

Aerodrome Flight Information Service Officer Licensing

CAP 1032



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Revision history

The table below is provided as a reference to highlight when major changes were made to the content of CAP 1032. It does not cover editorial changes. As necessary, an update will be added to the table at each amendment.

Second Edition Amendment 1 **14 September 2017**

Section	Subject
Chapter 1	Amendments to separate the examinations of the 4 examinable subjects and to the exemption applicable to holders of a RAF or RN ATC certificate of competence. Clarification of the requirement regarding the examination and assessment of the ROCC – AGCS.

Second Edition **24 November 2016**

Section	Subject
Glossary of Terms	Introduction of new section providing a brief glossary of terms used elsewhere within CAP 1032 and to provide consistency in the terminology used in the licensing of all ATS personnel.
Chapter 1	Significant amendment which incorporates SI 02/2016, providing clarity on the licensing process for Aerodrome FISO licence holders and increased consistency with the licensing processes for other ATS personnel.
Chapter 3	Significant amendment which provides clarity and additional guidance on the medical requirements for Aerodrome FISO licence holders.
Appendix A	Incorporation of SI 01/2016.

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Foreword

Introduction

1. This publication is intended to impart information to providers of air traffic services and guidance to applicants for, and holders of, the Aerodrome Flight Information Service Officer (FISO) Licence.

Protocol

2. Where this document refers to 'the CAA' it means the UK Civil Aviation Authority's Safety and Airspace Regulation Group.
3. In the interests of simplicity, any reference to the masculine gender can be taken to mean either male or female.
4. Clarity and readability:
 - The words 'must' or 'shall' indicate that compliance is compulsory.
 - The word 'should' indicates a recommendation.
 - The word 'may' indicates an option.
 - The word 'will' is used to express the future.

Glossary of terms

Definitions

The following terms have been defined to remove any doubt about the meaning of instructions in the text of this document. Terms annotated with an asterisk (*) are based upon equivalent definitions contained within Reg (EU) [No 2015/340](#) relating to the licensing of air traffic controllers and which have been adapted to provide terminology appropriate to the licensing of FISOs and to suit national licensing requirements.

A

Aerodrome A defined area (including any buildings, installations and equipment) on land or water or on a fixed, fixed off-shore or floating structure intended to be used either wholly or in part for the arrival, departure and surface movement of aircraft. (Reg (EU) No 923/2012 Article 2(6))

Aerodrome Traffic Zone (ATZ) Airspace of defined dimensions established around an aerodrome for the protection of aerodrome traffic. (Reg (EU) [No 923/2012](#) Article 2(11))

Aerodrome Flight Information Service (AFIS) Assessor A person considered by the CAA to be competent to assess the practical skills of an Aerodrome Flight Information Service Officer and is authorised as such by the CAA. (* UK CAA)

Air Traffic Service (ATS) A generic term meaning variously, flight information service, alerting service, air traffic advisory service, air traffic control service (area control service, approach control service or aerodrome control service). (Reg (EU) [No 923/2012](#) Article 2([32](#)))

Assessment An evaluation of the practical skills leading to the validation, revalidation and/or renewal of the licence, including behaviour and the practical application of knowledge and understanding being demonstrated by the person being assessed. (* UK CAA)

E

Examination A formalised test evaluating the person's knowledge and understanding. (* UK CAA)

F

Flight Information Service (FIS) A service provided for the purpose of giving advice and information useful for the safe and efficient conduct of flights. (Reg (EU) [No 923/2012](#) Article 2([77](#)))

Flight Information Service Officer (FISO) A Flight Information Service Officer at any aerodrome or area control centre. (UK CAA)

P

Problematic Use of Substances The use of one or more psychoactive substances by aviation personnel in a way that constitutes a direct hazard to the user or endangers the lives, health or welfare of others; and/or causes or worsens an occupational, social, mental or physical problem or disorder. (Reg (EU) [No 923/2012 Article 2\(102\)](#))

Provisional Inability A temporary state in which the licence holder is prevented from exercising the privileges of the licence whilst the licence remains valid. (* UK CAA)

Psychoactive Substances Term used to mean alcohol, opioids, cannabinoids, sedatives and hypnotics, cocaine, other psychostimulants, hallucinogens, and volatile solvents, whereas caffeine and tobacco are excluded. (Reg (EU) [No 923/2012 Article 2\(104\)](#))

R

Renewal The administrative act taken after a licence validation has expired that renews the privileges of that licence for a further specified period subject to the fulfilment of specified requirements. (* UK CAA)

Revalidation The administrative act taken within the period of validity of a licence that allows the holder to continue to exercise the privileges of that licence for a further specified period subject to the fulfilment of specified requirements. (* UK CAA)

S

Safety Sensitive Personnel The term used to describe those personnel who might endanger aviation safety if they perform their duties and functions improperly, including crew members, aircraft maintenance personnel, aerodrome operations personnel, rescue, fire-fighting and maintenance personnel, personnel allowed unescorted access to the movement area and air traffic controllers. (Reg (EU) [No 923/2012 Article 2\(116\)](#))

Note. For the purposes of SERA.2020 and in accordance with Reg (EU) [No 923/2012 Article 2\(116\)](#), FISOs are considered to be 'safety-sensitive personnel'.

V

Validation A process by which, through the successful completion of a period of practical training, the licence holder may start exercising the privileges of that licence. (* UK CAA)

Chapter 1

Grant, Validity and Maintenance of the Aerodrome Flight Information Service Officer Licence

Aerodrome FISO Licence

1.1 An aerodrome flight information service shall only be provided by the holder of an aerodrome flight information service officer's (FISO) licence that includes a current validity for the place at which the service is provided.

Requirements

- 1.2 In order to be granted an aerodrome FISO licence the applicant shall, unless holding an acceptable exempting qualification, provide evidence that they:
- are 18 years or more of age;
 - have passed examinations in 'Navigation', 'Meteorology', 'Air Law and Licensing Policy' and 'AFISO Procedures';
 - have passed the examination and assessment for the grant of a Radio Operator's Certificate of Competence (ROCC) – Air Ground Communication Service (AGCS) (See CAP 452 - Aeronautical Radio Station Operator's Guide) ¹;
 - have a thorough knowledge of the English language and are able to speak fluently without accent or impediment which would interfere with radio telephone conversation.

¹ Except where the Aerodrome Operator requires individuals to hold a ROCC-AGCS in order to provide an AGCS during specified periods of operation, there is no requirement for a FISO to hold a ROCC-AGCS in order to provide aerodrome flight information service. Implied within the privileges of a FISO licence issued by the UK CAA is that, subject to that licence remaining valid for use, FISOs are permitted to operate an aeronautical station in the provision of an ATS, subject to the conditions of the wireless telegraphy licence granted to the ATS provider, in accordance with the Wireless Telegraphy Act 2006.

- 1.3 An application for the grant of an aerodrome FISO licence shall be made on form SRG 1414.
- 1.4 An aerodrome FISO licence is issued for the lifetime of the holder and remains valid for use subject to the following conditions:
- a) The licence has not been suspended or revoked by the CAA;
 - b) The licence holder holds a valid medical declaration²;
 - c) The privileges of the licence have been exercised at the unit for which a validation is held within the previous 90 days;
 - d) The licence is signed in ink by the holder;
 - e) The licence holder has undergone, within the preceding 24 months, a validation assessment at the unit where they will exercise the privileges of the licence and been assessed as competent by an Aerodrome Flight Information Service (AFIS) Assessor or Inspector ATS.
- 1.5 The holder of an aerodrome FISO licence shall inform the CAA when a current validity has expired.

Suspension of a licence

- 1.6 The CAA may provisionally suspend any licence or validity pending enquiry or consideration of the case and may, upon sufficient grounds being shown to its satisfaction, vary, suspend or revoke the licence or validity. The holder of an aerodrome FISO licence may appeal the decision by the CAA to suspend a licence.
- 1.7 The Civil Aviation Authority Regulations 1991, Regulation 6(4), provide that: ‘... the Authority shall serve on the person concerned notice of the proposal together with the reasons for it, and the person concerned may within 14 days from the date of service of the notice, serve on the Authority a request that the case be decided by the Authority and not by any other person on its behalf.’

² See Chapter 3 Medical Requirements.

Exempting qualifications

- 1.8 The holder of an air traffic controller's licence issued or recognised by the UK CAA who has, within 3 years immediately preceding the date of application, held a unit endorsement in respect of the Aerodrome Control Visual (ADV) rating or of the Aerodrome Control Instrument (ADI) rating is exempt from all requirements for the issue of an aerodrome FISO licence.
- 1.9 The holder of an air traffic controller's licence issued or recognised by the UK CAA who has, within 3 years immediately preceding the date of application, held a unit endorsement in respect of a rating other than aerodrome control, is to contact the CAA to determine what requirements need to be satisfied for the issuance of an aerodrome FISO licence.
- 1.10 The holder of an RAF or RN ATC certificate of competence endorsed in aerodrome control during the 3 years immediately preceding the date of application is exempt from the examination in Meteorology. A copy of the relevant military certificate of competence is to be submitted with the application for the issue of an aerodrome FISO's licence.
- 1.11 The holder of a valid flight crew licence issued or recognised by the UK CAA is exempt from the examinations in Navigation and Meteorology. Additionally, details of the licence are to be submitted with the application for the issue of an aerodrome FISO licence.

Guidance

- 1.12 A programme of dates for those wishing to undertake the examination for the award of an aerodrome FISO licence, and the venues at which they can be taken, is available on the CAA website. A list of the assessors authorised to conduct the assessment for the grant of ROCC is also available on the CAA website.
- 1.13 An application for the grant of an aerodrome FISO licence shall be made on form SRG 1414. The appropriate fee shall be included with the application (details of fees can be found on the CAA website under 'Personnel Licensing'). Applications to re-sit an examination in the event

of failure are to be made on a new SRG 1414 application form and sent with the appropriate fee to the CAA.

- 1.14 The examinations for 'Navigation', 'Meteorology', 'Air Law and Licensing Policy' and 'AFISO Procedures' each last 30 minutes. A pass in these theoretical examinations shall be awarded to an applicant achieving a minimum of 75% of the marks allocated to that examination. A syllabus for both of these examinations is detailed in Appendix A to this CAP.
- 1.15 Candidates for the examinations will be sent an individual notice showing when and where they should report for the examination, together with 'Directions to Candidates' containing the examination regulations. Unsatisfactory conduct during the examination, or infringement of the regulations, may result in the candidate being disqualified.
- 1.16 A partial pass in the examination may be carried forward to the next sitting and only the paper previously failed need be retaken. If the candidate fails this paper, the next sitting of the examination will consist of all 4 papers. Failure in 6 sittings will result in a 2 year exclusion from examinations for the award of an aerodrome FISO licence.
- 1.17 Examination results will be issued within 15 working days of the date of the examination. Under no circumstances will the results be divulged by telephone. The CAA cannot enter into discussion or correspondence with candidates on the subject of their examination results. Candidates notified that they have failed an examination may lodge an appeal with the CAA in accordance with Civil Aviation Authority Regulations 1991, Regulation 6(5).
- 1.18 The Civil Aviation Authority Regulations 1991, Regulation 6(5), provide that: 'Any person who has failed any test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may within 14 days of being notified of his failure request that the CAA determine whether the test or examination was properly conducted.'

- 1.19 In order to succeed in their appeal, the candidate will need to satisfy the CAA that the examination or test was not properly conducted; dissatisfaction with the result is insufficient grounds for appeal.
- 1.20 Candidates who do not hold an exempting qualification for the ROCC shall make their own arrangements with an authorised ROCC - Air Ground Communications Service (AGCS) assessor for the RTF written examination and practical assessment.
- 1.21 An aerodrome FISO licence will be issued when the candidate has satisfied all the conditions described above and paid the appropriate fee.

Validity of an Aerodrome FISO Licence

Requirement

- 1.22 Before the holder of an aerodrome FISO licence may exercise its privileges, the licence shall be validated at the aerodrome where the aerodrome FISO wishes to operate and have the validity entered on their licence.

Validation training

- 1.23 A minimum of 40 hours of service provision under supervision shall normally be completed before the licence holder can undertake the validity assessment at an aerodrome. Where training is conducted in accordance with a training plan approved by the CAA, a validity assessment may be conducted upon evidence being available that all objectives of the plan have been achieved. Such a training plan should identify the minimum number of hours of training which should be completed prior to undertaking a validity assessment.
- 1.24 A maximum of 4 hours training per day can be counted towards the minimum training requirement, unless agreed otherwise by the CAA and identified in a FISO training plan.

- 1.25 If the licence holder holds, or has held, validity at another aerodrome FIS unit, then, subject to agreement with the CAA, the minimum training time of 40 hours may be reduced.
- 1.26 Where a validated aerodrome FISO is present and is able to provide instruction and continuous supervision at an aerodrome, an aerodrome FISO licence holder under training may provide an aerodrome flight information service and use the callsign suffix 'Information'. The supervising aerodrome FISO will remain fully responsible for the service being given.

Validation Assessment

- 1.27 A validation assessment shall be undertaken in the following circumstances:
- a) On the initial validation of an aerodrome FISO licence.
 - b) On adding a new unit validation to an aerodrome FISO licence.
 - b) On the occasion of a biennial re-validation assessment.
 - c) On the renewal of the validity of an aerodrome FISO licence whose validity has expired.
- 1.28 The purpose of a validation assessment is to ensure that the aerodrome FISO concerned is competent to exercise the privileges of their licence.
- 1.29 A validation assessment may be conducted by an Inspector ATS or by a local AFIS Assessor, if one has been appointed by the CAA. In accordance with other ATS personnel licensing arrangements, it is current UK CAA policy that the initial validation of an aerodrome FISO will be conducted by an Inspector ATS. Requirements for the appointment of local AFIS Assessors are outlined at Appendix C.
- 1.30 The Inspector ATS or AFIS Assessor will require evidence that the candidate is in possession of an aerodrome FISO licence and a current medical declaration prior to the assessment.

- 1.31 When an Inspector ATS is required to conduct the assessment:
- a) The ATS unit shall contact the relevant Regional Office to arrange a suitable date for the assessment, giving a minimum of 30 days notice.
 - b) The ATS Unit shall ensure that the relevant sections of Form SRG 1414 are completed and are forwarded to the CAA, with the appropriate fee, at least 10 working days prior to the date booked. All fees that are payable to the CAA and are associated with validity assessments conducted by an Inspectors ATS shall be submitted prior to the conduct of the assessment.
 - c) Having completed initial administrative action, the CAA will return the Form SRG 1414 to the ATS unit in time for the assessment to take place.
 - d) The ATS unit shall ensure that form SRG 1414 is available for the Inspector ATS to complete following the assessment.
- 1.32 When a local AFIS Assessor is available at the aerodrome:
- a) Arrangements for the assessment shall be made directly between the AFIS Assessor and the candidate.
 - b) The ATS unit shall ensure that the relevant sections of form SRG 1414 are completed prior to the assessment.
 - c) The CAA shall be informed at least 30 days prior to the assessment taking place; the CAA reserves the right to attend any validity assessment conducted by an AFIS Assessor.
 - d) The ATS unit shall ensure that form SRG1414 is available for the AFIS Assessor to complete.

Conduct of the Validation Assessment

- 1.33 The licence holder shall complete an assessment consisting of a dedicated practical assessment and an oral examination.

- 1.34 The syllabus for the validity assessment is based upon [CAP 797](#) and local operational instructions and detailed in Appendix B. The candidate is assessed as 'Pass' or 'Fail' and shall pass in all parts of the assessment in order to be successful.
- 1.35 The duration of the practical assessment will depend on the traffic situation pertaining at the time. The Inspector ATS or AFIS Assessor will require to see a representative level of traffic during the practical assessment, based upon, inter alia, the typical traffic complexity, aircraft types and traffic volumes experienced at the aerodrome.
- 1.36 The oral examination shall be conducted in private and without visual and noise distraction. It shall not normally be held in an operational area and the only persons present shall be the candidate and the AFIS Assessor and/or Inspector ATS.
- 1.37 The AFIS unit's local instructions and Aerodrome Manual are to be available to the AFIS Assessor and/or the Inspector ATS prior to the assessment.

Grant of validity

- 1.38 Subject to successful completion of the assessment, the Inspector ATS or AFIS Assessor shall:
- a) Sign the licence validation record and issue it to the aerodrome FISO.
 - b) Complete the relevant sections of SRG1414.
- 1.39 Once the form SRG1414 has been completed by the Inspector ATS or AFIS Assessor, the ATS unit shall submit the form SRG1414 to the CAA. Where an assessment has been conducted by an AFIS Assessor, the completed form SRG1414 shall be accompanied, when required, by the appropriate fee³.

³ Where an assessment has been conducted by an AFIS Assessor, the fee applicable would be in respect to those occasions where a validation assessment has been undertaken to place an additional validation on a licence (either on a move of unit or when a FISO undertakes employment at a second unit) requiring the 'naming of a place'.

- 1.40 Following a validation assessment which would require the naming of a place, or an additional place, to be entered on the aerodrome FISO licence, the CAA shall, on receipt of a completed form SRG1414, issue the candidate with a new licence. Where pre-existing extant validations are entered on the licence, the CAA will include these on the newly issued licence, stamping the licence in lieu of the signature of an AFIS Assessor or Inspector ATS.
- 1.41 Where an Inspector ATS or AFIS Assessor is not satisfied that the aerodrome FISO is competent, then they will immediately inform the aerodrome FISO concerned that they shall not exercise the privileges of the aerodrome FISO licence. The CAA shall then be informed of the result. The ATS unit's representative will discuss with the CAA what re-training the candidate is required to undertake prior to a further validation assessment being undertaken.

Maintenance of validity of an Aerodrome FISO licence

Requirements

- 1.42 An aerodrome FISO licence remains valid for use subject to the conditions laid down in paragraph 1.4.
- 1.43 The holder of an aerodrome FISO licence shall, on its ceasing to be valid, cease operational aerodrome FISO duties and immediately inform the responsible individual at the ATS unit and thereafter the CAA of the fact.
- 1.44 Where an aerodrome FISO licence ceases to be valid, the licence holder will be required to renew the licence in order to exercise the privileges of that licence.

Guidance

- 1.45 If the licence holder wishes to revalidate or renew the validity of their licence, they shall arrange a validation assessment in accordance with paragraphs 1.31 or 1.32 above as appropriate.

- 1.46 The validation assessment for the purposes of revalidation or renewal of the validity of an aerodrome FISO licence shall be conducted in accordance with paragraphs 1.33 to 1.37 above. Subject to successful completion of the assessment, the licence may be revalidated or renewed in accordance with paragraphs 1.38 to 1.41 above.

Maintaining competence

- 1.47 The holder of an aerodrome FISO licence is required to remain competent in the role if they are to continue exercising the privileges of their licence.
- 1.48 Aerodrome FISO units shall:
- a) have a mechanism for monitoring and ensuring the continuing competence of licence holders between the biennial revalidation assessments; and,
 - b) ensure that instances of failing competence are identified as soon as practicable.
- 1.49 Where an AFIS Assessor is not satisfied that an aerodrome FISO is competent, then they will immediately inform the aerodrome FISO concerned that they shall not exercise the privileges of the aerodrome FISO licence. The CAA shall then be informed of the result.
- 1.50 The ATS unit's representative will discuss with the CAA what re-training the candidate is required to undertake prior to a further competence assessment being completed.

Chapter 2

Manual of Flight Information Service and local unit instructions

Requirements

- 2.1 An Aerodrome Flight Information Service (FIS) unit shall describe local operational and administrative procedures in local instructions. The local instructions form part of the Manual of Aerodrome FIS (MAFIS) for that unit.
- 2.2 When compiled, a copy of the unit MAFIS shall be submitted to the CAA for approval and retention, allowing sufficient time before the first Aerodrome FISO validity assessment is required.
- 2.3 A draft unit MAFIS shall be submitted to the CAA at least twelve weeks before the proposed date of commencement of the FIS at the unit in question.
- 2.4 A copy of all subsequent amendments to the unit MAFIS shall be submitted to the CAA at least 30 days before any proposed changes are to become effective or as early as practicable and consistent with any SMS requirements.
- 2.5 Any amendment or change to the Local Instructions required by the CAA shall be implemented by the unit.

Guidance

- 2.6 The purpose of local instructions is to amplify and interpret at local level the instructions and information contained in CAP 797. The validity examination is assessed on the basis of these local instructions, as described in Appendix B. Local Instructions should not duplicate, unnecessarily, information contained in the MAFIS. However, it may be

useful to repeat information where a subject needs emphasising, or for ease of reference. Similarly, there may be some overlap with, for example, the Aerodrome Manual and Emergency Orders where these documents are produced separately. Ideally the instructions should provide a comprehensive guide to operations at the aerodrome. All the relevant documentation shall be available to the Aerodrome FISO at the operational position.

- 2.7 CAP 797 lists specimen contents for local instructions under various subject headings. It is recognised that the list is not exhaustive and also that a number of subjects may be inappropriate to some Aerodrome FIS units. The aerodrome operator shall incorporate in their Local Instructions only those subjects which have a bearing on their operations. Additionally, the instructions shall accurately reflect any agreements which have been made with adjacent or parent units.
- 2.8 Advice on the content, arrangement and preparation of local instructions is available to aerodrome operators from the CAA.
- 2.9 Units may also need to issue a Supplementary Instruction (SI) or Temporary Operating Instruction (TOI) (to cover changes of a temporary nature). SIs/TOIs should be reviewed in order that any changes which have become permanent may be incorporated in the main instructions and superfluous SIs/TOIs withdrawn.

Chapter 3

Medical requirements

Medical fitness

- 3.1 The holders of Aerodrome FISO licences are required to have a minimum standard of medical fitness to ensure that they are fit to provide an air traffic service.

Medical declaration

- 3.2 In order to provide an air traffic service and exercise the privileges of their licence, Aerodrome FISOs are required to hold a valid medical declaration. An Aerodrome FISO licence is not valid when the holder is assessed as being unfit. In such circumstances, the holder of the Aerodrome FISO licence is not to provide air traffic services, even though the medical declaration held may not have expired, or been returned to a qualified medical practitioner or the CAA.
- 3.3 Holders of a medical declaration should:
- ensure that their medical declaration is revalidated by the due date (to avoid providing air traffic services without a valid declaration/licence);
 - ensure that investigations and special tests are completed when required, as failure to meet the requirements can mean that the medical declaration is rendered invalid.
- 3.4 The holder of an Aerodrome FISO licence is to notify their unit management when:
- there is either a decrease in their medical fitness that might render them unable to safely and properly exercise the privileges granted by their licence, or is assessed as unfit at a medical examination; or,

- any operational medical limitations or conditions are placed on the medical declaration.

3.5 Air traffic service providers shall have appropriate procedures to ensure that Aerodrome FISO licence holders hold valid medical declarations and are compliant with any operational limitations.

3.6 The period of validity of a medical declaration associated with an Aerodrome FISO Licence is shown in the table below:

Licence holder's age	Period of validity of the medical declaration
18 or over but under 50	5 years from the date of the medical examination. However, in the case of medical examinations conducted after the licence holder's 47 th birthday, the medical declaration will expire on their 52 nd birthday.
50 or over but under 65	2 years from the date of the medical examination. However, in the case of medical examinations conducted after the licence holder's 64 th birthday, the medical declaration will expire on their 66 th birthday.
65 or over but under 70	12 months from the date of the medical examination. However, in the case of medical examinations conducted within 6 months of the licence holder's 70 th birthday, the medical declaration will expire 6 months after their 70 th birthday.
70 or over	6 months from date of the medical examination.

- 3.7 The medical declaration (or other acceptable evidence of medical fitness⁴) shall be kept with the Aerodrome FISO Licence.

Medical examination

- 3.8 The medical examination for the issue of a medical declaration shall be conducted by a qualified medical practitioner, e.g. a family GP or CAA Approved Medical Examiner (AME).
- 3.9 A Medical Declaration Pack giving guidance to qualified medical practitioners and containing a medical declaration form to be completed if the licence holder meets the appropriate medical standards is available for download from the CAA website. The Aerodrome FISO Licence holder must provide a copy of the Medical Declaration Pack to the medical practitioner conducting the examination at or before the examination.
- 3.10 Aerodrome FISO Licence holders should ensure that:
- communication can be established with the qualified medical practitioner without language barriers;
 - they are aware of the consequences (including suspension or revocation) of providing incomplete, inaccurate or false statements on their medical history;
 - they provide the qualified medical practitioner with a complete medical history and the evidence necessary to make a full and proper assessment of their case;

⁴ A Class 1 or Class 2 CAA or EASA medical certificate issued in association with another CAA or EASA licence, or a Class 3 Medical certificate issued in accordance with an Air Traffic Controller's Licence, is deemed to act as a medical declaration for an Aerodrome FISO Licence provided it is valid for the period of validity of the medical declaration that would otherwise be required. An unrestricted medical declaration issued in association with a UK National Private Pilot's Licence (i.e. a declaration that permits the holder to carry passengers) is deemed to act as a medical declaration for an Aerodrome FISO Licence provided that additional evidence that the holder also satisfies the specific requirements relating to vision, colour perception and hearing described in the Medical Declaration Pack is available. An Aerodrome FISO Licence holder who holds such a medical certificate or declaration must keep a copy (a photocopy is acceptable) of that certificate or declaration with their Aerodrome FISO Licence in place of the medical declaration. If there is any doubt as to the validity of the evidence of medical fitness, advice should be sought from the CAA. If requested, the original medical certificate must be made available to the CAA within 30 days. A medical declaration issued for use in relation to an Aerodrome FISO Licence is not valid for use in relation to any other CAA or EASA Licence.

- they comply with any medical advice provided which pertains to the medical declaration.

- 3.11 A medical declaration can be issued if the medical examiner considers the licence holder meets the specified criteria of health and fitness. The standard of health and fitness is broadly equivalent to that necessary for the holder of a commercial vehicle (Group 2) driving licence. However, due to the specialised responsibilities of a FISO, there are additional, more stringent, standards associated with vision, colour perception and hearing; form SRG 1419 refers.
- 3.12 If the medical examiner determines that there are clinical indications that suggest that the licence holder may not continue to meet the specified criteria for the issue of a medical declaration until the end of the normal period of validity, a shorter period of validity may be specified on the declaration.
- 3.13 A licence holder who fails to meet the criteria for the issue of a medical declaration shall not exercise the privileges of their Aerodrome FISO licence.
- 3.14 A licence holder who fails to meet the criteria for the issue of a medical declaration is not precluded from undergoing further medical examinations if they believe that their fitness meets the criteria for the issue of a medical declaration.
- 3.15 In exceptional cases where a licence holder (or prospective licence holder) is unable to meet the criteria for the issue of a medical declaration but believes that they are able to perform the duties of an aerodrome FISO licence holder to the same degree as someone issued with a medical declaration, further advice may be sought from the CAA.

Decrease in medical fitness

- 3.16 Licence holders shall not exercise the privileges of their licence at any time when they:
- are aware of any decrease in their medical fitness which might render them unable to safely exercise those privileges;
 - are aware that they are suffering from fatigue which might render them unable to safely exercise those privileges;
 - take or use any prescribed or non-prescribed medication which is likely to interfere with the safe exercise of the privileges of the licence;
 - receive any medical, surgical or other treatment which is likely to interfere with the safe exercise of the privileges of the licence.
- 3.17 Aerodrome FISO licence holders shall, without undue delay and before exercising the privileges of their licence, seek advice from a qualified medical practitioner if they suffer any illness, injury or condition which may affect their ability to satisfy the criteria for the issue of a medical declaration. Specifically, when they:
- have undergone a surgical operation or invasive procedure;
 - have commenced the regular use of any medication;
 - have suffered any significant personal injury involving any incapacity to exercise the privileges of the licence;
 - are pregnant;
 - have been admitted to hospital or a medical clinic;
 - first require correcting lenses.
- 3.18 In these cases, the aerodrome FISO licence holder shall undertake a medical examination, with a qualified medical practitioner, who shall assess the medical fitness of the licence holder to decide whether they continue to meet the specified criteria for the issue of a medical declaration and are fit to resume to exercise their licence privileges.
- 3.19 If, at any time during their pregnancy, a licence holder is advised by a qualified medical practitioner that they do not (or will not) meet the criteria

for the issue of a medical declaration, the licence holder shall not exercise the privileges of their licence until such time as the qualified medical practitioner assesses them and finds that they meet the criteria for the issue of a medical declaration.

Use of psychoactive substances

- 3.20 The holder of an aerodrome FISO licence shall not exercise any of the privileges of their licence while under the influence of psychoactive substances, including any medicine that renders them unable to exercise the privileges of their licence safely and properly.
- 3.21 An aerodrome FISO who is exercising any of the privileges of their licence while under the influence of psychoactive substances may not be aware that their judgement and skill have been degraded to the extent that the service being provided is unsafe or their actions inappropriate. This may be the case where psychoactive substances are being abused, or where medicines have been prescribed by a doctor, or non-prescription medicines obtained for a minor illness.
- 3.22 In such circumstances, licence holders must obtain advice from a qualified medical practitioner and/or information to enable them to decide if they should, or should not, exercise the privileges of their licence while taking specific medication.
- 3.23 Unit management shall have a robust policy regarding psychoactive substances and the problematic use of such substances by aerodrome FISOs. An aerodrome FISO who is suspected of being under the influence of psychoactive substances shall be immediately withdrawn from operational duty.

Appendix A

Syllabus for the Aerodrome Flight Information Service Officer Licence examinations

Overview

A.1 The syllabus below provides the framework and scope of the aerodrome FISO licence examination papers. This syllabus should be used by candidates to revise and prepare for these examinations. Sources of CAA information which will fulfil the syllabus requirement are provided. Where no source is provided, candidates should use self-study sources e.g. private pilot licence guides.

A.2 The syllabus content uses action verbs, which are used to describe the required performance. The action verb is associated with the following defined taxonomy and levels of understanding:

Verb	Definition
Define	State what it is and what its limits are; state the definition
Name	Give name of objects or procedures
Recognise	To know what it is because you've seen it before
State	Say or write in a formal or definite way
List	Say one after the other
Explain	Give details about something or describe so that it can be understood
Differentiate	Show the differences between things
Describe	Say what it is like or what happened
Characterise	To describe the quality of features in something
Identify	Associate oneself inseparably with, establish the identity

Air law

Content	Source
Explain the A FISO licensing certification process	CAP 1032
Explain the privileges and limitations of AFISO licences with regards to: <ul style="list-style-type: none"> ▪ General requirements; ▪ Suspension; ▪ Validity and training; ▪ Maintaining competence. 	CAP 1032
Recognise the content of the following Air Navigation Order articles: <ul style="list-style-type: none"> ▪ Article 160 Rules of the Air ▪ Article 166 Small Unmanned Aircraft ▪ Article 175 Use of radio call signs at aerodromes ▪ Article 202 Prohibition of unlicensed flight information service officers ▪ Article 203 Licensing of flight information service officers ▪ Article 204 Flight information service manual ▪ Article 238 Right of access to aerodromes and other places 	The Air Navigation Order 2016 ⁵ CAP 393 ⁶

⁵ Statutory Instrument 2016 No. 765 The Air Navigation Order 2016 and as subsequently amended.

⁶ CAP393 Air Navigation: The Order and the Regulations (<http://publicapps.caa.co.uk/docs/33/CAP393>) sets out the provisions of the Air Navigation Order as amended together with Regulations made under the Order, including The Rules of the Air Regulations 2015. As with the Air Navigation Order itself, the Regulations are in their currently amended form. It has been prepared for those concerned with day to day matters relating to Air Navigation who require an up to date version of the Orders and the Regulations mentioned above. It is edited by the Office of the General Counsel of the Civil Aviation Authority. Courts of Law will however refer only to the Queen's Printer's Edition of Statutory Instruments.

<p>Recognise the content of the following:</p> <p>Standardised European Rules of the Air (SERA) and supporting EASA AMC/GM:</p> <ul style="list-style-type: none"> ▪ SERA.2010 Responsibilities ▪ SERA.2015 Authority of pilot-in-command of an aircraft ▪ SERA.2020 Problematic use of psychoactive substances ▪ SERA.3105 Minimum heights ▪ SERA.3110 Cruising levels ▪ SERA.3210 Right of way ▪ SERA.3225 Operation on or in the vicinity of an aerodrome ▪ SERA.3301 Signals ▪ SERA.2015 Visual signals ▪ SERA.4001 Submission of a Flight Plan ▪ SERA.5001 VMC visibility and distance from cloud minima ▪ SERA.5005 Visual flight rules ▪ SERA.5015 Instrument flight rules (IFR) — Rules applicable to all IFR flights ▪ SERA.5025 IFR — Rules Applicable to IFR flights outside controlled airspace ▪ SERA.6001 Classification of airspaces ▪ SERA.7001. General — Objectives of the air traffic services ▪ SERA.9005 Scope of flight information service ▪ SERA.10005 Information to aircraft operating in the vicinity of an aircraft in a state of emergency ▪ SECTION 11 Interference, emergency contingencies and interception ▪ SECTION 12 Services related to meteorology — Aircraft observations and reports by voice communications ▪ Appendix 1 Signals ▪ Appendix 3 Table of cruising levels ▪ Appendix 4 ATS airspace classes — services provided and flight 	<p>Regulation (EU) No 923/2012 of 26 September 2012 (Standardised European Rules of the Air (SERA))⁷</p> <p>The Rules of the Air Regulations 2015⁸</p> <p>Official Records Series 4⁹</p> <p>CAP 393</p>
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⁷ Commission Implementing Regulation (EU) No 923/2012 of 26 September 2012 laying down the common rules of the air and operational provisions regarding services and procedures in air navigation and amending Implementing Regulation (EU) No 1035/2011 and Regulations (EC) No 1265/2007, (EC) No 1794/2006, (EC) No 730/2006, (EC) No 1033/2006 and (EU) No 255/2010 (<http://easa.europa.eu/document-library/regulations/commission-implementing-regulation-eu-no-9232012>).

⁸ Statutory Instrument 2015 No. 840 The Rules of the Air Regulations 2015.

⁹ Official Record Series 4 - Miscellaneous (www.caa.co.uk/OfficialRecordSeries4-Miscellaneous) consists of Permissions and Exemptions made by the CAA against Regulation (EU) No 923/2012 of 26 September 2012 and subsequent amendments to that regulation.

requirements	
<p>The Rules of The Air Regulations 2015:</p> <ul style="list-style-type: none"> ▪ Rule 2 Application of rules to aircraft ▪ Rule 7 Launching, picking up and dropping of tow ropes, etc. ▪ Rule 8 Avoiding aerial collisions ▪ Rule 9 Order of Landing ▪ Rule 10 Landing & take-off ▪ Rule 11 Flight within aerodrome traffic zones ▪ Rule 12 Movement of aircraft on uncontrolled aerodromes ▪ Rule 13 Access to and movement of persons and vehicles on the aerodrome ▪ Rule 15 Failure of navigation and anti-collision lights ▪ Rule 17 Aerodrome Visual Signals and Markings ▪ Rule 18 Misuse of signals and markings ▪ Rule 19 Markings for paved runways and taxiways ▪ Rule 20 Supplementary markings for use on unpaved manoeuvring areas ▪ Rule 21 Signals visible from the ground 	<p>The Rules of the Air Regulations 2015¹⁰</p> <p>Official Records Series 4¹¹</p> <p>CAP 393</p>
Recognise the activities that typically constitute an Unusual Aerial Activity Outside Controlled Airspace and their notification	UK AIP ENR 1.1
<p>Define:</p> <ul style="list-style-type: none"> ▪ Prohibited area ▪ Restricted area ▪ Emergency restriction of flying ▪ Danger area ▪ Area of intense aerial activity ▪ High intensity radio transmission area 	<p>CAP 797</p> <p>Flight Information Service Officer Manual</p>
<p>Define:</p> <ul style="list-style-type: none"> ▪ Airway ▪ Control area ▪ Control zone ▪ Aerodrome traffic zone 	<p>CAP 797</p> <p>Flight Information Service Officer Manual</p>

¹⁰ Statutory Instrument 2015 No. 840 The Rules of the Air Regulations 2015.

¹¹ Official Record Series 4 - Miscellaneous ([www.caa.co.uk/Official Record Series 4 - Miscellaneous](http://www.caa.co.uk/Official_Record_Series_4_-_Miscellaneous)) consists of Permissions and Exemptions made by the CAA against Regulation (EU) No 923/2012 of 26 September 2012 and subsequent amendments to that regulation.

Recognise the status of Military Aerodrome Traffic Zones	UK AIP ENR 2.2
State the visibility and distance from cloud conditions for VFR flight in Class G airspace	ENR 1.2 and CAP 797
List the flight rules allowed in various classifications of airspace	CAP 797
State the rules applicable for IFR flights inside controlled airspace	ENR 1.3 and CAP 797
State the rules applicable for IFR flights outside controlled airspace	ENR 1.3 and CAP 797

Procedures

Air traffic services

Content	Source
Name the types of FIS units	CAP 774
Define ICAO FIS	
Define the services that collectively comprise the UK Flight Information Services	
State which of the UK flight Information Services can be provided by an AFISO	
Recognise the service principles of UK Flight Information Services	
Define Basic Service	
Identify the flight rules under which a Basic Service is provided	
State when traffic information shall be passed by an AFISO to aircraft in receipt of a Basic Service	
State the terrain and collision responsibilities of pilots in receipt of a Basic Service	
State the pilot requirements for maintenance of levels and headings under a Basic Service	

State the limitations on AFISOs with regard to making agreements with pilots in receipt of a Basic Service	CAP 774
State the situations in which AFISOs are permitted to pass instructions on RT	CAP 797
State when traffic information shall be passed by an AFISO to aircraft operating within and in the vicinity of the ATZ	
State how AFISOs must relay ATC clearances to a pilot	
List the flight priorities and their associated types of flight	
Differentiate between the various police and HEMS flight categories, callsigns, and their associated meanings	
Describe the rules of the air and aircraft commander responsibilities for flight in Aerodrome Traffic Zones where FIS is being provided	
Describe the function of ACAS	
Identify and respond correctly to pilot TCAS RA RTF phraseology	
Define a Royal Flight and what flights may be afforded Royal Flight status	
State the actions required by an AFISO unit on being informed of an intended Royal flight movement at their aerodrome	
Define the role of FISOs at Area Control centres	

Service at aerodromes

Content	Source
Explain the communication requirements for vehicles operating on the manoeuvring area	CAP 797
State the actions required prior to a vehicle or person entering the manoeuvring area of an aerodrome	
Describe the rights of way and rules for giving way for vehicles and pedestrians on an aerodrome	

State where vehicles may be permitted to hold in relation to a runway when an aircraft is landing or taking off	CAP 797
Describe the elements that are normally included in a briefing to aerodrome working parties	
State the RTF requirements when granting approval to cross runways	
Describe the procedures to be followed in the event that an aircraft or vehicle is uncertain of its position on the airfield	
State the AFISO responsibilities regarding warnings of wake turbulence	
Recognise how aircraft are grouped into wake turbulence categories	
Characterise the effects of helicopter downwash	
Explain the actions to be taken by AFISOs to minimise the effects of helicopter downwash	
State the AFISO actions in response to pilot reports of windshear	
State the meaning of light signals to and from aircraft and to vehicles	
List the factors affecting the selection of runway in use	
Name those that must be informed of a runway change	
Define the responsibilities of the AFIS unit when it is established that there is a hazard to the movement of aircraft on the aerodrome	
State when aircraft are and are not allowed to line up on a runway	
Define the order of priority for arriving and departing aircraft	
Describe how the AFIS should respond to amended priorities for use of the runway	
State the information to be provided to aircraft prior to taxi	
Define essential information on aerodrome conditions and how and when it shall be passed to aircraft	
State where AFISOs may use the instruction 'Hold Position' to aircraft on the manoeuvring area	

State the information to be provided to aircraft prior to departure	
Describe the procedures pertaining to aircraft lining up	
Describe designated positions in the traffic circuit	
State the information to be provided to aircraft prior to entering the traffic circuit	
State the information to be provided to aircraft prior to commencing and during final approach	
Describe when the AFISO shall provide aircraft with specific traffic information	
Describe the information passed by the AFISO with regard to pilot decisions to land or go-around	
State when landing aircraft shall not be informed 'land/low approach go around, at your discretion'	
Describe how runway vacated reports are to be used	
State the responsibilities with regard to airfield surface and lighting inspections	
Describe how the presence of water on a paved runway is to be reported on the RTF	
Describe the effect of birds and wildlife on aviation safety at aerodromes and measures that should be taken	CAP 168

Radiotelephony

Content	Source
State the RTF phraseology requirements for providing altimeter pressure settings that are below 1000 hPa	CAP 413
State the ATS messages that are to be read back in full by the pilot/driver	
Define the RTF phraseology to be used on and in the vicinity of an aerodrome	
Define the RTF phraseology to be provided in the provision of generic traffic information to aircraft under a Basic Service	

Emergencies, communications failure and contingencies

Content	Source
Define alerting service and its availability	CAP 797
Define overdue action, and the times to be used in commencing overdue action	
Differentiate between the phases of emergency	
Describe the FISO responsibilities and actions in response to aircraft emergencies, unlawful interference, and bomb threats	
Describe the factors that may indicate an aircraft is in emergency or subject to unlawful interference	
Differentiate between the classes of emergency message and their identification on RT	
List the essential elements of an emergency message	
Describe the role and responsibilities of the RAF D&D Cell	
Recognise the use of aircraft ballistic recovery systems and actions to be taken by FISOs on being informed of their use	
Define aircraft accident	
Define the radio communications failure procedures	
Describe the actions to be taken in response to unauthorised use of AFIS frequency	
Describe the process to be applied in the event of malicious use of lasers against aircraft or FIS facilities	
Define the categories of emergency used in relation to alerting emergency services	
State the responsibility for the removal of crashed aircraft	

Flight planning, AIS and NOTAM

Content	Source
Describe the types of flight plan	CAP 797
Recognise the AFPEX role in flight planning	UK AIP ENR 1.10
State when a pilot is required and advised to file a flight plan	CAP 797
Describe the booking out procedure	
Describe the functions of AIS	
List the tasks of AIS	
List the elements of the integrated aeronautical information package	UK AIP GEN 3.1
Define the NOTAM suffixes	CAP 797
Define the objective of ATFM	UK AIP ENR 1.10
State when calculated take off times are issued	UK AIP ENR 1.10
State the effect of ATFM on aircraft start up procedures	UK AIP ENR 1.10

Administration

Content	Source
List the actions required prior to opening a watch	CAP 797
State the procedure for handing over a watch	
State the action required prior to closing a watch	
Define the requirements for the maintenance of the unit watch log	
State the requirement on FISO to complete occurrence reports	
Define reportable occurrence	
State the reporting and notification requirements for aircraft accidents	
Define AIRPROX	

State the requirement on FISOs where pilots wish to report an AIRPROX by RTF	
Describe the processes for reporting bird strikes	

Aerodrome layout and physical characteristics

Content	Source
Define: <ul style="list-style-type: none"> ▪ Aerodrome ▪ Apron ▪ Clearway ▪ Holding point ▪ Manoeuvring area ▪ Runway ▪ Runway holding position ▪ Stopway ▪ Threshold 	CAP 797
Recognise aerodrome signals, signs and markings	CAP 168
Recognise the characteristics of aerodrome beacons	
Identify the function of approach lighting and circling guidance lights	
Identify the characteristics of a simple approach lighting system	
Explain the functions of approach slope indicators	
Recognise the meanings of the light indications from a typical PAPI system	
Identify the function of runway threshold, end and edge lighting	
Identify the constituents and spacing of runway edge lighting	
Identify the constituents and spacing of runway edge lighting	
Identify the colours of runway threshold and runway end lights and what they indicate	
Define how taxiway edge and centreline lighting is used and depicted	
Define: <ul style="list-style-type: none"> ▪ Take off run available 	

<ul style="list-style-type: none"> ▪ Take off distance available ▪ Accelerate stop distance available ▪ Landing distance available 	
Describe the meaning of ACN and PCN	

Navigation

Content	Source
Define night	CAP 797
Recognise the Temporal Reference System relationship between UTC and local time	UK AIP GEN 2.2
Characterise the general principals of the national grid system	
Define and recognise the relationship between: <ul style="list-style-type: none"> ▪ Degrees ▪ Minutes ▪ Seconds ▪ Latitude/longitude 	
Define: <ul style="list-style-type: none"> ▪ Cardinal points ▪ Inter-cardinal points 	
Define: <ul style="list-style-type: none"> ▪ True north ▪ Magnetic north ▪ Grid north, variation ▪ Magnetism ▪ Deviation ▪ Inclination 	
Calculate conversions between true, magnetic and grid north	

<p>Explain the properties and use of the following earth projections:</p> <ul style="list-style-type: none"> ▪ Lambert ▪ Mercator ▪ Stereographic 	
<p>Recognise the means of depicting relief on maps</p>	
<p>Recognise the following and their uses:</p> <ul style="list-style-type: none"> ▪ Aeronautical charts ▪ UK topographic charts ▪ Ordnance Survey maps 	
<p>Decode the following aeronautical chart symbology:</p> <ul style="list-style-type: none"> ▪ Aerodromes ▪ Heliports ▪ Microlight flying sites ▪ Glider launching sites ▪ Hang/para gliding ▪ Free-fall parachuting drop zone ▪ Radio navigation aids ▪ IAP outside controlled airspace ▪ Aerodrome traffic zone ▪ Controlled airspace ▪ Military aerodrome traffic zone ▪ Airspace restrictions ▪ HIRTA ▪ Air navigation obstacles ▪ Additional aerodrome and aircraft parking symbology 	<p>UK AIP GEN 2.3</p>
<p>Recognise the relationship between:</p> <ul style="list-style-type: none"> ▪ Heading ▪ Track ▪ Drift 	
<p>Describe the triangle of velocities</p>	
<p>Recognise the UK aviation units of measurement used in navigation</p>	<p>UK AIP GEN 2.1</p>
<p>Characterise the National Grid method of position reporting</p>	

Demonstrate how to plot a position on a chart when a position is stated with reference to: <ul style="list-style-type: none"> ▪ VOR ▪ DME ▪ NDB
Define and recognise the relationship between: <ul style="list-style-type: none"> ▪ True air speed ▪ Ground speed ▪ Indicated air speed
Calculate the time taken to cover distances at varying air speeds
Explain the basic working principles and uses of the following ground-based navigation systems: <ul style="list-style-type: none"> ▪ NDB ▪ VOR ▪ DME ▪ TACAN
Explain the basic working principles of GNSS

Meteorology

Content	Source
Describe the basic characteristics of the atmospheric parameters measured	CAP 746
Describe the instruments used to provide the different weather elements	CAP 746
Describe the elements of ISA	ICAO Doc 7488
Describe how temperature varies	
Differentiate between the different processes related to atmospheric moisture	
Explain relative humidity, dew point and latent heat	
Describe the relationship between pressure, temperature, density and height	
Describe the relationship between pressure settings	Reg (EU) 923/2012
Explain the effect of air pressure and temperature on altimeter readings and the true altitude of aircraft	

Describe the origin and movement of typical air masses and their general effect on UK weather	
Describe the main isobaric features	
Describe the difference between various fronts and the associated weather	
Describe the main phenomena caused by mesoscale systems	
Explain the significance of wind phenomena and types	
Explain effect of forces which influence wind	
Describe when to provide Instant, 2 and 10 minute wind speed averages	CAP 746
Explain different conditions for the formation of clouds	
Define cloud base and cloud ceiling	Reg (EU) 923/2012 CAP 746
Differentiate between cloud base and ceiling	Reg (EU) 923/2012 CAP 746
Explain the significance of precipitation in aviation	
Describe the types of precipitation and their corresponding cloud families	
Explain the causes atmospheric obscurity	CAP 746
Differentiate between different types of visibility	
Explain the significance of visibility in aviation	
Differentiate between the following different types of visibility: <ul style="list-style-type: none"> ▪ Prevailing visibility ▪ Minimum visibility ▪ RVR 	

<p>Describe the following different weather phenomena that may be reported:</p> <ul style="list-style-type: none"> ▪ Rain ▪ Drizzle ▪ Snow ▪ Fog (patches, partial, banks) ▪ Mist ▪ Haze ▪ Freezing rain ▪ Freezing drizzle ▪ Thunderstorm ▪ Lightning ▪ Snow grains ▪ Ice pellets ▪ Squall 	CAP 746
Describe the effect of meteorological hazards on aviation	
State the meanings of QFE, QNH, QNE and regional QNH, together with their significance to FISOs and pilots	CAP 797
State who is the UK Meteorological Authority and their role in the regulation of aviation met services	UK AIP GEN 3.5 CAP 746
Describe and decode the different products that can be used for briefing	
Recognise the UK aviation units of measurement used in meteorology	
Define the Met form 214 Met form 215 and recognise their content	
<p>Decode the content of the following weather reports and forecasts and understand any symbols and abbreviations associated with the charts:</p> <ul style="list-style-type: none"> ▪ METAR ▪ TAF ▪ SIGMET ▪ AIRMET 	
State when aerodrome warnings are issued by the UK Met Office	

Appendix B

Syllabus for the aerodrome FISO licence validation assessment

General

Candidates are required to demonstrate an ability to provide an Aerodrome Flight Information Service at an aerodrome in a methodical manner using the procedures contained in the CAP 797 Flight Information Service Officer Manual and in Local FIS Instructions. To be successful, the candidate shall pass in all aspects of the examination.

Practical examination

Candidates will be assessed in the provision of a service to aircraft both in the air and on the ground, in the correct application of priorities, use of standard RTF phraseology, and in the proper use of a data display system where one is designated in local instructions.

Oral examination

Candidates will be required to have a thorough knowledge of local procedures under each of the following subject headings. The items shown under each heading are intended as a guide only and will be largely determined by relevant unit documents, including the Manual of Aerodrome FIS (MAFIS), the Aerodrome Manual and the Emergency Orders.

Local aerodrome rules and procedures

- Aerodrome and FIS procedures.
- Aerodrome layout, including elevation, direction, lengths and widths of runways and widths of taxiways.
- Particulars and operation of lighting systems including runway, taxiway and obstructions lights and aerodrome beacons.

- Handling of Visual Room equipment including pyrotechnics and signal lamps.

Characteristics of local traffic

- Identification of all aircraft types operating from the aerodrome and a general knowledge of their performance characteristics.
- Local flying procedures, including visual and instrument approach procedures.
- Jet and turboprop procedures, if applicable.
- Liaison with operating companies on the aerodrome.

Knowledge of local terrain

- Local terrain characteristics, including spot heights and obstructions with range and bearing from aerodrome.

Knowledge of adjacent airspace and restrictions

- Location of other aerodromes within 25 NM radius and knowledge of types of operation carried out there.
- Location and extent of danger, restricted and prohibited areas and controlled airspace within 25 NM radius.

Emergency procedures

- Local emergency procedures.
- Alert and availability of emergency services.
- Methods of directing fire and crash vehicles.
- Initiation of Overdue Action.

Liaison with ACC and adjacent aerodromes

- Liaison with parent ACC.
- Liaison with parent aerodrome (if applicable).
- Liaison with adjacent aerodromes.
- Flight plan procedures.

Radio aids to navigation

- Location, identification, frequency and other pertinent data regarding radio navigational facilities within 25 NM radius.

Weather reports and forecast

- Interpretation and application of meteorological reports and forecasts relating to the aerodrome and an area within 25 NM radius.

Appendix C

Requirements for the appointment of local aerodrome FIS Assessors

Eligible persons

- C.1 The following persons may conduct an Aerodrome FISO validity assessment at a particular aerodrome.
- an Inspector ATS from the CAA;
 - an AFIS Assessor who is approved by the CAA and holds an Aerodrome FISO Licence that is valid at the unit for which the privileges of the AFIS Assessor authorisation will be exercised.
- C.2 In accordance with other ATS personnel licensing arrangements, it is current UK CAA policy that the initial validation of an Aerodrome FISO will be conducted by an Inspector ATS.

Requirements for authorisation

- C.3 Applicants for authorisation as a local AFIS Assessor shall:
- be nominated by the aerodrome operator;
 - hold an Aerodrome FISO Licence which is valid at the unit for which the privileges of the AFIS Assessor authorisation will be exercised;
 - have a minimum of two years experience as a valid Aerodrome FISO;
 - have a minimum of one years experience at the FISO Unit in question and hold a current validation whilst carrying out assessor duties;
 - have satisfactorily conducted a minimum of two supernumerary Aerodrome FISO validation assessments with an Inspector ATS.

- C.4 At its discretion, the CAA may authorise a person who does not satisfy the requirements in paragraph C3 to act as a local AFIS Assessor.

Limitations

- C.5 After satisfying the requirements, a successful applicant will be issued with a written authorisation to conduct aerodrome FIS validation assessments only at the aerodrome specified.

Applications

- C.6 Applications for appointment as a local Aerodrome FIS Assessor shall be made in writing to the CAA with consideration to C3 above. The application shall be accompanied by the appropriate fee, and the availability of an Aerodrome FISO validity candidate at the aerodrome shall be arranged.
- C.7 Arrangements for the authorisation assessment will be made in accordance with appropriate sections of Chapter 1 concerning arrangements for validation assessments.
- C.8 AFIS Assessors are expected to be conversant with the provisions within CAP 1032. The CAA will provide further advice and guidance to applicants for appointment as AFIS Assessors on request.