

# Application for Extended Operations (ETOPS) Operational Approval



Submission instructions can be found at the end of the 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, license, approval, permission or other document. This offence is punishable on summary conviction by a fine, and on conviction on indictment with an unlimited fine or imprisonment or both.

## 1. APPLICANT TYPE

Individual	Complete Section 2(a)	Charity	Complete Section 2(b)
Partnership	Complete Section 2(a)	Ministry of Defence	Complete Section 2(c)
Private Clubs	Complete Section 2(a) unless a Limited Liability Partnership or Limited Company	Trust	Complete Section 2(c)
Limited Liability Partnership	Complete Section 2(b)	Public Educational Establishment	Complete Section 2(c)
Limited Company	Complete Section 2(b)	(University/College)	

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

This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.

### a) Individual (including sole traders and partnerships)

Title: ..... Forename: ..... Surname: .....

Address: .....

Country ..... Postcode: .....

Telephone: ..... Mobile Telephone: .....

E-mail: .....

Trading Name: (if applicable) .....

Website address: .....

In the case of a partnership, please complete details of all partners. Continued on a separate sheet

This application will be considered in respect of and, if appropriate, granted to, the Company Name as registered under the Company Number provided on this form.

### b) A Company

Registered Company Name (in full): .....

Registered Company Number: .....

Country of Company Registration: .....

Registered Office Address: .....

..... Postcode: .....

Telephone: .....

E-mail: .....

Trading Name: (if applicable) .....

Trading Address (primary site): .....

Country ..... Postcode: .....

Website address: .....

**Authorised Representative of Company**

This application is to be signed by either a Director or Company Secretary or a person authorised by the Board to act on behalf of the Company.

Title: ..... Forename: ..... Surname: .....

Position in Company: .....

Telephone No: ..... E-mail: .....

If you are not a Director or Company Secretary and have been authorised to sign the application form on behalf of the Company, proof of that authority must be provided with the completed application form.

**This application will be considered in respect of and, if appropriate, granted or issued to, the applicant(s) named below.****c) An Unincorporated Association or other body**

Name of Unincorporated Association or other body: .....

Address: .....

Country: ..... Postcode: .....

Telephone: ..... Mobile Telephone: .....

E-mail: .....

Website address: .....

Authorised Representative.....

This application is to be signed by a person or persons authorised by the body named above to act on behalf of it. This should normally be a member or members of the managing committee of the association or other body. Evidence of the authorisation to act on behalf of the association or body should be provided with the application.

Title: ..... Forename: ..... Surname: .....

Position: .....

Charity Number (if applicable): .....

**3. ADDRESS FOR CORRESPONDENCE (if different from above)**

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

..... Postcode: .....

**4. CAA REFERENCE NUMBER**

CAA Personal Reference/Training Organisation/ AOC No: .....

**5. AIRCRAFT DETAILS – Required for all Approval Requests**

Aeroplane type(s), series and registration mark(s).

Aeroplane Type	Aeroplane Series	Registration

**6. TECHNICAL INFORMATION SPECIFIC TO EACH FORM**

Operations Manual	Subjects	Requirements	Operator's Operations Manual Reference or Document Reference
<b>Part A General</b>	Documents/regulations used in compiling ETOPS Manual/ Procedures	UK Air Ops SPA.ETOPS AMC 20-6 FAA AC 120-42B	
	Brief description of ETOPS.		
	Definitions.	Extended Operations. Adequate aerodrome. Approved one-engine inoperative cruise speed. Threshold distance/time. Adequate ETOPS en-route alternate. Equal time points. Rule distance/time. ETOPS segment. ETOPS significant system. Maximum approved diversion time. Dispatch.	
	Criteria.	Company AOC defined operating area. List of certified aircraft types/engine combinations.	
	Approval.	Approved diversion time.	
	Qualifications.	Crew qualifications. ETOPS qualified dispatcher personnel. ETOPS qualified operations staff. ETOPS qualified maintenance personnel.	
	Training (Initial and Recurrent) and Checking.	Flight crew training and Operations Manuals. Flight crew currency requirements.	
	ETOPS Authorisation.	Commander's responsibilities. Statement to show when ETOPS are allowed.	
	ETOPS Flight Preparation and Planning.	Aircraft serviceability and MEL. Communication and navigation facilities. Critical fuel scenario. Critical fuel reserve. ETOPS alternate aerodrome selection. ETOPS alternate planning minima. Pre-dispatch and post-dispatch weather minima. Computerised flight plan. Delayed dispatch. Maintenance check (pre-departure service check). Verification flights.	
	Flight Crew Procedures.	Crew responsibilities. Flight documentation/chart handling. Fuel management. Weather monitoring. Change of routing. Diversion decision-making. Icing. Crew workload management.	

<b>Operations Manual</b>	<b>Subjects</b>	<b>Requirements</b>	<b>Operator's Operations Manual Reference or Document Reference</b>
<b>Part B Type Specific</b>	Type-related ETOPS Operations.	Identification of ETOPS aeroplanes. Types of ETOPS operations that are approved. Placards and limitations. One-engine inoperative speed.	
	Type-specific Planning Requirements.		
	ETOPS Fuel Planning.	Including critical fuel scenario.	
	MEL/CDL.	ETOPS-specific MEL/CDL items.	
	Aeroplane Systems.	Performance data. Aerodrome technical differences, navigation fit, communications fit.	
	Non-normal Procedures.	Navigation failures. Action to be taken on ETOPS-significant system failure. Low fuel scenario. Crew incapacitation.	

<b>Operations Manual</b>	<b>Subjects</b>	<b>Requirements</b>	<b>Operator's Operations Manual Reference or Document Reference</b>
<b>Part C Route and Aerodrome Instructions</b>	ETOPS Areas and Routes.	Approved area of operation. ETOPS en-route alternates. Performance restrictions and weather minima for en-route alternates. Meteorological facilities/information. Low altitude cruise information. Route minimum diversion altitudes. MSA restrictions. Route-specific oxygen requirements.	
<b>Part D Training</b>	Ground, Simulator and Line Training (Conversion and Recurrent Syllabus)	General: <ul style="list-style-type: none"> <li>• ETOPS overview.</li> <li>• ETOPS regulations.</li> <li>• ETOPS type design approval.</li> <li>• Definitions.</li> <li>• Approved one-engine inoperative speed.</li> <li>• Maximum approved diversion time.</li> <li>• Operator's approved diversion time.</li> <li>• ETOPS area of operation.</li> <li>• ETOPS routes.</li> <li>• ETOPS alternate aerodromes and weather minima.</li> <li>• Navigation systems accuracy, limitations and operating procedures.</li> <li>• Meteorological facilities and information.</li> <li>• In-flight monitoring and procedures.</li> <li>• Computerised flight plan.</li> <li>• Charts and position plotting.</li> <li>• Equal time point.</li> <li>• Critical fuel.</li> </ul>	

Operations Manual	Subjects	Requirements	Operator's Operations Manual Reference or Document Reference
<p><b>Part D</b> <b>Training (continued)</b></p>	<p>Flight Operations Staff and Dispatchers</p>	<p>Normal procedures:</p> <ul style="list-style-type: none"> <li>• Flight planning and dispatch.</li> <li>• ETOPS fuel requirements.</li> <li>• Route alternate selection - weather minima.</li> <li>• MEL - equipment-specific.</li> <li>• ETOPS service check and technical log.</li> <li>• Pre-flight FMS set-up.</li> <li>• Flight performance progress monitoring.</li> <li>• Flight management, navigation and communication systems.</li> <li>• Aeroplane system monitoring.</li> <li>• Weather monitoring.</li> <li>• In-flight fuel management (to include independent cross-checking of fuel quantity).</li> </ul> <p>Non-normal procedures:</p> <ul style="list-style-type: none"> <li>• Diversion procedures and diversion 'decision- making'.</li> <li>• Navigation and communication systems, including appropriate flight management devices in degraded modes.</li> <li>• Fuel management with degraded systems.</li> <li>• Procedures for single and multiple failures in flight affecting ETOPS sector entry and diversion decisions.</li> <li>• Operating on standby power.</li> <li>• Operational restrictions associated with system failures including any applicable MEL considerations.</li> </ul> <p>Outline of training syllabus to include:</p> <ul style="list-style-type: none"> <li>• ETOPS regulations</li> <li>• Operational approval</li> <li>• Aeroplane performance</li> <li>• Diversion procedures</li> <li>• Area of operation</li> <li>• Fuel requirements</li> <li>• Dispatch considerations: MEL, CDL, weather minima and alternate airports</li> <li>• Delayed dispatch</li> <li>• Documentation</li> </ul>	



**9. 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.**



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.

CAA USE ONLY	Applicant's name .....	Date of application .....
Department: .....	Contact Name: .....	
Job No: .....	Folio No: .....	CAA Account Number: .....
Nominal Code: .....	Cost Centre: .....	Date received: .....
The sum of £..... has been received by: ..... Date: .....		
Amount paid by:	Card	Bank Transfer*
	£ .....	£.....
* Receipt of Electronic Transfer to be verified by Treasury.		
Bank Account No: .....	Sort Code: .....	
Is this part of a Company payment?	Yes	No      If Yes - Total amount paid:£ .....
Amount to be deducted from NATS account: £.....		
Enclosures: ..... FedEx paid Yes/No Loaded by: ..... Signed/Despatched:.....		
<b>Legal Entity Details</b>		
<b>Company</b> – Date of incorporation of Company: .....		
If declaration is signed on behalf of a Company:		
is declaration signed by a Director or Company Secretary? .....		
if not, then does signatory have authority to sign? .....		
<b>Individual</b> – Identification Document Details e.g. Passport/Driving Licence.		
Type of identification: .....		
Signature on ID checked against Form Signature: ..... Appropriately certified: .....		

# Application for Extended Operations (ETOPS) Operational Approval



Please read these guidance notes before you complete the form.

## 1 Applicability

Extended Operations (ETOPS) applies to operators wishing to use twin-engined aircraft more than 60 minutes' flying time from a suitable diversion aerodrome. Such routes could be long ocean crossings, polar routes or routes where there are limited diversions available, e.g. trans-Siberia.

The requirements for Operator Approval to carry out ETOPS are laid out in UK Air Ops SPA.ETOPS and AMC 20-6.

ETOPS is a major process, which will involve all aspects of a company's operation. It is therefore strongly recommended that your Flight Operations Inspector be contacted before submitting an application.

**It is likely that NAT HLA (MNPS) and RVSM approval will also be required.**

## 2 Operator's ETOPS Operations Manual Matrix

Section 6 of this application form is the Operator's ETOPS Operations Manual Matrix. All applicants should complete Column 4 of this matrix in full. If more than one type of aircraft/fleet is included in a single application a completed matrix should be included for each aircraft/fleet.

**Failure to complete the ETOPS Operations Manual Matrix may result in a delay in processing your application.**

## 3 Documents to be included with the application

Copies of all documents referred to in Column 4 of the Operator's ETOPS Operations Manual Matrix should be included when returning the completed application form to the Civil Aviation Authority. Original documents should not be sent, photocopies are sufficient. Do not send complete manuals, only the relevant sections/pages will be required.

The issue of an ETOPS approval will incur a charge. Details of charges can be found in Official Record Series 5 - Air Operator and Police Air Operator Certification at [www.caa.co.uk/ors5](http://www.caa.co.uk/ors5).

**Failure to include all relevant documentation and the correct fee may result in a delay in processing your application.**