

Application For EVS/HUDLS Operational Credit Approval



Please read the included guidance notes before completing. 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:

E-mail: Mobile Telephone:

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:

E-mail: Mobile Telephone:

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. APPLICANT'S EVS SUBMISSIONS MATRIX			
Main Heading	Expanded areas to be addressed by application	Sub-requirement	Operator's Operations Manual Reference or Document Reference
1.0 Reference Documents used in compiling submission	Your submission should be based on current up to date regulatory material.		
2.0 Aircraft Flight Manual (AFM)	A copy of the relevant AFM entry showing the aircraft certification standard for EVS/ HUDLS operations.		
3.0 Feedback and reporting of significant problems	Outline your process for reporting of failures in the operational use of procedures. Note: In particular, significant problems with the EVS/HUDLS systems, reporting on circumstances/ locations where the EVS was unsatisfactory.		
4.0 Approach plate supplier and Operating Minima	Who is your approach plate supplier? Confirmation that all minima are calculated in accordance with UK Air Ops Part-SPA.LVO		
5.0 Operations Manual entries and Standard Operating Procedures	Manufacturer/operator developed. Manufacturer's procedures recommended as starting point and must include at least the following.	Definitions. <ul style="list-style-type: none"> • Check that crew are qualified for EVS/ HUD operations. • MEL handling. • Equipment required for EVS operations. Types of approach where EVS can be used. • Statement that autopilot/flight director should be used whenever possible. • Minimum visual references for landing. Approach Ban and RVR. • Stabilised Approach Criteria. Correct seating and eye position. Crew co-ordination, e.g. duties of PF and PNF: <ul style="list-style-type: none"> i. designation of handling and non-handling pilots ii. use of automatic flight control system iii. checklist handling iv. approach briefing including crew callouts v. radio communications handling vi. monitoring and cross-checking of instruments and radio aids and vii. use of the repeater display by PNF. 	

Main Heading	Expanded areas to be addressed by application	Sub-requirement	Operator's Operations Manual Reference or Document Reference
5.0 Operations Manual entries and Standard Operating Procedures (continued)		Contingency procedures including: <ul style="list-style-type: none"> • failures above and below decision height • ILS deviation warnings • autopilot disconnect • auto-throttle disconnect • electrical failures • engine failure • failures and loss of visual references at or below decision height and • EVS/HUDLS failure below normal decision height. 	

EVS Modular Training Package

Type of Operation	Training Required	Training Means	Operator's Operations Manual Reference or Document Reference
Ground school training	Syllabus should follow guidelines in UK Air Ops Part-SPA.LVO.	EVS theory. Interpretation of images. Display characteristics. Calibration checks. Visual anomalies. Eye and seat position. Weather/fog characteristics. Low visibility operations. Crew briefings/callouts. Duties of PF/PNF and CRM. Actions at DA and 100 ft agl. Transition from EVS imagery to non-EVS visual. Use of clear switch. Recognition of malfunctions. AFM performance and obstacle clearance on go-around. Use of auto-flight systems and minimum engage height. AFM limitations and system failures.	
Flight simulator and line training	Syllabus should follow guidelines in UK Air Ops Part-SPA.LVO.	Simulator training syllabus. Line flying under supervision. Recurrent training.	

Any Further Comments to Support Your Application:

.....

7. CHARGES

Where charges are to be paid other than by the applicant, please enter the name of the person/company who is paying:

.....

If you want the CAA to quote a Purchase Order No. on your invoices, please provide the reference here:"

Purchase Order number:.....

IMPORTANT NOTES:

Additional Charges: Where the cost of the CAA investigations exceeds the application charge payable, the applicant shall pay additional charges to recover those excess costs incurred by the CAA in accordance with the Scheme of Charges.

Overseas Visits: If a Member or employee of the CAA is required to travel overseas in respect of this application you are advised to read the CAA Scheme of Charges to which this application relates and the section entitled 'Additional charge where functions are performed abroad'. All expenses incurred in pursuance of this application by virtue of travelling overseas will be payable by the applicant on demand.

Withdrawal/Cancellation of Application: In the event that this application is withdrawn or cancelled by the applicant, the application fee less the cost of any work carried out by the CAA to that date, may be refunded. Please see the CAA Refunds Policy at www.caa.co.uk/ors5 for more information.

NB: This application will not be processed until the applicable charges have been received.

8. FINANCIAL DECLARATION

I am applying for EVS operational credit approval.

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

I agree to pay the charges for this application in accordance with the Scheme of Charges.

I agree to pay any additional charges which may become payable in respect of this application under the Scheme of Charges.

I agree to pay the charges payable on application in accordance with the Scheme of Charges (www.caa.co.uk/ors5).

Name of Applicant:
(as shown in 2 (a), (b) or (c))

Signature of Applicant (named in 2 (a), (b) or (c)) or

Signature of Authorised Representative (named in 2 (a), (b) or (c)):

Date:

9. APPLICATION FORM SUBMISSION SERVICE (SUBMIT & PAY)

Note: Applications by companies for non-AOC operators must be accompanied by the appropriate fee. See Official Record Series 5 (General Aviation) (available via www.caa.co.uk/ors5) or contact Flight Operations Administration on +44 (0) 1293 573517 or FOP.Admin@caa.co.uk for details.

Please note that a minimum of 60 working days will normally be required to check and confirm the information given above - if data is missing or omitted the process may take considerably longer.

Once you have completed your application form, please save a copy to your device. Click on the button below to submit your application, supporting documentation (if applicable) and to make payment by credit/debit card. 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.

Please note: Your application will not be processed until you have submitted it via the CAA Customer Portal and paid the relevant fee.

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.

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:.....
Legal Entity Details		
Company – 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?		
Individual – Identification Document Details e.g. Passport/Driving Licence.		
Type of identification:		
Signature on ID checked against Form Signature:	Appropriately certified:	

GUIDANCE NOTES



Please read these guidance notes before you complete the form.

1 Applicability

A certified EVS/HUDLS and operational approval may allow operators to carry out CAT I approaches in lower than normal visibility. It also helps to enhance situational awareness in many other phases of flight.

UK Air Ops Part-SPA.LVO outlines procedures, minima and training requirements for the use of EVS/HUDLS in commercial operations similar requirements will also apply for non-commercial operations.

The requirements for operator approval to use an EVS/HUDLS in order to reduce CAT I landing minima are given in:

- UK Air Ops Part-SPA.LVO and

Formal approval will normally be subject to a flight and simulator observation.

2 Operator's EVS Submissions Matrix

Section 6 of this application form is the Operator's EVS Submissions 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 EVS Submissions 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 EVS Submissions 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.

Failure to include all relevant documentation may result in a delay in processing your application.