Submission Instructions for Issue, Revalidation and Renewal of a Single or Multi-Pilot Class or Type Rating

GUIDANCE NOTE 1: Introduction

Having a clear application form and pilots' flying log (where appropriate) will enable L&TS to issue licences, ratings and certificates more efficiently, with less risk of errors or rejections with subsequent delays to your application.

Please note that failure to submit a correctly completed application form with the required supporting documents will lead to the formal rejection of your application. In this instance we will issue you with a 30 day notice to meet the outstanding requirements and failure to meet this deadline will result in your application being cancelled and a fee for assessment and refund will be deducted as per our scheme of charges and our CAA refund policy.

After thoroughly reviewing this guidance and the what documents to submit section please send your completed application and supporting documentation to the following address:

Licensing & Training Standards - Personnel Licensing
Civil Aviation Authority
Aviation House
Gatwick Airport South
West Sussex
RH6 0YR
United Kingdom

GUIDANCE NOTE 2: Important Information

Please note the following important information for all applications.

Application for the addition of a type or class rating to a JAR-FCL licence will be issued in accordance with Part-FCL after the 17th September 2012. For National Licences (except NPPL) aircraft types specified as EASA aircraft can only be endorsed onto a Part FCL Licence after 17th September 2012.

European Commission Regulation (EU) No. 1178/2011requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and Part FCL.015). If your medical records are not held by the UK CAA, your application will be rejected.

In order to exercise the privileges of a Pilot licence were the operations of the aircraft require the use of radio communications equipment, the individual must hold a valid Flight Radiotelephony Operator's Licence. Such a licence will only be granted if the applicant holds a valid Language Proficiency Certificate in English in accordance with Appendix 2 of Part-FCL.055 prior to licence application. Should you not hold a valid Language Proficiency in English; your application will be returned.

It is an offence under Article 231 of the Air Navigation Order 2009 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.

GUIDANCE NOTE 3: Certifiers of ID

The following people can act as 'certifiers':

- Head of Approved Training Organisation.

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

1. 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. Head of Approved Training Organisation.

GUIDANCE NOTE 4: Issue of Class or Type Rating

Section 1 Applicant Details

The permanent address is the one that will appear on your licence. If you wish the licence returned to an alternative address please complete the Section 2 the Correspondence Address.

Section 3 Medical Fitness

The applicant must hold a valid and in the appropriate class Medical Certificate to the licence held. A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom.

Section 4 Particulars of UK or Non-UK Licences Held

Details of all licences held.

Section 5 Ratings Held

The applicant must complete the Ratings Held section with each application as the licence will be reissued with each administrative or rating change. A copy of the current Certificate of Revalidation must be submitted with the application to ensure valid ratings held are reissued.

Section 6 Application

This form is to be used for

- Application for the initial issue of an additional aeroplane Type Rating (SPA/MPA) or SPA Class Rating and the revalidation of an Instrument Rating, if held.
- Application for the initial issue of a Powered Lift Aircraft Type Rating and the revalidation of an Instrument Rating, if held.

Please indicate the clearly the aeroplane class/type rating you are applying for including the variant (if applicable) that you have been trained and tested on, e.g. MEP(Land), B737-300, A320-200. For class ratings please indicate if this is for a Land or Sea rating.

Also for type ratings please indicate any limitations that may be endorsed alongside your rating such a Co-Pilot only and Low Visibility limited.

Please also refer to Appendix 8 to Part-FCL or CAP 804, Section 4, Part L for cross crediting of the IR for Class or Type Rating Proficiency Checks.

Please note for initial issue of Type or Class Rating, the Approved Training Organisation (ATO) is required to either complete form SRG 1119 Course Certificate or issue a separately approved Certificate of Course Completion. This must be presented to the examiner prior to the skill test and then sent to PLD with the completed form SRG 1119A.

Section 7 Confirmation of Skill Test

The applicant completes details of the successful Skill Test. Please also note the statement on Examiners Report. Applicants are notified that the licence, rating or certificate will not be issued until the corresponding Examiners Report Form is received.

Section 8 Declaration of Applicant

Declaration by applicant, please refer to the false representation statement.

Section 9 CAA use only

Section 10 Courier Charges

Details guidance for applicants about the courier charge that they may wish to pay in addition to have the secure postal service.

Section 11 Charges

Explains the charges applicable to application being made. Licences, ratings or certificates will not be issued unless payment in full has been received.

Section 12 Financial Declaration

The Financial Declaration that the applicant is required to complete.

Section 13 Submission Instructions

Address details where the application must be sent to.

Section 14 Payment Details

Once payment for the application has been taken, in accordance with Data Protection Act this information will be destroyed using a specialist contractor.

GUIDANCE NOTE 5: Revalidation of Class or Type Rating

Note - Licensing and Training Standards will not reissue the licence with the revalidated rating, unless the applicant specially applies for reissue of the licence for which a fee will apply in accordance with Scheme of Charges.

Section 1 Applicant Details

The permanent address is the one that will appear on your licence. If you wish the licence returned to an alternative address please complete the Section 2 the Correspondence Address.

Section 3 Medical Fitness

The applicant must hold a valid and in the appropriate class Medical Certificate to the licence held. A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom.

Section 4 Particulars of UK or Non-UK Licences Held

Details of all licences held.

Section 5 Ratings Held

The applicant must complete the Ratings Held section with each application as the licence will be reissued with each administrative or rating change. A copy of the current Certificate of Revalidation must be submitted with the application to ensure valid ratings held are reissued.

Section 6 Application

This form is to be used for

- Application for the initial issue of an additional aeroplane Type Rating (SPA/MPA) or SPA Class Rating and the revalidation of an Instrument Rating, if held.
- Application for the initial issue of a Powered Lift Aircraft Type Rating and the revalidation of an Instrument Rating, if held.

Please indicate the clearly the aeroplane class/type rating you are applying for including the variant (if applicable) that you have been trained and tested on, e.g. MEP(Land), B737-300, A320-200. For class ratings please indicate if this is for a Land or Sea rating.

Also for type ratings please indicate any limitations that may be endorsed alongside your rating such a Co-Pilot only and Low Visibility limited.

An examiner may only endorse the certificate of revalidation in a pilot's licence or certificate of authorisation to revalidate a rating or certificate, or to renew a rating or certificate which has not expired by more than 3 years and is still included in the licence or certificate of authorisation. If the rating has expired by more than 3 years, or has been removed from section XIII on page 4 of the licence or the certificate of authorisation, the application must be submitted to Licensing & Training Standards for the rating or certificate to be entered into the certificate of revalidation and a fee will apply.

Please also refer to Appendix 8 to Part-FCL or CAP 804, Section 4, Part L for cross crediting of the IR for Class or Type Rating Proficiency Checks.

Section 7 Confirmation of Proficiency Check

The applicant completes details of the successful Proficiency Check. Please also note the statement on Examiners Report. Applicants are notified that the licence, rating or certificate will not be issued until the corresponding Examiners Report Form is received.

Section 8 Declaration of Applicant

Declaration by applicant, please refer to the false representation statement.

Section 9 CAA use only

Section 10 Courier Charges

Details guidance for applicants about the courier charge that they may wish to pay in addition to have the secure postal service.

Section 11 Charges

Explains the charges applicable to application being made. Licences, ratings or certificates will not be issued unless payment in full has been received.

Section 12 Financial Declaration

The Financial Declaration that the applicant is required to complete.

Section 13 Submission Instructions

Address details where the application must be sent to.

Section 14 Payment Details

Once payment for the application has been taken, in accordance with Data Protection Act this information will be destroyed using a specialist contractor.

GUIDANCE NOTE 6: Renewal of Class or Type Rating

Note - Licensing and Training Standards will not reissue the licence with the revalidated rating, unless the applicant specially applies for reissue of the licence for which a fee will apply in accordance with Scheme of Charges.

Section 1 Applicant Details

The permanent address is the one that will appear on your licence. If you wish the licence returned to an alternative address please complete the Section 2 the Correspondence Address.

Section 3 Medical Fitness

The applicant must hold a valid and in the appropriate class Medical Certificate to the licence held. A licence will not be issued to any person unless their medical records supporting their Part-MED medical certificate are held by an Aeromedical Centre located in the United Kingdom.

Section 4 Particulars of UK or Non-UK Licences Held

Details of all licences held.

Section 5 Ratings Held

The applicant must complete the Ratings Held section with each application as the licence will be reissued with each administrative or rating change. A copy of the current Certificate of Revalidation must be submitted with the application to ensure valid ratings held are reissued.

Section 6 Application

This form is to be used for

- Renewal Class Ratings and Instrument Ratings.
- Renewal of a SPA or MPA Type Rating and Instrument Rating.

Please indicate the clearly the aeroplane class/type rating you are applying for including the variant (if applicable) that you have been trained and tested on, e.g. MEP(Land), B737-300, A320-200. For class ratings please indicate if this is for a Land or Sea rating.

Also for type ratings please indicate any limitations that may be endorsed alongside your rating such a Co-Pilot only and Low Visibility limited.

An examiner may only endorse the certificate of revalidation in a pilot's licence or certificate of authorisation to revalidate a rating or certificate, or to renew a rating or certificate which has not expired by more than 3 years and is still included in the licence or certificate of authorisation. If the rating has expired by more than 3 years, or has been removed from section XIII on page 4 of the licence or the certificate of authorisation, the application must be submitted to Licensing & Training Standards for the rating or certificate to be entered into the certificate of revalidation and a fee will apply.

Please also refer to Appendix 8 to Part-FCL or CAP 804, Section 4, Part L for cross crediting of the IR for Class or Type Rating Proficiency Checks.

Section 7 Confirmation of Proficiency Check

The applicant completes details of the successful Proficiency Check. Please also note the statement on Examiners Report. Applicants are notified that the licence, rating or certificate will not be issued until the corresponding Examiners Report Form is received.

Section 8 Declaration of Applicant

Declaration by applicant, please refer to the false representation statement.

Please note for initial issue or renewal of a Type or Class Rating, the Approved Training Organisation (ATO) is required to either complete form SRG 1119 Course Certificate or issue a separately approved Certificate of Course Completion. This must be presented to the examiner prior to the skill test and then sent to PLD with the completed form SRG 1119C.

Section 9 CAA use only

Section 10 Courier Charges

Details guidance for applicants about the courier charge that they may wish to pay in addition to have the secure postal service.

Section 11 Charges

Explains the charges applicable to application being made. Licences, ratings or certificates will not be issued unless payment in full has been received.

Section 12 Financial Declaration

The Financial Declaration that the applicant is required to complete.

Section 13 Submission Instructions

Address details where the application must be sent to.

Section 14 Payment Details

Once payment for the application has been taken, in accordance with Data Protection Act this information will be destroyed using a specialist contractor.

GUIDANCE NOTE 7: Guidance for Examiners
The Examiner is to: • Check that the applicant has correctly completed the application form. • For initial issue and renewal, ensure that the ATO has completed all required training and they have supplied a suitable Certificate of Course Completion to the applicant • The applicant has been recommended for Skill Test or Proficiency Check. • For revalidation, check the applicant's licence to ensure he/she holds the relevant rating. • For revalidation by experience: check the applicant's flying log and ensure that he/she has completed the required experience, including the training flight, within the existing validity period of the rating. • An examiner may only endorse the certificate of revalidation in a pilot's licence or certificate of authorisation to revalidate a rating or certificate, or to renew a rating or certificate which has not expired by more than 3 years and is still included in the licence or certificate of authorisation. If the rating has expired by more than 3 years, or has been removed from Section XII on page 4 of the licence or the certificate of authorisation, the application must be submitted to Licensing & Training Standards for the rating or certificate to be entered into the certificate of revalidation and a fee will apply. • Please also refer to Appendix 8 to Part-FCL or CAP 804, Section 4, Part L for cross crediting of the IR for Class or Type Rating Proficiency Checks.

GUIDANCE NOTE 8: What documents to submit (in addition to this form)							
Application	Original flying logs (if applicable)	Certified copy of the Certificate of Revalidation from any existing UK issued Flight Crew Licence. See guidance note	Original third country ICAO Licence and Medical or certified copy by ATO See guidance note	Copy of Part-FCL Examiner's Approval certificate and licence (if Examiner is not approved by the UK CAA) See guidance note	Copy of Part-ORA Approved Training Organisations (ATO) Approval certificate (if ATO is not approved by the UK CAA) See guidance note	Examiner Skill Test Report From (can be sent separately by the Examiner).	Multi-Crew Cooperation Certificate (if application for first Multi-Pilot Type Rating).
Initial issue of Multi Engine Piston Class Rating.	✓ (see Note 1)	✓	N/A	✓	✓	✓	N/A
Initial issue of Multi-Pilot Type Rating	N/A	✓	N/A	✓	✓	✓	✓
Initial issue of Single Pilot Type Rating	✓ (see Note 1)	✓	N/A	✓	✓	✓	N/A (see Note 2)
Acceptance of ICAO Third Country Class Ratings.	✓	✓	✓	✓	✓	✓	N/A
Acceptance of ICAO Third Country Type Ratings.	✓	✓	✓	✓	✓	✓	✓
Revalidation of class or type rating	N/A	✓	N/A	✓	N/A	✓	N/A
Renewal of class or type rating	N/A	✓	N/A	✓	✓	✓	N/A

Notes:
1. Only required for applicants holding a Private Pilot's Licence.
2. MCC is required if the Aircraft Type Rating was conducted Multi-Pilot.