

**APPLICATION FOR APPROVAL OF AN INDIVIDUAL AS AN INSTRUMENT FLIGHT
PROCEDURE DESIGNER IN ACCORDANCE WITH THE AIR NAVIGATION ORDER
AND CHAPTER 2 OF CAP 785A**



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

CAA use only

SECTION 1: APPLICANT(S)

Surname: Forename(s):

Passport Number:

Address:
..... Postcode:

Partnership Name (if applicable):
(For approvals connected with partnerships, application forms for each individual wishing to become an APD must be submitted.)

Trading Name of Business (if applicable):

Address of Business (if different from above):
..... Postcode:

Tel. Number:

E-mail:

Website address (if applicable):

SECTION 2: DECLARATION

I apply for the approval specified above and agree to pay fees as set out in Official Record Series 5 (CAA Scheme of Charges) Instrument Flight Procedures (www.caa.co.uk/ors5).

Name:

Signed: Date:

SECTION 3: PROFESSIONAL DETAILS

Basic PANS-OPS Training Provider:

Date attended: Tutor:

Advanced PANS-OPS Training Provider:

Date attended: Tutor:

Other relevant training (continue on separate sheet if required)

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2.....

3.....

4.....

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7.....

Aviation Experience (if any)

Qualification: Date gained:

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SECTION 4: ACCOMPANYING DOCUMENTATION

Proof of Qualifications (Certificates etc.):

Copy of IFP QMS:

Evidence of recent designs:

List of references:

SECTION 5: 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, 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.