

APPLICATION FOR AUTHORISATION AS A RADIO OPERATOR'S CERTIFICATE OF COMPETENCE EXAMINER

Please complete this form online (preferred method) then print, sign, and submit as instructed. Alternatively, print, then complete in BLOCK CAPITALS using black or dark blue ink.



Please read attached Guidance Notes before completing this 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, licence, 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. APPLICATION (tick as appropriate)

To be completed by the Applicant

I am applying for authorisation as a Radio Operator's Certificate of Competence Examiner for:

Air Ground Communication Service (AGCS)

Offshore Communications Service (OCS)

Clearance Delivery Officer (CDO)*

**Note: Established in accordance with CAP 452, Chapter 6. Please see Guidance Notes, Section 1 for further information.*

**Please see Guidance Note 1 for further information regarding the restriction in use outside of the UK airspace and territorial waters*

2. APPLICANT DETAILS

To be completed by the Applicant

ROCC Certificate number:

ATCO or FISO Licence number (if applicable):

Title: Forename(s): Surname:

Date of birth (dd/mm/yyyy): Nationality:

Place of birth: Country of birth:

Permanent Address:

Postcode:

Telephone: Alternative telephone Number:

E-mail: Fax Number:

The below supporting documents must accompany your application (See Guidance Note 3)

- A letter confirming operational experience over the previous 2 years, is required from the airport manager/operator. (See Guidance Note 2)
- A short CV highlighting relevant experience.
- Two references and their ROCC certificate number – **These must be signed**

3. DECLARATION BY APPLICANT

To be completed by the Applicant

I hereby declare that I have met the requirements to hold a ROCC Examiner Authorisation. I have held a Radio Operator's Certificate of Competence (Air Ground or Offshore) for at least 3 years and have been operational at either an Air Ground Unit or an Offshore Unit for the preceding 2 years.

Signature: Date:

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4a. OPERATIONAL EXPERIENCE - INITIAL ISSUE	To be completed by the Applicant
	Please enter details in this column
ROCC AGCS Unit/Offshore Platform.	
Start date of operation at Unit/Platform.	
End date of operation at Unit/Platform.	
Any breaks in operational period of more than 90 consecutive days during this period.	Yes No
If answered Yes above, please provide period of operational break together with reason (if applicable)	
Declaration As * I certify that the details given in the table above and on any additional pages provided are true and correct. <i>*Enter Airfield Manager/Airfield Owner/Offshore Platform Manager as appropriate.</i>	
Signature	
Print name	
Date	

4b. OPERATIONAL EXPERIENCE - RENEWAL	To be completed by the Applicant
	Please enter details in this column
ROCC AGCS Unit/Offshore Platform.	
Date of last operation duty at AGCS unit/Offshore Platform as an ROCC operator	
Declaration I certify that the details given in the table above and on any additional pages provided are true and correct.	
Signature	
Print name	
Date	

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5. APPLICATION FORM SUBMISSION SERVICE INSTRUCTIONS

Please check:

- Section 2 (Personal Details) has been fully completed e.g., ROCC certificate and/or ATCO/FISO licence number if applicable.
- All Sections relevant to the application have been completed.
- The declaration has been signed by the applicant.
- All required documentation to support your application is provided with your submission (See Guidance Note 2)

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.

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.

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GUIDANCE NOTES

In order that the CAA can process your application as quickly as possible, it is important the application form is completed correctly, and that the required supporting documentation is submitted with the form.

Please note that failure to submit a correctly completed application form, payment and the required supporting documentation may lead to the rejection of your application and an administration fee being charged.

NOTE 1:

ROCC's are restricted to use in United Kingdom airspace and territorial waters, or elsewhere when operating from a United Kingdom registered merchant vessel or an offshore installation within the meaning of article 17 of the Air Navigation Order 2016; if used outside these parameters, the certificate requires validating by the relevant regulatory authority.

NOTE 2: Requirements to become a CAA Authorised ROCC examiner you need to have:

- Held a Radio Operator's Certificate of Competence (Air Ground or Offshore) for at least 3 years.
- Been operational at either an Air Ground Unit or an Offshore Unit for the preceding 2 years (This is required to enable Examiners to draw on relevant experience to create the scenarios for the practical element of the examination)

(The requirements to have held a ROCC for 3 years and to have been operational at a Unit for the preceding 2 years, may be reduced at the discretion of the CAA).

NOTE 3: Submission Documents

- A PDF letter from the Airport Manager/Operator or Offshore Platform Manager/operator on headed company paper confirming operational experience over the previous 2 years.
- A short CV highlighting relevant experience.
- Two references and their ROCC certificate number – These must be signed.

Section 1 - Application for Authorisation as a ROCC Examiner.

Select which type of ROCC you are applying for authorisation to be an examiner for by ticking the appropriate box.

Note: Clearance Delivery Officer certification is applicable only as part of agreed unit procedures, supported by an appropriate competence scheme, additional guidance available from the allocated ATS inspector.

Section 2 - Applicant Details

Enter your personal details. For consistency this should be the same as that shown on your passport.

Section 3 - Declaration by Applicant

This section must be completed by the applicant in all cases.

By signing the declaration, you are confirming that all of the information provided is correct and true and you should not that signing this section also make you ultimately responsible for payment even if payment is made by a third party.

Section 4 - Operational Experience

Table 4a to be completed to detail the relevant experience for initial issue.

Table 4b to be completed to detail the relevant experience for renewal.