

**FLIGHT RADIO TELEPHONY OPERATOR'S LICENCE – GRANT OR RENEWAL APPLICATION**

Please complete the form in BLOCK CAPITALS using black or dark blue ink after reading the attached guidance.

**1. PERSONAL DETAILS**

Personal reference number (if known)

Surname ..... Forename(s) .....

Title ..... Date of birth (dd/mm/yyyy) .....

Nationality ..... Town ..... and Country ..... of birth

Permanent address .....

..... Postcode .....

E mail address ..... Fax Number .....

Telephone Number ..... Alternative Telephone .....

Address for correspondence (if different from above) .....

..... Postcode .....

**2. PARTICULARS OF ANY OTHER FLIGHT CREW LICENCES HELD OR APPLIED FOR (see Guidance Notes)**

Include non UK licences or UK Medical Certificates if in use for qualifying flights

Issuing Authority	Type/Class of Licence	Licence No.	Expiry Date

**3. CERTIFICATE OF EXAMINATION (see Guidance Notes)**

This part must be completed by the Authorised Examiner(s)

	Date Passed	Paper No	Mark %	Examiner Name/Sign	Examiner No
(a) UK Communications (Written)*					
(b) HF Theory (Written)					RT
(c) Radiotelephony Practical Test			N/A		RT

\*CPL/ATPL applicants who have passed the JAA Subject 90 Communications are exempt the UK written examination.

**4. CAA USE ONLY**

Date	£	Enclosures	
Receipt No.			
Cheque/PO/Cash Access/Visa/Switch			
	Name and Date	Remark	DESP/LABEL
Loaded by:		VHF only Endorsement YES / NO	
Signed by:			
Desp by:			



**FLIGHT RADIO TELEPHONY OPERATOR'S LICENCE – GRANT OR RENEWAL APPLICATION****GUIDANCE****General Guidance**

- 1) Sections 1, 2 and 7 must be completed by the applicant in all cases. Applicants wishing to renew an existing FRTOL but who do not hold any other UK Flight Crew Licence, shall provide evidence of operating an aircraft radio station in the 36 months immediately preceding this application. Evidence may take the form of a log book, clearly showing flights on which the holder operated an aircraft radio station, or a Certificate (Section 5) from an employer on whose behalf radio operation took place.
- 2) Applicants should be familiar with the Air Navigation Order (ANO) currently in force, which details the privileges of the Flight Radiotelephony Operator's Licence. This licence conveys no privileges for the operation of radio stations that are not installed in aircraft. Aircraft radio installations must have a separate radio station licence issued by the Radiocommunications Agency (RA).
- 3) If the licence is required for use on exercises carried out under the student pilot privileges of a Joint Aviation Authority (JAA) Medical Certificate, then that certificate should be submitted together with this application. Section 5 must be completed by the HT, or responsible person at the FTO/Registered Facility at which the applicant is undergoing a recognised course of Pilot training. No fee is payable.
- 4) If the licence is intended for use in conjunction with a current CAA issued flight crew licence, no fee is payable.

**Section 3. Certificate of Examination**

- Section 3 shall be completed by an Examiner authorised by the CAA to conduct tests and examinations for the Flight Radiotelephony Operator's Licence.
- Radiotelephony licences issued to professional pilots who have passed the CAA/JAA Navigation Group of subjects for the CPL/ATPL do not include the VHF only limitation. Other applicants who require to operate HF radiotelephony equipment (below 30 MHz) are required to pass the additional HF written examination in order to have the VHF only limitation removed. No fee is payable for the removal of this limitation.
- The syllabus and details of training to be completed for the issue of this licence are published annually by Aeronautical Information Circulars (White) together with details of Examiners authorised to conduct the examinations. The UK radiotelephony procedures are published in the CAA publication CAP 413 'Radio Telephony Manual'. Applicants should also read the relevant sections of the UK Aeronautical Information Publication (AIP). Candidates for JAA professional pilot licences should be aware that the 'Communications' syllabus is published in JAR-FCL Part 1 Subject 090. Applicants who have passed Subject 90 will be required to pass the UK Radiotelephony written examination and are exempt Section 3(a). Details of the date of passing Subject 90 should be included.

**Section 6. Payment Method**

- If no other flight crew licence is held or applied for, the appropriate fee, as set out in the current Scheme of Charges, is payable for the issue of a Flight Radiotelephony Operator's Licence.
- Radiotelephony examinations and tests can be taken at the centres listed in Aeronautical Information Circulars. These centres are normally associated with Flying Training Organisations or Educational Establishments. Applicants, who should make prior arrangements with the test centre concerned, will be required to pay an examination fee to the examiner or test centre. Details of examination centres are available on our website – [www.caa.co.uk](http://www.caa.co.uk) under Personnel Licensing.