Safety and Airspace Regulation Group

UK Civil Aviation Authority

Operation of Permit-to-Fly Ex-Military aircraft on the UK register

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RH6 0YR
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Amendments to this Edition of CAP 632 are based on a review of the feedback received following public consultation. As there have been significant changes to the layout and content, to make it easier to understand there are no marked changes within this CAP. It **should** therefore be read as a new document.

Enquiries regarding the content of this publication **should** be addressed to: ga@caa.co.uk

The latest version of this document is available at www.caa.co.uk/cap632

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INTRODUCTION

The Civil Aviation Act 1982 empowers the Civil Aviation Authority (CAA) to regulate aviation in the United Kingdom in accordance with the requirements of the ANO. This publication sets out the requirements and procedures for operating a UK registered Permit-to-Fly Ex-Military aircraft.

Unless otherwise stated, nothing in this publication is intended to conflict with the ANO or other legislation or CAA published material, which, for the avoidance of doubt, **must** be regarded as overriding. Compliance with this publication does not by itself indemnify any person or persons against liability for an accident or serious incident occurring.

The operator of a UK registered national Permit-to-Fly ex-military aircraft **must** always comply with the conditions stated on the Permit-to-Fly. The Permit-to-Fly specifies the conditions under which an aircraft is to be operated, one such condition being that applicable aircraft **shall** be operated in accordance with CAP 632[1].

Specific requirements **must** be met before the CAA can issue an operational Approval, including the operator adopting a suitable operational and technical framework. The Approval will remain valid, subject to the operator continuing to meet those requirements.

Throughout this document the following editorial practices and definitions **shall** apply:

- '**Shall**' / '**Shall not**' and '**Must**' / '**Must not**' are used to indicate a mandatory requirement
- '**Should**' is used to indicate strong obligation
- '**May**' is used to indicate discretion

The use of **'should' must** be taken to mean that further action needs to be considered. If the operator's response is deemed by the CAA to be inadequate, a specific requirement **may** be applied as a condition within the OCM.

Ex-military aircraft, even more so than other types of aircraft, require the highest standards of airworthiness, operational management and pilot competency. These aircraft were built and operated with the support of complex military systems that are not likely to be available to the civil operator. There are many factors associated with all aspects of their operation and flight which require thorough consideration to maintain safety standards.

This publication contains both specific requirements and guidance material to enhance the safety of participants and members of the public.

Potential operators who propose to purchase an ex-military aircraft with the intention of obtaining a Permit-to-Fly **should** consult the following CAA departments as early as practicable to determine if a Permit-to-Fly will be issued and to establish any limitations that will apply to operations.

- **Applications and Approvals** (Telephone Helpline **0330 022 1908** or email apply@caa.co.uk) on application, maintenance and procedural matters.
- **Airworthiness, General Aviation** (Telephone **0330 138 3495** or email ga@caa.co.uk) on matters associated with the design and eligibility of the type.
- **Operations and Authorisations, General Aviation** (Telephone **0330 138 3495** or email ga@caa.co.uk) on operational matters.

Applicants **should** consider the amount of time it will take to research, design, collate and present the information prior to submission to the CAA. The most expeditious way of getting an application approved in a reasonable timeframe is if operators submit all the required documentation. Incomplete or incorrect submissions could delay any application.

Details of the current charges in respect of Approvals, Exemptions and Permissions under this publication are published in Series 5 of the CAA Official Record under General Aviation.

Operators applying for Extended Overseas Operations **should** be aware of the additional charges in this Scheme of Charges if any operational or maintenance audits are required to be conducted overseas.

[1] In entirety and inclusive of operational, maintenance and airworthiness considerations.

SUBPART GEN:

GENERAL REQUIREMENTS

CAP632.GEN.005 Scope

The operational guidance and requirements set out in this publication are applicable to any ex-military aircraft or replicas thereof which either:

a) Are on the **UK civil register**, and
b) Operate on a **UK National Permit-to-Fly,**

and have;

c) A MTWA of 2730 kg or above, or
d) A piston engine with a rating of 800 horsepower or more, or
e) A turbine or turbojet engine (excluding helicopters under a MTWA of 2730kgs)

It is important to understand that not all ex-military aircraft fall within the scope of this publication. Some ex-military aircraft **may** hold an ICAO-compliant Certificate of Airworthiness and therefore would not be considered for operation on this basis.

CAP632.GEN.010 Operations Outside of the United Kingdom

a) Flight(s) operated outside UK airspace require the written permission of the National Aviation Authority for that airspace as the aircraft does not hold an ICAO-compliant Certificate of Airworthiness.

b) A UK national Permit-to-Fly aircraft operating under CAP 632 **must** not be operated outside UK airspace for greater than a total of 3 calendar months in any calendar year unless with the specific approval of the CAA.

c) To operate outside UK airspace for more than 3 calendar months in any calendar year, operators **must** apply for an extended overseas operations approval. Operators **must** apply to ga@caa.co.uk with the subject line “CAP 632 Extended Overseas Operation”. Details of the proposed Maintenance Support Arrangements **must** be included with the application for Extended Overseas Operation. If the CAA conducts an audit at an overseas base, then the operator will be required to pay additional charges as published in the CAA Scheme of Charges.

CAP632.GEN.015 Insurance

a) The operator is responsible for ensuring that insurance cover adequately meets regulatory requirements. The requirement for aircraft insurance cover is contained within Articles 6 & 7 of Regulation (EC) No. 785/2004 (as amended).

CAP632.GEN.020 Initial Application

a) Before the CAA approves operations of ex-military aircraft that fall within the scope of this publication, it **must** be satisfied that the operational procedures, personnel, maintenance and airworthiness management provisions are sufficient to provide the operation with the required level of safety.

b) The operator **shall** apply for an OCM Approval prior to commencing any flying operations. Applications **should** be made to CAA GA Operations ga@caa.co.uk using form SRG1872.

c) The minimum notice required by the CAA before an Approval can be granted is 28 days from the date of receipt of all the required documents and applicable charge(s).

d) On receipt of an application and the appropriate fee paid, an inspector from the CAA GA Operations team will be assigned to the operator. The inspector will carry out a detailed examination of all aspects of the proposed operation, including organisational structure and personnel responsibilities, adequacy of ground and flying staff and arrangements for their training premises, operational documents, equipment and aircraft. A detailed inspection will be made of the operator's OCM, a copy of which will be retained by the CAA throughout the validity of the Approval.

e) Operators of these aircraft **must** comply with continuing airworthiness requirements set out in the ANO by either contracting with a suitably approved maintenance organisation or being approved themselves (CAP 553, BCAR Section A, A8-25).

f) When an application has been received, reviewed and deemed acceptable by the CAA, a Letter of Approval (LoA) will be issued to allow operations to commence. Once the OCM has been approved the operator **shall** conduct all operations only in accordance with the approved OCM.

CAP632.GEN.025 Variation of an Approval

a) For any proposed changes to the OCM, a variation application **must** be sent to ga@caa.co.uk using form SRG1872.

b) Once the variation application has been received, reviewed and deemed acceptable by the CAA, an updated LoA will be issued to allow those variations to take effect. Operators **must** fly within the limitations of their previous LoA until an updated LoA is received from the CAA.

c) When immediate amendments or revisions are required in the interest of safety, they **may** be published and applied immediately, provided that the OCM variation application has been submitted.

CAP632.GEN.030 Cessation of Approval

a) Where the holder of an Approval decides that they no longer want to operate CAP 632 aircraft for an extended period of time[2], the CAA GA Operations team **must** be advised, and the Approval will be surrendered until the operator either decides to recommence flying or ceases operations.

b) If the operator decides to recommence operations, the CAA GA Operations team **must** be informed in writing using form SRG1872, and an audit inspection will be arranged. Subject to a satisfactory audit inspection, the Approval **may** be re-instated.

c) If an operator has not conducted operations for a period exceeding 12 months, CAA reserves the right to take regulatory action, including the revocation or suspension of their approval. This provision is in place to ensure that operators maintain a consistent level of operational currency and compliance with aviation standards.

CAP632.GEN.035 Refusal, Revocation or Suspension of an Approval

a) Procedures to be followed by the CAA in connection with the refusal, revocation, or suspension of approved are prescribed in the CAA Regulations[3].

b) Where an application for the grant or variation of an Approval is refused or is granted in terms other than those requested by the applicant, a notice will be served stating the reasons for the decision, and the applicant **may**, within 14 days from the date of service of the notice, request that the case be reviewed by the CAA.

c) Where the CAA proposes to revoke or suspend an Approval, other than on the application of the holder, the operator will be notified of the proposed revocation or suspension, together with the reason for it.

d) An Approval **may** be provisionally suspended without notice, pending consideration of, or enquiry into the matters into which the provisional suspension has been made. Before any final decision is made the operator will be able to make representations to the CAA in accordance with the provisions of the CAA Requirements.

e) Where a serious non-compliance with OCM requirements is found during an audit or otherwise, or where a significant breach of the Approval is identified, the Approval **may** be suspended or revoked by the CAA. This **shall** result in operations being stopped with immediate effect.

[2] Generally, in excess of 12 months.

[3] Regulation 6 of the Civil Aviation Authority Regulations 1991

f) The above information is intended to give a general indication of the prescribed procedure. For detailed information reference **should** be made to the CAA Requirements.

CAP632.GEN.100 Operator Requirements

a) The operator is responsible for the operation of the aircraft in accordance with the ANO, as applicable, the relevant requirements of this publication and its approvals, permissions and exemptions.

b) The operator **shall** set up an organisation, acceptable to the CAA, which is capable of safely managing the routine operation of the aircraft.

c) The operator **shall** establish and maintain a system for exercising operational control over any flight operated under the terms of its approval.

d) The operator **shall** establish procedures and instructions for the safe operation of each aircraft type, encompassing ground and flight crew duties and responsibilities.

e) The operator **must** ensure that every flight **shall** be conducted in accordance with the applicable rules and regulations as well as the provisions within the OCM.

f) The operator **shall** have suitable facilities allowing the performance and management of all planned tasks.

g) The operator **shall** specify flight planning procedures to provide for the safe conduct of the flight based on considerations of aircraft performance, other operating limitations and relevant expected conditions on the route to be followed and at the aerodromes or operating sites concerned. These procedures **shall** be included in the operations manual.

h) The operator **shall** ensure that its aircraft are equipped and maintained, and its crews are qualified and suitably trained;

i) The operator **shall** ensure that all personnel assigned to, or directly involved in, ground and flight operations are aware of their responsibilities and the relationship of such duties to the operation as a whole;

j) The operator **must** appoint an accountable manager and nominate key personnel as outlined in this publication.

k) The operator **shall** establish a system of record-keeping that ensures all records are up to date and accessible whenever needed within a reasonable time. These records **should** be organised in a way that ensures traceability and retrievability throughout the required retention period[4].

l) The operator **should** continually assess:
   i. The suitability of the aircraft condition for any intended flight within the limitations laid down in the Permit-to-Fly and OCM;
   ii. The currency requirements of the crew (including any supernumerary crew) in relation to any intended flight, and
   iii. Flight planning and operating procedures.

m) Safety is of paramount importance in all areas of aviation. High safety standards are achieved not by the imposition of rules and regulations but through the adoption and development of a positive safety culture by all connected with the operation of aircraft.

n) A Safety Management System (SMS) is not a mandatory requirement for non-commercial CAP 632 operators, it is recommended that operators implement such system to reduce risks to as low as reasonably practicable (ALARP). CAP1059 “SMS: Guidance for small, non-complex organisations” provides comprehensive guidance and examples for operators undertaking and implementing a management system.

[4] retention periods as detailed within Part 9 of the ANO

CAP632.GEN.105 Organisational Control Manual (OCM)

a) The OCM **shall** contain all such information procedures and instructions as **may** be necessary to enable the operating personnel and pilots to perform their duties in a safe manner.

i. All personnel **shall** have easy access to the OCM relevant to their duties;
ii. The OCM **shall** be kept up to date.
iii. All personnel **shall** be made aware of the changes that are relevant to their duties;
iv. The operator **shall** incorporate all amendments and revisions required by the CAA;
v. All parts of the OCM are consistent and compatible in form and content;
vi. The content and amendment status of the OCM is controlled and clearly indicated.

b) The OCM **should** include a description of its amendment and revision process specifying:

i. The person(s) who **may** approve amendments or revisions;
ii. The conditions for temporary revisions and/or immediate amendments or revision required in the interest of safety, and
iii. The methods by which operator personnel are advised of the changes.

c) The OCM may vary in detail according to the complexity of the operation and of the type and number of aircraft operated. However, it **should** as a minimum contain the elements found in Appendix D.

d) The OCM **must** clearly define the lines of responsibility and accountability for the following roles[5]:

i. **Accountable Manager** - An appointed person who is suitably experienced, who has the authority and responsibility for ensuring that all activities can be financed and carried out in accordance with the applicable requirements including a direct safety accountability for the operations carried out under the approvals held.

ii. **Chief Pilot** - The nominated person **should** hold or have held a valid flight crew licence and the associated ratings appropriate to the type operated who is suitably experienced. The chief pilot is responsible for air operations and the supporting ground operations. This person is responsible to the Accountable Manager.

iii. **Chief Instructor** and any **additional Instructor(s)** if required - The nominated person(s) **should** be a current instructor on a type/class operated. The nominated person(s) **should** have a thorough knowledge of the operator's crew training requirements and procedures. The Chief Instructor is responsible for all crew training and is responsible to the Chief Pilot and **must** be suitably experienced. Any additional Instructors are responsible to the Chief Instructor. Instructors **must** have (or had) an instructional background – either as a civilian Flying Instructor or military Qualified Flying Instructor.

iv. **Pilots -** Maintaining a valid licence, relevant rating, medical certificate, Display Authorisation (if held) and forwarding copies of these documents to the nominated individual. Operating the aircraft in accordance with the OCM, and compliance with the ANO and Pilot in Command responsibilities outlined in SOR.155.

v. **Continuing Airworthiness Coordinator** - This person is responsible for fulfilling obligations of the Continuing Airworthiness Arrangement between the operator and the approved CAMO(A8-25).

[5] A person may hold more than one of the nominated posts if such an arrangement is considered suitable and properly matched to the scale and scope of the operation.

e) All amendments to an OCM require prior approval and **must** only be implemented upon receipt of formal approval by the CAA. To submit an amended OCM, an operator **must** submit a variation to their approval as outlined in CAP632.GEN.025.

CAP632.GEN.110 Safety Reporting

a) Operators **must** comply with the Mandatory Occurrence Reporting requirements set out Retained EU Legislation UK (EU)376/2014 and UK (EU)2015/1018. The CAA have published safety sense leaflet SS-32 as a guide to Occurrence reporting for general aviation.

b) The objectives of safety reporting schemes are to:

i. Enable an assessment of the safety implications for each incident or accident, including previous occurrences of a similar nature so that any necessary action can be initiated; and

ii. Ensure that knowledge of relevant incidents and accidents are effectively distributed, so that others may learn from these.

c) Operators **must** outline their procedures on safety reporting within the OCM and provide examples of when a MOR is required to be submitted.

SUBPART FCR:

FLIGHT CREW REQUIREMENTS

CAP632.FCR.100 Flight Crew General

a) The composition of the flight crew and the number of flight crew members at designated crew stations **shall** be not less than the minimum specified on the aircraft's Permit-to-Fly.

b) CAP 632 aircraft **may** only be piloted by a person holding a current PPL, CPL or ATPL with:

i. A current class and/or type rating, or
ii. An appropriate ATRE, and
iii. A current medical certificate (Class 1 or Class 2)

c) When considering the minimum level of experience required before flying a CAP 632 aircraft the operator **should** assess the complexity of the type(s) operated and types of operations carried out. The OCM **should** state the specific minimum experience requirements before a pilot can fly a CAP 632 aircraft.

d) The Chief Pilot **should** consider the general level of overall experience of a pilot given the broad spectrum of backgrounds, whilst considering the complexity of the type operated.

e) The operator **shall** only allow a flight crew member to act as pilot-in-command if they have: the minimum level of experience and currency specified in the OCM, and a current licence, medical certificate, and current class/type rating or ATRE.

f) The following general requirements are applicable to ex-military aircraft:

i. **Single-Engine Piston (SEP) aeroplanes** - All ex-military SEP aeroplanes can be flown on a current SEP Class Rating with appropriate levels of complexity (retractable undercarriage, variable pitch propellers etc).
ii. **Multi-Engine Piston (MEP), single pilot aeroplanes** - All ex-military MEP, single-pilot aeroplanes can be flown on a current MEP Class Rating with appropriate levels of complexity (retractable undercarriage, variable pitch propellers etc).
iii. **Multi-Engine Piston (MEP), multi pilot aeroplanes** - To fly any multi engine piston multi-pilot aeroplanes both pilots **must** hold a current type rating or, where no type rating exists, an ATRE.
iv. **Any turbine-powered aeroplanes** - To fly ex-military turbine-powered aeroplanes a pilot **must** hold a current ATRE.
v. **Any helicopter** - To fly any ex-military helicopter a pilot requires a current type rating or, where no type rating exists, an ATRE.

CAP632.FCR.105 Non-UK Issued Flight Crew Licence

a) In order to operate as a flight crew on CAP632 aircraft, Pilots **must** hold a UK CAA issued Licence, with an appropriate class, type rating, or ATRE.

b) In accordance with the ANO, pilots who do not hold a UK CAA issued licence, are able to use an ICAO compliant licence provided they also have an appropriate ICAO compliant medical.

c) The privileges of an ICAO compliant licence deemed valid under the ANO are restricted and it does not entitle the holder to act as a member of the flight crew of any aircraft flying for the purpose of public transport, commercial air transport or commercial operations. This means that the holder may **only** exercise the privileges of an equivalent private pilot licence (PPL).

d) The use of a non-UK CAA issued ICAO compliant licence is valid for UK Airspace only and **must** be accepted by the UKCAA prior to flying under CAP632. There may be on occasions that a Third Country Verification is required to enable us to verify licensing details with the issuing authority, and therefore application form SRG2142 **must** be completed.

CAP632.FCR.110 Recommended Levels of Experience

a) This guidance is provided for operators of jet or high-performance piston engine aircraft. Due to the variation in skills and ability of different pilots, there will be occasions when more or less training and supervision would be appropriate; therefore, every pilot **must** be assessed by the Chief Pilot on their individual merits and skill sets.

Experience Level	Pilot-in-Command (PIC) hours post licence issue
Inexperienced	Up to 200
Intermediate	Between 200 and 450
Experienced	Over 450

CAP632.FCR.115 Self Authorisation

a) When considering pilots for self-authorisation, Chief Pilots **should** consider the pilot's experience levels, the abilities of the pilot concerned, and the complexity of the aircraft being flown. Self-authorisation **should** not automatically cover all flights. It is strongly recommended that a pilot be approved only to self-authorise local flights in the first instance, and not land-away flights or aerobatics / formation, passenger carriage until sufficient experience has been gained in these areas.

b) Operators **must** ensure that pilots are appropriately authorised to conduct aerobatics considering previous experience and a demonstration of competency. The authorisation for each pilot **must** include the minimum height by which aerobatic manoeuvres **must** be fully completed.

c) A record of the Chief Pilot's authorisation for each pilot **must** be kept in the pilot's training record. Any limitations to the authorisation i.e. non-aerobatic flight only, **shall** be clearly recorded.

CAP632.FCR.120 Second Centre of Opinion

a) The practice of seeking a second opinion highlights the importance of a collaborative and cautious approach to decision-making. It adds an additional layer of scrutiny, contributing to a higher level of safety. Operators **should** ensure that all pilots have the means to engage with other experienced pilots, who can foster a culture of continuous learning and professional development.

b) Different perspectives can lead to a more comprehensive understanding of the environment and potential challenges. Discussing decisions with another suitable pilot offers a valuable learning experience. It allows for knowledge sharing, insights into alternative approaches, and continuous improvement of one's piloting skills.

CAP632.FCR.125 Aircraft Type Rating Exemption (ATRE)

a) Many ex-military aircraft do not have a civilian equivalent type rating and where a type rating would normally be required, pilots will be required to hold an ATRE.

b) There are two types of ATRE – an ATRE (Training) for pilots undertaking training and an ATRE for normal operations when training has been completed.

c) An ATRE (Training) **must** be issued to a pilot before any training commences. The training syllabus **must** be specified in the OCM. Once the training determined by the Chief Pilot has been completed and the Final Handling Test has been assessed as a 'pass', an initial ATRE application can be submitted. The supervising instructor's declaration **must** be completed on the application form.

d) In certain circumstances, it may be possible for a Dual Check to be completed on one variant of aircraft which will also renew the rating for another variant of a similar aircraft type. These are normally in cases where a pilot is current and experienced on both variants.

e) A Dual Check on a Jet Provost Mk 5 or Strikemaster is suitable to additionally renew the rating for the Jet Provost Mk 1-4 without a further Dual Check. Conversely, A Dual Check on a Jet provost Mk1-4 will not automatically renew the rating for a Jet Provost Mk 5 or Strikemaster and the pilot **must** undergo a separate Dual Check on the Jet Provost Mk 5 or Strikemaster. The operator if carrying out a Dual Check on a Mk1-4 wants such check to be valid for a MK5 or Strikemaster, the operator will need to include the differences in their manual that will be covered with the pilot during the Dual Check. These differences will need to be both ground school, EKQ and ensure the Dual Check forms are updated to include this addition.

f) The concept of operating more than one type or variant depends upon the experience, knowledge and ability of the operator and the flight crew concerned and **should** be discussed and recorded by the Chief Pilot or Chief Instructor when deciding on the authorisations given to each pilot.

g) Full ATRE's are issued with a second schedule to allow authorised instructors on type within the OCM to "revalidate" that rating by carrying out a Dual Check on the ATRE holder for up to a maximum of another 12 months (some OCM's may require 6 Monthly Dual Checks) up until the expiry of the ATRE without the need for further application to the CAA.

h) Schedule three on the ATRE **must only** be endorsed by the authorised instructor when the ATRE holder has:

a) A **current rating** valid on the holder's pilot's licence; and
b) A **current medical** certificate; and
c) Completed to the satisfactory of the operator the **Dual Check** training flight; and
d) Completed the currency requirements of **5 separate flights** within the preceding 12 months.

i) Only in the event of fulfilment of all "revalidation" criteria required by both CAP632 and the Operator's OCM **shall** the instructor endorse the holders ATRE with the new expiry date of the rating. The endorsement of schedule three on the ATRE can take place up to three months prior to Dual Check expiry. If a new type is required to be added to the ATRE, that rating **must not** be added or endorsed by the instructor, and the holder **must** apply to the CAA for a new ATRE.

j) Prior to the ATRE expiry date, the holder can apply to the CAA for a re-issue in which this will be re-issued with the ratings which are currently on the ATRE. The renewed ATRE will be valid for 12 or 36 months. The ratings will keep the same expiry dates as endorsed on the current ATRE.

k) If the rating has expired on a current full ATRE, but the ATRE is still within its validity period, Training can be conducted (as per OCM requirements) on that ATRE when a Dual Check is overdue. The full ATRE becomes a training ATRE (for that type) until the Dual Check has been completed.

l) Holders of FLIGHT TEST (Cat 1) will have the following text added to the ATRE - "Any CAP632 aircraft type whilst holding a valid Flight Test (Cat 1) rating".

CAP632.FCR.130 ATRE Application

a) Applications for training, initial or renewal of an ATRE **must** use the application form SRG 1306. Charges for an ATRE can be found in the published Scheme of Charges under General Aviation. An ATRE is usually issued for each specific type of aircraft. Some variants of the same aircraft type are grouped together e.g. Jet Provost Mk 1-4.

b) An initial ATRE is valid for a 6-month period from the date of issue. Subsequent renewals of an ATRE are valid for a period of 12 or 36 months.

c) To renew an ATRE, the applicant **must** have completed the following:

i. Pass a proficiency check (**Dual Check**) on type with an instructor. The proficiency check **must** take place within the preceding 12 months, and
ii. A minimum of **five separate flights** as Pilot-in-Command (PIC) or Co-pilot (P2) for multicrew approved aircraft, on type in the preceding 12 months.

d) If flight crew operate more than one type or variant on their ATRE, the above provisions **must** be met for each type or variant. If the applicant has not met these requirements, an ATRE (Training) **may** be issued to enable the pilot to receive further training and regain currency[6]

e) The documents required to be sent to the CAA with each application consist of the following:

i. Completed application form SRG 1306
ii. Copy of current medical
iii. Copy of current pilot's licence
iv. Copy of completed Dual Check form (for ATRE renewals)

f) The completed application form SRG 1306 **must** be sent with the correct payment to ga@caa.co.uk.

g) On occasion the applicant for an ATRE will be required to submit evidence of a minimum of five separate flights in the preceding 12 months on type. This evidence will be requested by the inspector or officer processing the application and checked via a non-discriminatory sampling method. This sampling will ensure that such evidence validates the requisite experience requirements as declared by the applicant on the ATRE application form.

h) Such evidence showing that the applicant has met the recent flying experience requirements for the ATRE renewal will be the original flying logbook(s) or certified copies. For guidance on submitted logbook, please visit the CAA website[7].

[6] In cases where a pilot is current and experienced on several similar types (e.g. a test pilot), this requirement **may** be relaxed with the approval of the CAA GA Operations team on a case-by-case basis.

[7] Submitting logbooks for general aviation applications | Civil Aviation Authority (caa.co.uk)

SUBPART ETR:

ESSENTIAL TRAINING REQUIREMENTS

CAP632.ETR.110 General Training

a) All training required **shall** be conducted in accordance with the training programmes and syllabi established by the operator in the OCM. All training **must** be recorded and kept on the individual pilot's training record and retained by the operator.

b) The OCM **must** detail the minimum experience levels and training requirements for pilots converting to type. Pilots who have little, or no military jet or high-performance piston-engine experience **should** be required by the Chief Pilot to undergo appropriate conversion training to type including, where appropriate, specific aviation medicine training.

c) Operators **must** develop an 'Essential Training Requirement' for each type of aircraft operated. The 'Essential Training Requirement' **should** require pilots to practice each of the training elements at least once per chosen period but not longer than on an annual basis. The following elements **should** be considered where appropriate:

General Handling & Navigation	Essential Knowledge Quiz
Steep turns	Stalling in different configurations
Use of emergency equipment	Human Factors
Incipient spin recognition and recovery[8]	Aerobatic escape manoeuvres[9]
Practiced forced landing	Emergencies in flight and on ground
Normal and flapless circuits	Crosswind take-off and landing
Simulated asymmetric flight	Performance calculation(s)
Use of oxygen	OCM procedures
Flight at various speeds	Operating Procedures

d) Pilots **should** be aware that in circumstances where the time available to act is very short, increased experience and currency are likely to reduce the risk of incorrect action and improve the likelihood that the aircraft will be recovered safely. Therefore, remaining current and practising essential exercises **should** be considered vitally important.

e) Chief Pilots **should** ensure that additional safety margins are considered, particularly during the early part of the flying season, or if the experience and / or currency of pilots is limited.

f) Operators **must** develop a Dual Check form to suit the requirements of their operation. The Essential Training Requirements **must** be listed in the Dual Check form and an example of such form can be found in Appendix A. The operator may use a form based upon the example, but the form **must** be tailored to suit their own operational requirements.

CAP632.ETR.115 Initial Conversion Training

a) The operator **shall** establish and ensure that all pilots complete a conversion training course before commencing self-authorising flying.

b) The conversion training course **shall** include both theory and practical flying training and operator specific procedures as detailed within the OCM and **must** include a final handling test. The Final Handling Test (FHT) **shall** include checking the ability and competence in carrying out normal, abnormal and emergency procedures.

c) The FHT negates the need for any flights in preceding 12 months. The FHT is an assessment of competence and technical knowledge to fly the aircraft. The instructor will state that a Dual Check is then required after 6 or 12 months.

[8] Essential, if aerobatics are to be flown

[9] Essential, if aerobatics are to be flown

d) When a new member of flight crew joins an operator and is somebody who has already acquired experience with another operator, the chief pilot, at their discretion may credit certain elements of the training programme in which the flight crew member has previously completed, provided that such training elements are documented within their training records.

CAP632.ETR.120 Recurrent Training

a) The operator **shall** establish and ensure that all pilots complete annual recurrent training (Dual Check) including ground and theory training relevant to the type or variant of aircraft on which they operate. This training **shall** include the location and use of all emergency and safety equipment carried.

b) Annual recurrent training and checking shall have a maximum validity of 12 months which may be anticipated by up to 3 months without loss of validity period, but the operator **should** consider reducing the requirement to 6 months for inexperienced pilots.

c) Each flight crew member **shall** be periodically checked to demonstrate competence in carrying out normal, abnormal and emergency procedures, known as a Dual Check, which is usually conducted without any prior training.

d) Where a pilot flies the same (or similar) type of aircraft for more than one operator it **may** be acceptable to provide copies of training completed by one operator to the CAP 632 operator. On receipt of the training record copies, the Chief Pilot or Chief Instructor **shall** check and sign that the training completed meets their own training requirements and approve, as appropriate, the pilot to fly under their own OCM. These copies **shall** then be retained on the individual pilot's training record.

e) If the chief Instructor has been unable to undergo a Dual Check within the required 12 months, the operator **shall** establish a plan of action of re-currency for the chief instructor, which could include a self-Dual Check or Dual Check with another on type experienced pilot. This proposal **must** be accepted by the CAA prior to undergoing the check.

CAP632.ETR.125 Differences Training

a) All flight crew **shall** complete differences training when changing aircraft or when procedures on types or variants currently operated have changed. If applicable, the operator **shall** specify in the OCM when such differences training is required.

CAP632.ETR.130 Currency

a) The OCM **must** state currency requirements. If a pilot has not flown for a specified number of days (or calendar months) then the OCM **must** state the requirement for the pilot to regain currency.

b) Operators **must** ensure that pilots remain current on the type of aircraft flown. This is especially important for jet and high-performance aircraft where currency flights **should** include appropriate sortie content depending on the type of aircraft flown.

c) The OCM will detail the currency requirements depending upon the aircraft complexity. The requirements outlined in this publication are recommended as minimum guidelines for high-performance aircraft.

Experience Level	Currency	Dual Check
Inexperienced	28 Days	6 Months
Experienced	90 Days	12 Months

CAP632.ETR.135 Single Seat Recurrent Training

a) If an aircraft is a single seat aircraft, various elements of the recurrent training may not be practical due to the absence of a second seat within the aircraft. If flight crew are not able to undergo a Dual Check in a similar type, in order to satisfy the dual checking requirement for recurrent training the operator needs to establish a single seat recurrent checking programme to mitigate the absence of a formal Dual Check.

CAP632.ETR.140 Formation Training

a) An Aircraft **should** not be flown in such proximity to other aircraft as to create a danger of collision. If the operator intends on any flight crew flying in formation, the operator **should** consider establishing formation training. Formation training **should** include but not limited to, joining and breaking formation, safety when in formation, formation changes, formation positions, commands and phrases, and emergencies.

CAP632.ETR.145 Aerobatic Training

a) Pilots intending to conduct aerobatic flying **must** be trained in performing the relevant escape manoeuvres for each aerobatic element flown. Recurrent training **should** include an oral examination of the pilot's theoretical knowledge of escape manoeuvres and the circumstances when such manoeuvres **should** be used.

CAP632.ETR.150 Human Factors (HF) Training

a) Human factors (HF) issues impact all parts of the aviation system and **should** be considered at multiple points for everyone involved.

b) Pilots **must** undergo training in the Human Factors aspects of flying which is critical to safe operations. Further information on general HF considerations for pilots is available in the following:

i. CAP 719 "Fundamental Human Factors Concepts"
ii. CAP 737 "Flight Crew Human Factors Handbook"
iii. CAP 403 "Flying Displays and Special Events"
iv. The CAA website or send an email to human.factors@caa.co.uk

SUBPART SOR:

SPECIFIC OPERATIONAL REQUIREMENTS

CAP632.SOR.105 General

a) Most ex-military aircraft have specialised technical equipment or systems specific to the role of the aircraft or the conditions under which it was designed to operate. Any systems, equipment, operating requirements or limitations that were required in military service irrespective of the nature of the flight **should** be continued to be used, unless superseded by requirements agreed and published by CAA.

b) Operators **may** specify a deviation from this in their OCM by providing details of the nature of flying operations proposed and details of suitable mitigations using a risk assessment. If satisfied, the CAA will approve the OCM.

c) Serviceability of safety equipment is vital. Some equipment such as ejection seats require servicing as part of the general aircraft maintenance but other equipment such as flying suits, flying helmets, parachutes and lifesaving jackets will be the responsibility of the operator or individual pilot. These items **should** be serviced in accordance with the manufacturers' recommendations or, where no recommendation exists, at intervals to be specified in the OCM.

d) The Permit to Fly generally restricts flight to day VMC only. On occasion, permission for flight in IMC has been granted on an individual basis for ex-military aeroplanes of a type that were approved for such flight in military service. For any formal approval to operate in IMC, the aircraft operating company will have to make a suitable justification for consideration by the CAA as outlined in CAP1640.

CAP632.SOR.110 External Fuel Tanks or Equipment

a) The carriage of external weapons during flight is prohibited. Flight with external jettisonable fuel tanks or stores **must** be agreed with the CAA GA Operations team.

b) External fuel tanks **should** only be jettisoned as a last resort and when their retention would endanger the aircraft. However, any jettisoned equipment or tanks **should** not bring increased risk to persons on the ground. All premeditated jettisons **shall** be made over unpopulated areas, preferably over the sea and clear of shipping.

CAP632.SOR.115 Emergency Systems

a) Emergency backup systems, if fitted, such as alternate gear extension or canopy jettison systems that constitute part of the original aircraft design specification **must** be serviceable for every flight.

CAP632.SOR.120 Ejection Seats

a) If an aircraft is fitted with ejection seats that are an integral part of the aircrew escape system, these **should** be fully serviceable for all flights. New operators **must** seek approval from CAA GA Operations at the earliest opportunity if it is intended to operate with inert ejection seats or other escape systems, prior to inclusion in their OCM.

b) Existing operators **should** specify their intention to operate with inert ejection seats in their OCM. The operation of aircraft with inert ejection seats will be reviewed on a case-by-case basis and will consider the nature of the proposed flights, any other aircraft limitations that **may** preclude a safe escape in an emergency and the submitted proposal itself.[10]

c) Where an aircraft is fitted with live ejection seats, all occupants **must** be suitably trained in their use, before being allowed to fly in the aircraft. Operators **must** ensure that occupants meet the seat manufacturer's body-mass criteria for the seat type.

d) Where an aircraft is fitted with live ejection seats, Ejection Seat Safety Devices (e.g. seat pins) are to be carried in the aircraft on ALL flights including high-speed taxi tests and **should** be in

[10] Operators wishing to operate aircraft with inert ejection seats should include a specific risk assessment and detail appropriate mitigations in their OCM.

a position where they can easily be identified by the emergency services without assistance from the aircraft's flight or ground crews.

e) In addition, contact details for personnel capable of providing post-accident advice on disarming and/or making safe aircrew escape system components **should** be included in the OCM.

f) Forced landings **should** only be carried out in jet aircraft if recommended in the emergency procedures. If ejection or abandonment is inevitable, the drills in the emergency procedures **must** be followed and consideration be made to ensure that the aircraft falls into an unpopulated area. Where possible, premeditated ejection **should** be initiated over the coast with the aircraft pointing out to sea. If time permits, the engine(s) **should** be shut down prior to ejection or abandonment.

CAP632.SOR.125 Flying Clothing

a) Certain items of flying clothing and personal equipment such as a Life Saving Jacket, anti G suit and Personal Equipment Connector with oxygen connections may form an integral part of the aircraft safety equipment. Where such items are required for flight, the operator **must** ensure that they are available and fully serviceable.

b) Operators **must** ensure that flying suits are worn when flying CAP 632 aircraft. Flying helmets **must** be worn when flying in all CAP 632 turbine aircraft. Flying helmets or suitable impact resistant headgear are highly recommended for all other CAP 632 aircraft.

CAP632.SOR.130 Oxygen Systems

a) The aircraft **must** be capable of supplying oxygen to all occupants when:

i. operating above FL 100 for more than 30 minutes
ii. at all times above FL130, and
iii. at all heights when adverse environmental conditions exist, such as high levels of carbon monoxide being present in the cockpit during operations

b) In the case of high-performance and turbine powered aircraft, specific training, such as pressure breathing training, **may** be required.

CAP632.SOR.135 Aircraft Pressurisation and Anti-G Systems

a) Cockpit pressurisation systems fitted to aircraft that were required to be pressurised during flight whilst in military service **should** be fully serviceable and used during flights undertaken in civilian operations.

b) Where the aircraft has an anti-G system fitted for operational flight, this system **must** be operational. All occupants **should** be suitably trained in its use including, where appropriate, specific aviation medicine training.

c) Operators **may** specify a deviation from this in their OCM by providing details of the nature of the flying operations proposed and details of suitable mitigations via a risk assessment. If satisfied, the CAA will approve the OCM.

CAP632.SOR.140 Flight in Excess of 250KIAS below 10,000 feet AMSL

a) Further to SERA.6001 VFR flights below 10,000 feet AMSL in class C airspace and all flights below 10,000 feet AMSL in airspace classes D, E, F or G are limited to 250 KIAS unless approved by the CAA for safety or technical reasons.

b) Pursuant to AMC1 SERA.6001 (as amended by CAA Decision ORS9 no.9 on 18 October 2021), applications for SERA.6001 approvals **must** be made by the operator to the CAA using the specific application form found online for the flying display and special events / unusual aerial activity notification.

c) Note that the operator is required to complete as part of the application a safety assessment and proposed procedures to be followed when planning and conducting flights intending to

exceed the airspace speed limit. When accepted, this safety assessment and procedure would become a part of the operator's OCM.

d) These permissions are issued for a 12-month period, and operators **must** keep a record of all flights that exceed the airspace speed limit.

e) The CAA is reminding all operators that holding an approval to exceed 250 KIAS below 10,000 feet AMSL is not an automatic agreement to exceed the airspace speed limit.

f) Within Class D airspace the pilot **must** request permission from the respective ATC service provider before utilising the approval within that airspace. ATC have the authority to refuse such requests to exceed the airspace speed limit, when such speed would cause a substantial controller workload increase, or if other conditions do not permit safe operations of that speed in that airspace.

g) Within Class E & G airspace, the ATC service provider cannot issue permissions to exceed the airspace speed limit. The pilot **must** advise the respective ATC service provider of their intent to operate in accordance with the approval, however, the operation will be at pilot discretion using the operator's approval and risk assessment. ATC retain the authority to request that the airspace speed limits are not exceeded when such speed would cause a substantial controller workload increase, or if other conditions do not permit safe operations of that speed in that airspace."

h) It is essential for all operators and pilots who utilise their approval in the same airspace on multiple occasions to liaise closely with the ATC service provider to effectively facilitate their operational requirements. Clear communication and coordination with ATC assist with the safe and efficient integration of flights while maintaining airspace integrity and safety.

i) As a reminder to all operators, when receiving an ATS surveillance-based UK FIS in accordance with CAP774, in order to alert the controller to this higher speed profile, pilots of aircraft using a SERA.6001 approval **shall**, on initial contact, prefix the aircraft callsign with 'FASTJET' or 'FASTPROP' (depending on propulsion type) as per civil aviation publication. www.caa.co.uk/cap413.

CAP632.SOR.141 Application for Flight in Excess of 250KIAS below 10,000 feet AMSL

a) CAP632 aircraft would normally have need to exceed the airspace speed limit in the following situations:
   i. **Aerobatic:** manoeuvres that require a minimum safe entry speed above 250 knots for the manoeuvre to be completed safety;
   ii. **Flying Display:** practice and participation;
   iii. **Training:** for the specific purpose of attaining an ATRE on the aeroplane concerned or a Display Authorisation;
   iv. **Transit:** particularly ex-military jet aircraft which have a best economic speed above 250 knots but are limited to flight below 10,000 feet AMSL due to airspace structure and/or the need to adhere to Visual Flight Rules by the Permit-to-Fly conditions, and/or
   v. **Other Purposes:** such as flight tests.

b) Applications can be made through CAA online form: Flying Display and Special Events and or Unusual Aerial Activity Notification. A safety assessment **must** be conducted further to the guidance in GM1 SERA 6001(a)(3);(4);(5);(6);(7) and the Safety Assessment section below.

c) Once issued, the Approval will allow the specified aircraft to exceed the airspace speed limit in strict accordance with conditions. The conditions included within the Approval issued by the CAA would be determined by the specific circumstances of the application and proposed activity.

d) One of those conditions common to all Approvals will be that flights exceeding the airspace speed limit **must** be planned and conducted in accordance with those procedures identified by the aircraft operator through their safety assessment and accepted by the CAA. For operators of CAP632 aircraft, such a safety assessment and procedure **must** be included within the operator's OCM.

e) The pilot(s) conducting the activities concerned (or supervising any training taking place) **must** be appropriately qualified. For example, pilots of ex-military jet aircraft **must** possess a valid ATRE for the aircraft type.

f) To be approved to transit above 250KIAS below 10,000 feet AMSL, the operator **must** demonstrate a strong technical and safety rational, that the aircraft cannot manoeuvre safely below 250KIAS, evidencing the aircraft clean stall speed and economy cruise speed. Aircraft where there is a reasonable expectation that they are able to operate safely below 250KIAS will not be approved for transit flying above the airspace speed limit.

g) If exceeding the airspace speed limit, the aircraft **must** be under a Surveillance Based Air Traffic Service (a Traffic Service as a minimum) unless the aircraft is within restricted or NOTAM airspace such as one would find at an ANO Article 86 Flying Display.

h) A safety assessment and proposed procedures followed **must** be prepared by the applicant and accompany the application for the approval. This section elaborates on the guidance set out in GM1 SERA 6001(a)(3);(4);(5);(6);(7).

i) This safety assessment **must**, as a minimum, consider the following:

i. **Technical Rational:** Including type of aircraft, minimum safe speeds, best economic cruising speed, and other pertinent performance data;
ii. **Safety Rational:** Why exceeding SERA rules are safer for your operation and aircraft, Redundancies and procedures;
iii. **Proposed activities:** nature of the activities, rationale for exceeding the airspace speed limit, proposed speeds and altitudes;
iv. **Airspace considerations:** classes of airspace likely to be used and permissions sought, consideration of known areas of high traffic density; and making use of relevant secondary surveillance radar transponder codes, e.g. 7004 for aerobatic manoeuvring;
v. **Coordination with air traffic services (ATS):** assessment of availability and impact on ATS to provide a surveillance-based service that will give warning of traffic to other airspace users;
vi. **Terrain clearance:** sufficient height to maintain SERA compliance and terrain avoidance given environmental conditions;
vii. **Minimum meteorological conditions:** sufficient meteorological conditions to maintain VMC minima plus additional requirements to increase visible conspicuity.
viii. **Visual signature of aircraft:** the likelihood of being visually spotted by other airspace users, and steps to increase visual signature;
ix. **Aircrew training and experience:** in conducting these activities including taking actions to avoid collisions, as well as managing pilot workload;
x. **Electronic Conspicuity:** If the aircraft is equipped with collision warning or electronic conspicuity equipment such as Airborne Collision Avoidance System (ACAS II), this **should** be serviceable and operational. If the aeroplane is a historic aircraft, then conditions of CAA General Exemption ORS4 1622 (or its replacement) **must** be complied with;
xi. **Other factors:** that affect the safety of other airspace users or uninvolved third parties in the air and on the ground including consideration of NOTAMs;
xii. **Procedures:** to be followed by the operator for the planning and conduct of flights exceeding the airspace speed limit that take into account all the measures outlined in

the safety assessment, including procedures/notifications to be followed in the event of an occurrence, and authorisation by operator (e.g. chief pilot) and record-keeping.

xiii. **Mitigations:** against the following key risk areas:

▪ Mid Air Collision	▪ Poor Pre-Flight Planning	▪ Powerplant Failure
▪ Controlled Flight into Terrain	▪ Control Failure	▪ Structural Failure
▪ Airspace Infringements	▪ Pilot unsure of Position	▪ Bird Strike
▪ Loss of Control	▪ Communication Failure	▪ Pilot Incapacitation

j) Once accepted by the CAA, this safety assessment and operational procedures **must** be included within the operator's OCM and subject to CAA CAP632 oversight.

CAP632.SOR.145 Low Flying

a) Flying aircraft safely at low-level in compliance with the normal low flying regulations[11] requires extensive training and continuous practice. Operators **should** consider and mitigate the significant hazards that exist when operating at low level such as a bird strike, the high workload of low-level navigation and the possible late sighting of other traffic. Furthermore, the time available to resolve emergency situations is considerably reduced at low level. Aircraft operated under CAP 632 **must** not be flown lower the minimum height requirements outlined in UK Rules of the Air (SERA) [UK regulation (EU) No.932/2012] without permission from the CAA.

b) The operator **should** include a policy for the aerobatic manoeuvres that are permitted to be flown at low level by appropriately qualified pilots.

CAP632.SOR.150 Operational Limitations

a) Aircraft **must** be operated in accordance with the limitations on the aircraft's Permit-to-Fly and the appropriate edition of the relevant Pilot's Notes or Aircrew Manual.

b) The CAP 632 operator **may** decide to further restrict the operation of the aircraft in relation to the limitations specified in the Permit-to-Fly. There **may** be a case for limiting certain parameters of flights, such as the maximum permitted IAS, 'g' loading or the maximum cockpit differential pressure. Any limitations agreed **must** be clearly stated in the OCM. Any curtailment of performance that is a consequential result of that decision **must** be clearly identified.

CAP632.SOR.155 Operational Considerations

a) ANO Article 69 "Obligations of pilot-in-command" and Article 75 "Take-off and landing conditions" both place specific responsibilities on the Pilot-in-Command before an aircraft takes off. The final decision on any proposed flight profile, or indeed whether to fly at all, rests with the Pilot-in-Command.

b) The Pilot-in-Command **shall** only operate the aircraft if the configuration, performance and weather is adequate to comply with the applicable rules of the air and any other restrictions applicable to the flight, the airspace or the aerodromes or operating sites used.

c) Where no aircraft performance data is published, or where data is inadequate, the Pilot-in-Command **should** exercise extreme caution and calculate required performance data conservatively.

CAP632.SOR.160 Carriage of Passengers

a) The Chief Pilot **shall** consider pilot experience levels before permitting carriage of passengers. When passengers are carried, the Pilot-in-Command or appropriately trained person **must** deliver a suitable passenger briefing covering all aspects of flight including the use of safety equipment. The passenger briefing **should** include a statement that the aircraft operates on a Permit-to-Fly and is not certified to an internationally recognised standard.

[11] Standardised European Rules of the Air – SERA.3105 and SERA.5005.F.1 and F.2

b) When passengers are carried the operator **shall** maintain a record of the passenger's name, address and next of kin details.

c) If valuable consideration is given or promised, directly or indirectly, for conferring on a person the right to fly in the aircraft then the operator **must** do so under either:
   i. cost sharing
   ii. commercial operations under ANO Article 42, or
   iii. Safety Standards Acknowledgment and Consent[12] (SSAC)

CAP632.SOR.165 SSR Transponder

a) SERA.13001 requires that when an aircraft carries an SSR transponder, the pilot **shall** operate the transponder at all times during flight, regardless of whether the aircraft is within or outside airspace where SSR is used for ATS purposes.

[12] Operators who wish to operate SSAC flights **must** comply with the requirements in both CAP632 and **CAP1395**. The operator **must** obtain an SSAC Exemption prior to conducting SSAC flights.

SUBPART AWS:

AIRWORTHINESS REQUIREMENTS

CAP632.AWR.100 Continuing Airworthiness Arrangements

a) The operator **must** be approved as a CAMO(A8-25) **or** have a contract (Continuing Airworthiness Arrangement based upon A8-25 Supplement 1) with such an approved organisation. It is the operator's responsibility to ensure any contracted organisation has the required scope of approval to manage the aircraft type(s) in the OCM.

b) All maintenance (excluding pilot maintenance) tasks **must** be performed by a Maintenance Organisation approved in accordance with BCAR Section A, A8-23 or A8-24 as applicable.

c) Continuing Airworthiness Arrangements **must** be accepted by the CAA and will be regularly reviewed as part of the oversight requirement. Copies of any contracts (Continuing Airworthiness Arrangements) **must** be provided by the operator at application and when any change occurs.

d) The operator **must** ensure with the CAMO(A8-25) that the aircraft are on an Approved Maintenance Programme which reflects the current usage and operation of the aircraft.

e) The operator **should** ensure that no maintenance tasks are performed without the knowledge of the CAMO(A8-25), other than the approved pilot maintenance in accordance with AWR.120.

CAP632.AWR.105 Continuing Airworthiness Coordinator

a) The continuing airworthiness coordinator is responsible for the transfer of operational data to the contracted CAMO(A8-25) in accordance with Continuing Airworthiness Arrangement. The frequency and content of this transfer **should** be agreed and stated in the OCM.

b) The nominated person **should** have the relevant knowledge of aircraft continuing airworthiness as detailed in CAP 553, BCAR Section A to ensure that this function is discharged effectively.

CAP632.AWR.110 Technical Logs

a) The aircraft Technical Log is the primary method of communication between the operator and the CAMO(A8-25).

b) The minimum contents of logbooks and Technical Logs are laid down in the ANO. The specific layout of the Technical Log will be agreed between the operator and the CAMO(A8-25).

c) Technical Log pages **should** be sequentially numbered to ensure a complete record of operations.

d) Instructions on the content and compilation of logbooks and Technical Logs **should** be included in the OCM.

CAP632.AWR.115 Defect Reporting

a) The OCM **must** include a system for recording and reporting defects that affect the airworthiness of the aircraft. This system **must** be agreed with the CAMO(A8-25). The system **must** be designed to ensure that the pilot is able to easily determine the airworthiness status of the aircraft prior to each flight.

b) Minor defects, that do not affect the airworthiness of the aircraft and do not need to be reported the CAMO(A8-25), **should** be recorded using a system which is available for the pilot to read prior to flight. A policy for the rectification of these minor defects **should** be defined and included in the OCM.

CAP632.AWR.120 Pilot Maintenance

a) The operator **must** specify in the OCM any pilot maintenance tasks (if required). Before a pilot can perform any such tasks, the pilot **must** be trained and authorised by the CAMO(A8-25) for those specific tasks.

CAP632.AWR.125 Check Flights

a) Post maintenance and other check flights are necessary in certain circumstances and **shall** be conducted in accordance with an approved schedule. Further details of check flights can be found in CAP 1038 “Check Flight Handbook”.

b) Operators **must** discuss with their CAMO(A8-25) whether there is a requirement to conduct a check flight following any completed maintenance. They **should** then decide which elements (if any) of the approved check flight schedule **should** be completed.

c) Operators **should** consider conducting a “Datum Flight” on a regular basis to record parameters that would assist pilots and the Continuing Airworthiness Management Organisation (BCAR Section A, A8-25) with monitoring trends e.g. engine health. Operators **should** determine the parameters that would be useful for a Datum Flight and specify them in a schedule.

CAP632.AWR.130 Safety Equipment

a) Safety equipment within **should** be in a condition acceptable to the CAA, have been regularly maintained or overhauled as necessary and relevant records **should** be complete including in particular those relating to life components and Mandatory Permit Directive compliance.

b) **Should** an operator wish to operate with some safety equipment inoperative or on condition past life limited operation, the operator **must** carry out a formal risk assessment and provide procedures within the OCM to address and mitigate the loss of system and ensure all pilots and passengers are aware and consent of the current status and additional risk of the unserviceability.

SUBPART CAA:

CAA PROCEDURES

CAP632.CAA.100 Audits & Oversight

a) Operations carried out under the requirements of CAP 632 are subject to regulatory oversight by the CAA. The CAA **must** be satisfied that all operations continue to be performed in accordance with the procedures agreed as part of the approval.

b) Audits and inspections are scheduled using performance-based regulation, therefore intervals between audits may vary. Audits are normally agreed with the operator at a mutually acceptable date and time and the CAA **should** give sufficient notice for an inspection audit, however the CAA retains the right to visit at any time without prior notice.

c) The CAA may carry out desktop audits in addition to those onsite inspections to allow continuous monitoring of the operator, their approval and OCM. If, during oversight or by any other means, evidence is found showing a non-compliance with the applicable requirements by an operator, the CAA **shall** take any enforcement measures necessary to prevent the continuation of that non-compliance.

d) For the purpose of determining compliance with the relevant requirements within this CAP, the operator **shall** grant access at any time to any facility, aircraft, document, records, data, procedures or any other material relevant to its activity whether it is contracted or not, to any person authorised by the Civil Aviation Authority.

e) The CAA GA Operations Inspectors are 'authorised persons' as defined in the ANO. They carry an identification document that lists their powers. On occasions, the inspector **may** be accompanied by other CAA personnel.

f) During the audit, the inspector will focus on a set scope which will cover the following items:
   i. Operational organisation
   ii. Inspection of general, technical, aircraft, pilot and training documentation
   iii. Airworthiness responsibility and coordination

g) At the end of the audit the inspector **shall** give a verbal debrief on the findings of the audit visit prior to departure. Any significant non-conformities will be brought to the accountable manager's attention during this debrief. A written oversight report will be sent to the operator following the audit within 14 days.

CAP632.CAA.105 Findings

a) The definition of the category of findings used are below:

   i. **Level 1:** Findings are non-conformances that were identified at the time of the audit and are considered to be of a serious nature. Confirmation of satisfactory rectification much be received PRIOR to any further flying activity;
   ii. **Level 2:** Findings are non-conformances that were identifies at the time of the audit and are considered to be in need of remedial action. Satisfactory rectification is to be received within the relevant timescales;
   iii. **Observations:** Observations may be made for information purposes only.

b) For the response(s) to the audit findings to be acceptable and to close the findings, the operator **should** address each finding in the following manner:
   i. Corrective action,
   ii. Preventative action,
   iii. Follow up action taken or proposed action to be taken with associated timescales.

c) All open findings are given a period of time (typically 3 calendar months) to be officially closed. **Should** it not prove possible to implement the necessary corrective actions within the due date stipulated, operators are advised to submit an extension request which includes a corrective action plan by email to ga@caa.co.uk.

d) Failure to adequately action the findings prior to the defined 'Due Date' **may** result in further action from the CAA.

CAP632.CAA.110 Audit Cancellations

a) There **may** be occasions when an audit needs to be cancelled. If the CAA cancel the audit, it **shall** be rescheduled with the operator as closely to the original audit date as possible.

b) If the operator cancels the audit, the operator **shall** suggest alternative dates for the audit to take place. The dates **should** ideally be prior to but certainly no later than 4 weeks after the original date. If an alternative audit date cannot be found, the operator **may** be provisionally suspended from the date of the original audit date until such a time as an audit is conducted to the satisfaction of the CAA.

SUBPART COP:

COMMERCIAL OPERATIONS

CAP632.COP.100 General Requirements

a) Commercial operation[13] under the ANO is only permitted in Permit-to-Fly aircraft for specific types of operation. All other types of commercial operation require the operator to obtain the permission of the CAA under ANO Article 42(1)(b). The CAA will consider these applications for commercial operation on a case-by-case basis.

b) Applications for commercial operation **should** be submitted using the application form in Appendix B.

c) All applications **must** be sent to ga@caa.co.uk quoting the EMA reference number (if known) and "CAP 632 Commercial Operation Application" in the subject line.

d) The operator **shall** establish, implement and maintain a safety management system in order to conduct commercial operations. CAP1059 has been published for small non-complex operators.

e) The operator **must** maintain a system that records the identification of aviation safety hazards entailed by the activities of the operator, their evaluation and the management of associated risks, including taking actions to mitigate the risk and verify their effectiveness.

f) The operator **should** request relevant permissions and exemptions from the regulations as appropriate to their commercial operation and training requirements.

g) Flying Displays may only be conducted with the prior agreement of the CAA and in accordance with the ANO.

h) The operator should submit an OCM amendment with an OCM Appendix for the specific type of commercial operation (except Fully Remunerated Flying Training). The OCM Appendix should include:
- Summary of the type of commercial operation including a typical flight profile;
- Maintenance Procedures specific to the Commercial Operation;
- Operational Procedures specific to the Commercial Operation;
- Limitations (Operational and Airworthiness);
- Briefing requirements;
- Training requirements.

CAP632.COP.105 Types of Commercial Operations

a) For the purposes of this publication the following definitions apply:

- **Fully Remunerated Flying Training** – flight(s) flown for the purpose of providing training to pilots who hold a current PPL (or higher).
- **Fly Alongside** – flight(s) flown in formation with an AOC or other approved operators for the purposes of being viewed by the passengers of the AOC aircraft.
- **Air to Air Filming** – flight(s) where either the CAP632 aircraft is being filmed or is the camera ship aircraft.
- **National Red Air Operations** – flight(s) flown to support Ministry of Defence training for air defence assets, including Air Combat Training.
- **Other Commercial Operation** – flight(s) for commercial operations not already listed in this Appendix.

[13] ANO Article 42

CAP632.COP.110 Legal Requirements

a) ANO Article 42 "Limitations of national permits to fly" allows specific types of commercial operation. These specific types of operation listed under ANO Article 42 (1)(b)(i) consist of an aircraft flying for the purposes of:
   i. participation in a Flying Display
   ii. the practice associated for participation in a Flying Display
   iii. test flights
   iv. positioning flights
   v. the exhibition and / or demonstration of the aircraft

b) All other forms of commercial operation require the operator to hold a valid permission under ANO Article 42(1)(b). The types of specific permissions are listed in the following sections and state the requirements that the operator **must** comply with.

c) Pilots in command on any aircraft engaged in commercial operations must hold a CPL or ATPL.

CAP632.COP.115 Fully Remunerated Flying Training

a) Where flying training is conducted by a pilot who is not the registered owner of the aircraft concerned, in return for remuneration, the operator **must** apply to the CAA for specific permission in accordance with ANO Article 42. This flying training in return for remuneration or valuable consideration **must** not take place until such permission has been approved by the CAA.

b) The operator **must** ensure that any training is conducted in accordance with a training syllabus agreed by the CAA. This syllabus **should** be included in the operator's OCM.

c) The instructor(s) **must** be listed in the operator's OCM.

d) The pilot receiving the training **must** already hold a current licence (PPL or greater).

e) Any training **must** be recorded in the pilot's training record.

CAP632.COP.120 Fly Alongside

a) The operator **must** ensure that the pilot(s) for Fly Alongside flight(s) are trained and experienced in formation flying. The pilot's formation experience **should** be assessed by the Chief Pilot for suitability and currency. The pilot **should** complete specific formation training.

b) The operator **must** agree formation procedures with the AOC or other approved operator, of which they **must** have procedures for flying in formation.

c) The pilots of the formation aircraft **must** verbally brief immediately prior to the flight or series of flights.

CAP632.COP.125 Air to Air Filming and Other Commercial Operations

a) The Chief Pilot **must** ensure that the pilot(s) are experienced in the type of commercial operation being conducted.

b) Any specific training conducted **must** be recorded in the pilot's training record.

c) The operator **must** ensure that a briefing is conducted prior to the flight(s). The briefing **should** be verbal, ideally face to face immediately prior to the flight or series of flight(s). The briefing **should** include the pilot(s) and any second parties involved with commercial operation.

CAP632.COP.130 National Red Air Operations

a) To obtain a permission to conduct National Red Air Operations the operator **must**

   i. Hold a National (Public Transport) Air Operators Certificate (AOC) or a Part-CAT AOC issued by the CAA;

ii. Hold a CAP632 Approval issued by the CAA;

iii. Hold an ANO Article 42 Commercial Operation permission issued in accordance with the CAP632 Subpart COP requirements;

iv. Establish regular co-ordination and assurance meetings with the Ministry of Defence, or applicable Foreign Military.

b) The following applications **must** be submitted to the CAA (unless already held by the operator).
   i. National AOC – application forms and compliance checklist;
   ii. CAP632 - application form and compliance checklist.

c) The principal place of business for the UK operation **must** be located in the UK.

d) The management structure **must** satisfy the AOC requirements and the CAP632 requirements for the nominated personnel.

e) The structure of the Operations Manual is to be in accordance with Air Ops AMC3 ORO.MLR.100. The Operations Manual **should** be combined with the CAP632 OCM. All elements of the CAP632 OCM **should** be contained within the structure of the AOC Operations Manual.

f) The Operations Manual is to contain all instructions and information necessary for the operational personnel to perform their National Red Air duties.

g) The Operations Manual is to describe the management and supervision of National Red Air flights and the procedures used for the initiation, continuation, termination and diversion of National Red Air flights.

CAP632.COP.131 National Red Air Operations – Flight Crew

a) Flight Crew. In addition to the requirements of Part-FCL and Part-ORO Subpart FC, the following apply to National Red Air operations:
   i. Hold a UK CPL or ATPL or licence validation;
   ii. Preparation and planning for the National Red Air Operation(s);
   iii. Co-ordination with military counterparts to establish deconfliction procedures.

b) Flight Crew. The operator is to establish a training and checking programme. This programme **should** establish procedures that are appropriate and relevant to the operating environment and is to be agreed with by the CAA.

c) Task Specialists. The operator is to establish a training and checking programme. This programme **should** establish procedures that are appropriate and relevant to the operating environment and is to be agreed with by the CAA.

d) The operator **must** ensure that the Pilot in Command complies with the conditions listed on the aircraft's Permit to Fly. The registrations of the aircraft operated **must** be listed in the Operations Manual.

CAP632.COP.132 National Red Air Operations – Flight Time Limitations

a) The operator is to establish and maintain a Flight Time Limitations (FTL) scheme adapted for commercial operation which is to be approved by the CAA.

CAP632.COP.133 National Red Air Operations – Safety Management System

a) Safety Management System. The operator is to establish and maintain a Safety Management System compliant with Air Operations Regulation 965/2012 ORO.GEN.200.

CAP632.COP.134 National Red Air Operations – Associated Equipment & Munitions

a) The carriage of any associated equipment (mounted externally or internally) on a Permit to Fly aircraft **must** have been appropriately modified and approved by an A8-21 organisation.

b) All configuration changes **must** be recorded in the aircraft technical log, so that the pilot can easily determine the configuration of the aircraft and be able to perform the mass and balance calculations for each configuration.

c) The carriage of dangerous goods requires a Dangerous Goods approval under ANO Article 97.

d) The carriage of weapons or munitions of war is NOT permitted under ANO Article 98.

CAP632.COP.135 National Red Air Operations – Airworthiness

a) The aircraft **must** be registered in the UK and hold a UK Permit to Fly.

b) The operator **must** be approved as a CAMO(A8-25) or have a contract (Continuing Airworthiness Arrangement based upon A8-25 Supplement 1) with such an approved organisation. It is the operator's responsibility to ensure any contracted organisation has the required scope of approval to manage the aircraft type(s) in the Operations Manual.

CAP632.COP.136 National Red Air Operations – Night / IMC

a) To enable Night and / or IMC operations, the aircraft's Permit to Fly conditions **must** include a specific condition to fly at Night and / or in IMC. The operator **should** clearly state the intention to operate at Night and / or in IMC on the initial airworthiness application for the aircraft.

b) If the aircraft already has a Permit to Fly issued but is restricted to day VMC flight only, then a major modification **must** be submitted to change the aircraft's Permit to Fly conditions to allow flight at Night and / or in IMC. The Pilot in Command **must** always comply with any limitations stated on the aircraft's Permit to Fly.

c) The operator's Operations Manual **must** include training and competency checking to support Night and / or IMC operations.

CAP632.COP.137 National Red Air Operations – Overseas Operations

a) The legal framework for National Red Air Operations is in accordance with the ANO and is valid for flights within UK airspace.

b) To conduct operations overseas, the operator **must** obtain the written permission of the National Aviation Authority of that country. Overflight clearances are also required, including for transit flights of other countries.

c) The operator **must** ensure that suitable maintenance support arrangements are in place for the overseas operation. The CAMO (A8-25) **must** be consulted to discuss these maintenance support arrangements.

Terminology & Definitions

Throughout this CAP the following terms and definitions are used:

Term	Abbreviation	Definition
Aircraft Type Rating Exemption	ATRE	An exemption issued to allow a pilot to fly an aircraft where normally a type rating would be required
Air Navigation Order	ANO	Air Navigation Order 2016 (as amended).
British Civil Airworthiness Requirements	BCAR	British Civil Airworthiness Requirements as set out in CAP 553 “Airworthiness Procedures where the CAA has Primary Responsibility for Type Approval of the Product”
Continued Airworthiness Management Organisation (BCAR Section A, A8-25)	CAMO(A8-25)	An organisation having an approval for the management of the continuing airworthiness of non-EASA aircraft with a Certificate of Airworthiness or a Permit-to-Fly.
General Aviation Operations	GA Ops	General Aviation Operations, ga@caa.co.uk. The team within the CAA Flight Operations that deals solely with General Aviation.
MTWA	MTWA	Maximum Total Weight Authorised.
National Red Air Operations		National Red Air Operations are services provided by a civilian aircraft operator to support the Ministry of Defence or other national military services.
Organisational Control Manual	OCM	The operator’s processes and procedures to safely manage the operation of the aircraft.
Operator		A person, organisation or enterprise engaged in or offering to engage in the operation of an ex-military aircraft. The Operator will also be the person who at the relevant time has the management of the aircraft as defined in ANO Article 4.
Red Air		“Red Air” is a military term for forces that act as the adversary or opposing force during training exercises to provide realistic combat scenarios for “Blue Air” (friendly) forces. This includes Operational Readiness Training.
Safety Standards Acknowledgement and Consent	SSAC	Safety Standards Acknowledgement and Consent as defined in CAP1395. Allows a person to make an informed decision and pay to participate in a flight experience.
Self-Authorisation		Where pilots have been assessed to authorise their own flights (subject to certain restrictions if applicable) instead of requiring the chief pilot or instructor to authorise each individual flight.
Valuable Consideration		Any right, interest, profit or benefit, forbearance, detriment, loss or responsibility accruing, given, suffered or undertaken pursuant to an agreement, which is of more than a nominal nature.

Appendix A – Dual Check Report

CHECK DETAILS					
DATE OF CHECK		AIRCRAFT REGISTRATION	G -	ROUTE	
FLIGHT TIME		AIRCRAFT TYPE			

FLIGHT CREW (STUDENT) DETAILS					
SURNAME		FORENAME		CAA REFERENCE	

DUAL CHECK

SECTION A ESSENTIAL TRAINING REQUIREMENTS	SATIS	UN SATIS	SECTION B DISCUSSION & WRITTEN ELEMENTS	SATIS	UN SATIS
Before flight checks			Aircraft documentation		
Start up, taxy & take-off			Pilot's licence, medical, ATRE		
Navigation			Mass & balance		
Stall – Clean			Performance factors		
Stall – Dirty			Hydraulic system		
Stall – Accelerated			Fuel system		
Aerobatics			Electrical system		
Partial power loss / Asymmetric flight			Engine limitation		
Total loss of power			Aircraft limitations		
Hydraulic failure			Escape manoeuvres		
Electrical failure			Spin recovery		
Fire – spurious			Incipient recovery		
Fire – real			Unusual attitudes		
PFL – open ground			Human factors		
Flapless approach			Safety equipment		
Go-around			Use of oxygen		
Full stop landing			Operator SOPs		
Shut down			Essential knowledge quiz		
After flight checks			Currency requirements		
Airmanship			Second centre of opinion		
ATC liaison			Formation flying		
High speed operation			Emergency egress		

DUAL CHECK REMARKS AND NOTES

AUTHORISATIONS AND LIMITATIONS

I certify as the instructor, that the pilot above has completed the recurrent training syllabus, including satisfactory completing the required standard on all practical and theorical training elements. I have also reviewed and assessed their knowledge on the applicable CAA requirements and Operator specific operating procedures. I have assessed the pilot suitable for the following:

TYPE	YES	NO	LIMITATIONS	DATE OF NEXT DUAL CHECK DUE
General Flight				
Land away				
Aerobatics				
Passenger Carriage				
Self-Authorisation				
Display Flight				
Other				

ACKNOWLEDGMENT OF REPORT

INSTRUCTOR NAME AND SIGNATURE		CAA REFERENCE		STUDENT SIGNAUTRE	

Appendix B – Application for Commercial Operations

APPLICATION FOR PERMISSION TO CONDUCT COMMERICAL OPERATIONS UNDER THE ANO IN CAP632 EX-MILITARY PERMIT-TO-FLY AIRCRAFT

APPLICANT DETAILS	
Operator Name:	EMA Number:

AIRCRAFT DETAILS	
Aircraft Type	**Aircraft Registration**

TYPE OF COMMERCIAL OPERATIONS

Full Remunerated Flying Training (FRFT) ☐
Fly Alongside ☐
Air to Air Filming ☐
National Red Air Operations ☐
Other Commercial Operation ☐

Planned Operational Start Date		**Planned Operational End Date**	

REASON FOR REQUESTING PERMISSION

SUMBISSION CHECKLIST	
Risk Assessment	☐
Training Syllabus	☐
Safety case and overview of commercial operation	☐
Amended OCM	☐

DECLARATION

I submit this application to the CAA to obtain permission to operate the listed aircraft for commercial operations as defined under the ANO. I confirm that I have carried out the necessary hazard identification, risk assessment, mitigations, made the appropriate amendments and updated our Standard Operating Procedures where applicable. I confirm that I am satisfied that the submission has been satisfactorily prepared, and I have checked the intended operation for compliance with the applicable requirements. I will ensure that no changes to procedures or operations will become effective until permission and/or approval has been obtained from the CAA.

Name of Accountable Manager		**Signed by Accountable Manager**		**Date**	

Send the completed form to ga@caa.co.uk with the subject line “CAP632 Commercial Operations”

Appendix C – Maintenance Support Arrangements

Operator Name		Date & Location	
EMA		Aircraft Type: Complex/Intermediate/Simple	

REFERENCE	SUBSECTION
Airworthiness Responsibility	
The operator must hold copies of the pre-flight / daily check sheets reflecting the maintenance schedule. The operator will be required to record Operational and technical problems encountered and the measures taken to overcome them. The operator is responsible for ensuring the aircraft is in compliance with the approved maintenance program and mandatory permit directives.	Pre-Flight checks Daily checks Defect rectification Approved maintenance program MPDs
Comments:	
Airworthiness co-ordination	
The operator must be able to review the capability for aircraft maintenance and continuing airworthiness approvals. Qualification and terms of reference for the key personnel within the organisation should be detailed within the OCM. This contract must define each party's responsibilities.	Maintenance liaison contact Maintenance contract Capability to review maintenance standards Key personnel terms of reference Defined operational / engineering responsibilities.
Comments:	
Aircraft maintenance program	
The operator must have the aircraft maintained to an approved maintenance program (BCAR A3-7 refers).	Check cycle Program review Program accepted by CAA
Comments:	
Aircraft Technical Log	
The operator must have a technical log for each aircraft operated. Crews should be given guidance on its completion. Policy towards allowable deficiencies with associated flight limitations.	Format Permit maintenance release Deferred defects
Comments:	
Maintenance records	
The operator must make arrangements to maintain the aircraft records including maintenance records, flying times, inspection status, exemptions, flight lest.	Aircraft records Flying times Permit-to-Fly, PMR Exemptions Flight test (PFRC)
Comments:	

Appendix D – OCM Compliance Checklist

Operator Name		Date of Submission	
OCM Version		Accountable Manager Signature	

REQUIREMENT / REFERENCE	OCM REFERENCE(s)
A statement that the OCM contains operational instructions that are to be complied with	
System of amendment and revision. a) A description of ensuring all pilots and personnel have read and understood this document. b) Details of the person(s) responsible for the issuance and insertion of amendments and revisions. c) A description of the process to amend and seek approval from CAA for amendments.	
Explanations and definitions of terms and words needed for the use of the manual.	
List of aircraft types and registrations to be operated under this OCM, including their respective CAMO (A8-25).	
GEN.010 Operations outside of the United Kingdom	
GEN.015 Insurance	
GEN.025 (a) Variation of an Approval	
GEN.025 (c) Variation of an Approval	
GEN.030 (a) Cessation of an Approval	
GEN.030 (b) Cessation of an Approval	
GEN.100 (a) Operator Requirements	
GEN.100 (c) Operator Requirements	
GEN.100 (d) Operator Requirements	
GEN.100 (e) Operator Requirements	
GEN.100 (g) Operator Requirements	
GEN.100 (i) Operator Requirements	
GEN.100 (j) Operator Requirements GEN.105 (d) Organisational Control Manual (OCM)	
GEN.100 (k) Operator Requirements	
GEN.100 (l) Operator Requirements	
GEN.100 (n) Operator Requirements (SMS Not Mandatory)	
GEN.105 (a)(i) Organisational Control Manual (OCM)	
GEN.105 (a)(ii) Organisational Control Manual (OCM)	
GEN.105 (a)(iii) Organisational Control Manual (OCM)	
GEN.105 (a)(iv) Organisational Control Manual (OCM)	
GEN.105 (a)(vi) Organisational Control Manual (OCM)	
GEN.105 (b) Organisational Control Manual (OCM)	
GEN.105 (e) Organisational Control Manual (OCM)	
GEN.110 Safety Reporting (a)	
GEN.110 Safety Reporting (c)	
FCR.100 (a) Flight Crew General	
FCR.100 (b) Flight Crew General	
FCR.100 (c) Flight Crew General	
FCR.100 (e) Flight Crew General FCR.105 (a) Non-UK Issued Flight Crew Licence	
FCR.105 (c) Non-UK Issued Flight Crew Licence	
FCR.110 (a) Recommended Levels of Experience	
FCR.115 (a) Self Authorisation	
FCR.115 (b) Self Authorisation	
FCR.120 (a) Second Centre of Opinion	
FCR.125 (c) Aircraft Type Rating Exemption (ATRE)	
FCR.125 (d) Aircraft Type Rating Exemption (ATRE)	
FCR.125 (g) Aircraft Type Rating Exemption (ATRE)	
FCR.125 (h) Aircraft Type Rating Exemption (ATRE)	

FCR.125 (i) Aircraft Type Rating Exemption (ATRE)	
ETR.110 (a) General Training	
ETR.110 (b) General Training	
ETR.110 (c) General Training	
ETR.110 (f) General Training	
ETR.115 (a) Initial Conversion Training	
ETR.115 (b) Initial Conversion Training	
ETR.115 (c) Initial Conversion Training	
ETR.120 (a) Recurrent Training	
ETR.120 (b) Recurrent Training	
ETR.120 (d) Recurrent Training	
ETR.120 (e) Recurrent Training	
ETR.125 (a) Differences Training	
ETR.130 (a) Currency	
ETR.130 (c) Currency	
ETR.135 (a) Single Seat Recurrent Training	
ETR.140 (a) Formation Training	
ETR.145 (a) Aerobatic Training	
ETR.150 (a) Human Factors (HF) Training	
SOR.105 (a) General	
SOR.105 (b) General	
SOR.105 (c) General	
SOR.110 (a) External Fuel Tanks or Equipment	
SOR.110 (b) External Fuel Tanks or Equipment	
SOR.115 (a) Emergency Systems	
SOR.120 (a) Ejection Seats	
SOR.120 (b) Ejection Seats	
SOR.120 (c) Ejection Seats	
SOR.120 (d) Ejection Seats	
SOR.120 (e) Ejection Seats	
SOR.120 (f) Ejection Seats	
SOR.125 (a) Flying Clothing	
SOR.125 (b) Flying Clothing	
SOR.130 (a) Oxygen Systems	
SOR.130 (b) Oxygen Systems	
SOR.135 (c) Aircraft Pressurisation and Anti-G Systems	
SOR.140 (a) Flight in Excess of 250KIAS	
SOR.140 (f) Flight in Excess of 250KIAS	
SOR.140 (g) Flight in Excess of 250KIAS	
SOR.140 (h) Flight in Excess of 250KIAS	
SOR.140 (i) Flight in Excess of 250KIAS	
SOR.141 (b) Application for Flight in Excess of 250KIAS	
SOR.141 (d) Application for Flight in Excess of 250KIAS	
SOR.141 (j) Application for Flight in Excess of 250KIAS SOR.141 (k) Application for Flight in Excess of 250KIAS	
SOR.145 (a) Low Flying	
SOR.145 (b) Low Flying	
SOR.150 (a) Operational Limitations	
SOR.150 (b) Operational Limitations	
SOR.155 (a) Operational Considerations	
SOR.155 (b) Operational Considerations	
SOR.160 (a) Carriage of Passengers	
SOR.160 (b) Carriage of Passengers	
SOR.160 (c) Carriage of Passengers	
AWR.100 (a) Continuing Airworthiness Arrangements	
AWR.100 (b) Continuing Airworthiness Arrangements	
AWR.100 (d) Continuing Airworthiness Arrangements	
AWR.100 (e) Continuing Airworthiness Arrangements	
AWR.105 (a) Continuing Airworthiness Coordinator	
AWR.110 (d) Technical Logs	

AWR.115 (a) Defect Reporting	
AWR.115 (b) Defect Reporting	
AWR.120 (a) Pilot Maintenance	
AWR.125 (a) Check Flights	
AWR.125 (b) Check Flights	
AWR.125 (c) Check Flights	
AWR.130 (a) Safety Equipment	
AWR.130 (b) Safety Equipment	
CAA.105 (b) Findings	
CAA.105 (c) Findings	
CAA.110 (b) Audit Cancellations	
COP.100 (b) General Requirements	
COP.100 (d) General Requirements	
COP.100 (e) General Requirements	
COP.115 (b) Remunerated Flying Training	
COP.115 (c) Remunerated Flying Training	
COP.115 (d) Remunerated Flying Training	
COP.120 (a) Fly Alongside	
COP.120 (b) Fly Alongside	
COP.120 (c) Fly Alongside	
COP.125 (a) Air to Air Filming and Other Operations	
COP.125 (d) Air to Air Filming and Other Operations	
COP.130 (a) National Red Air Operations	
COP.130 (d) National Red Air Operations	
COP.130 (f) National Red Air Operations	
COP.130 (g) National Red Air Operations	
COP.131 (a) National Red Air Operations	
COP.131 (c) National Red Air Operations	
COP.132 (a) National Red Air Operations – FTL	
COP.133 (a) National Red Air Operations – SMS	
COP.134 (a) National Red Air Operations – Equipment	
COP.134 (b) National Red Air Operations – Equipment	
COP.134 (c) National Red Air Operations – Equipment	
COP.134 (d) National Red Air Operations – Equipment	
COP.136 (a) National Red Air Operations – Night/IMC	
COP.136 (c) National Red Air Operations – Night/IMC	
COP.137 (a) National Red Air Operations – Night/IMC	
COP.137 (b) National Red Air Operations – Night/IMC	
COP.137 (c) National Red Air Operations – Night/IMC	
Flight preparation instructions. As applicable to the operation: a) General procedures for preflight planning. b) Procedure for the determination of the mass of loads, the calculation of performance margins and the centre of gravity. c) System for supply of NOTAMS, meteorological and other safety-critical information both at base and in field locations. d) Mandatory equipment for specific tasks. e) Guidance on the MEL. f) Policy on completion and carriage of documents including operator's aircraft technical log and journey log, or equivalent. g) Any task-specific standard operating procedures not covered above.	
Duties and responsibilities of crew members other than the pilot-in-command.	
Powers of the authority. A description of the powers of the competent authority and guidance to staff on how to facilitate inspections by authority personnel.	
Minimum flight altitudes. A description of the method of determination and application of minimum altitudes, including a procedure to establish the minimum altitudes/flight levels.	
Criteria and responsibilities for determining the adequacy of aerodromes/operating sites	
Minimum meteorological requirements, at departure, enroute, destination and at alternates. Including Diversion criteria.	
Minimum quantities of fuel on landing at destination and alternate expressed in terms of time and aircraft usage i.e. Gals or lbs or litres.	

Emergency procedures, e.g. load, fuel or chemical jettison (to include the actions of all personnel).	
Ground handling instructions. As applicable to the operation: a) Briefing requirements for in-flight and ground task specialists. b) Decontamination procedures. c) Fuelling procedures, including safety precautions during refuelling and defueling including quality checks required in the field location, precautions against spillage and environmental damage. d) De-icing and anti-icing on the ground. A description of the de-icing and anti-icing policy and procedures for aircraft on the ground.	
Flight procedures. As applicable to the operation: a) Procedures relevant to the aircraft type, specific task and area. b) Altimeter setting procedures. c) Actions following alerts from any audio warning devices. d) Procedures and instructions required for the avoidance of controlled flight into terrain, including limitations on high rate of descent near the surface e) Policy and procedures for in-flight fuel management. f) Wake turbulence and rotor downwash for helicopters. g) Use of restraint devices.	
A description of the operational arrangements for leasing, associated procedures and management responsibilities.	
General information (e.g. aircraft dimensions), including a description of the units of measurement used for the operation of the aircraft type concerned and conversion tables.	
A description of the certified limitations and the applicable operational limitations should include the following: a) certification status (e.g. type certificate, environmental certification, etc.); b) task specialist seating configuration for each aircraft type, including a pictorial presentation; c) types of operation that are approved (e.g. VFR/IFR, flights in known icing conditions) d) crew composition; e) mass and centre of gravity; f) speed limitations; g) flight envelope(s); h) wind limits, including operations on contaminated runways; i) performance limitations for applicable configurations; j) (runway) slope; k) for aeroplanes, limitations on wet or contaminated runways; l) airframe contamination; m) system limitations.	
A list of the survival equipment to be carried, taking into account the area of operation.	
Procedures for assessing the serviceability of safety equipment and instructions for its use prior to take-off.	
Display criteria (routines not required to be set out here)	
Aerobatic policy (if aerobatics flown)	
Policy for handling in-flight emergencies	
The aircraft Technical Log, formatting, Permit Maintenance Release, defect recording, allowable deficiencies and associated flight limitations, control of hours, recording oil and hydraulic top ups, Fatigue Index monitoring, run down times, anti-deterioration engine runs and system checks	
Aircraft serviceability including notification details of when the next aircraft maintenance is due and details of any forecast Out of Phase maintenance	
Procedures to be applied in the event that personnel do not achieve or maintain the required training standards.	
For other crew (not pilots) - A description of the required licence, rating(s), qualification/competency, experience, training, checking and recency requirements.	
Required Annexes and Forms	