

Application for Instructor Approval - Part 1 Technical Knowledge

Dangerous Goods Training Approval Scheme



Submission instructions can be found at the end of the form.

- 1 Failure to complete this form in full may result in a delay in processing the application.
- 2 If you have any queries concerning this form please contact Dangerous Goods on telephone no.: +44(0)330 0221915.

For Instructor Approval granted under Part B of the Dangerous Goods Training Approval Scheme, the Instructor's Approval is in two parts: Part 1 – technical knowledge; and Part 2 – training competence. Passing the CAA examination, for which application to sit is made below, is the necessary demonstration of technical knowledge and completes Part 1.

For Instructors who intend to train as an employee of an operator or handling agent, the Instructor's Approval is in one part only: Part 1 – Technical Knowledge. The operator/handling agent training will be approved separately.

I hereby apply to sit the CAA examination (Part 1 of the Instructor's Approval).	
Name of person applying:	
Training Organisation (if relevant):	
Address:	
Tel no.:	E-mail address:

The training I intend to give will will not* include in-depth instruction on Class 7*.

I will be training (see above for details):

as an employee of an operator/handling agent for another organization

All examinations will be held at Aviation House

Please note that there are set dates for examinations, please refer to the website [Dangerous goods instructor examinations | UK Civil Aviation Authority](#).

I am available for the following examination dates (please specify at least two dates):

--	--

The CAA maintains a list of instructors, to which your name can be added if you successfully pass the examination; this is made available to training providers who are seeking instructors who can deliver training programmes for them, either full time or on an ad-hoc basis. The list will indicate that you have passed the technical knowledge examination. Please indicate below if you wish your name to be added to this list.

Please: DO DO NOT add my name to the list of instructors

If you have a medical condition or disability (physical, hidden, or learning disability) that may affect your ability to sit exams under standard conditions, you may be eligible for reasonable adjustments.

To apply, once your exam date has been confirmed, email the Examinations Team at FCL-EEExams@caa.co.uk, including supporting documentation from a medical practitioner. This documentation must be valid, current, and clearly outline the nature of your condition along with the recommended adjustments.

Your email must be titled “**Reasonable Adjustments Request**” and submitted to the CAA at least **14 days prior** to your examination date.

Once adjustments are approved, candidates must comply fully with CAA procedures. Failure to do so may result in refusal of entry to the exam room.

Signature: Date:

APPLICATION FORM SUBMISSION SERVICE (SUBMIT)

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application and supporting documentation (if applicable). You will be required to upload a copy of the completed application form as part of the submission.

The button will direct you to the CAA Customer Portal. The first time you access the CAA Customer Portal you will need to create a user account, there are instructions provided and it only takes a few minutes to register. If you have used the CAA Customer Portal before, please log in to your existing user account.

After receipt of your application, we will contact you using the contact details provided on this form to request payment of the relevant application fee. Please indicate your preferred payment method:

Email (you will receive a secure payment link from 'noreply@payments.caa.co.uk')

SMS (you will receive a secure payment link from 'CAA PAYMENTS')

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and provided the supporting documentation (if applicable).

The charge(s) required will be calculated in accordance with the current CAA Scheme of charges [List of Official Record Series 5 - Scheme of Charges \(caa.co.uk\)](#)

Important: Please save your completed form before proceeding.

Application Form Submission Service

If you prefer, you can access the service by logging onto the CAA Customer Portal via <https://portal.caa.co.uk> and selecting the Application Form Submission Service.