

GUIDANCE NOTES - CONVERSION APPLICATION TO ADD A PRIVILEGE TO A PART FCL SAILPLANE PILOT LICENCE OR LIGHT AIRCRAFT LICENCE (SAILPLANE) PREVIOUSLY ISSUED BY THE CAA – APRIL 2016

GUIDANCE NOTES AND FORM

This form is only to be used to make an application to the BGA for recommendation that the CAA add privileges to an existing UK CAA issued SPL or LAPL(S). It is a long form, but it does address all needs.

Please read the following guidance before completing the application form. Each numbered box below refers to a corresponding part of the Conversion Application Form attached to this guidance.

The detail is important. An incorrectly submitted application form or a missing piece of required information or a missing copy of a document will unfortunately result in the application being returned unprocessed.

1. APPLICANTS PERSONAL PARTICULARS

Please always quote your existing SPL/LAPL(S) licence number eg '123456E'. This will help the CAA identify your record and thereby expedite the process of re-issuing your licence.

The following people can act as certifiers where required in this application;

Club Chairman, CFI or Secretary, BGA authorised Flight Instructor Examiner, CAA authorised Examiner

Instructions for the Certifier;

- Insert on the copy to be enclosed with the application, 'I have seen the original document and I certify that this is a complete and accurate copy of the original'
- Certifier must sign and date
- Certifiers name must be printed in block capitals
- Must include position or capacity, eg. Club Secretary

2. APPLICANTS CONVERSION REQUIREMENT AND BGA RECOMMENDATION TO THE CAA

This is the bit where you let us know, based on your existing BGA qualifications and other experience, what additional rating, certificate or authorisation you require on your existing SPL/LAPL(S).

Please note that when a rating, certificate or authorisation is added to a LAPL(S) or SPL, the privileges in each case may only be exercised if the relevant recency, revalidation and other requirements that are associated with the licence, rating, certificate or authorisation are satisfied. The requirements will be published in the CAA's CAP 804. You declare that you are aware of those requirements when you sign at the bottom of this section.

Carefully read each of the following 'descriptions' and 'conversion application requirements' before ticking the relevant box on the form.

Please note that in some cases, copies of certain documents are required. Please ensure that these are certified on the reverse as described in 1 above.

PIC = Pilot in Command.

The following matrix describes each of the items and the associated requirements that need to be in place on conversion. Read each one carefully before deciding whether to tick the box on the application form as being required.

<u>Touring Motor Glider (TMG)</u>	
Description	<p>If you intend to fly Touring Motor Gliders with an SPL or a LAPL(S), you will need to have the privilege added to your licence.</p> <p>(A Touring Motor Glider (TMG) is a specific class of sailplane having an integrally mounted, non-retractable engine and a non-retractable propeller. It shall be capable of take-off and climbing under its own power according to the Flight Manual. Examples include the various Falke derivatives, Grob 109, Dimona, etc.)</p>
Conversion Application Requirements	<ul style="list-style-type: none"> • Provide certified evidence (licence and current revalidation certificate) of holding <ul style="list-style-type: none"> (i) a valid SLMG or TMG rating, <u>or</u> (ii) SEP (land) Rating together with SLMG differences training.

<u>Winch/Car Launch</u>	
Description	If you wish to have 'Winch/Car Launch' added to your LAPL(S) or SPL
Conversion Application Requirements	<ul style="list-style-type: none"> • Provide certified evidence of having completed a minimum of 10 launches in dual flight instruction and 5 solo launches under supervision

<u>Aerotow Launch</u>	
Description	If you wish to have 'Aerotow Launch' added to your LAPL(S) or SPL
Conversion Application Requirements	<ul style="list-style-type: none"> • Provide certified evidence of having completed a minimum of 5 launches in dual flight instruction and 5 solo launches under supervision

<u>Self Launch</u>	
Description	If you wish to have 'Self-Launch' added to your LAPL(S) or SPL
Conversion Application Requirements	<ul style="list-style-type: none"> • Provide certified evidence of having completed a minimum of 5 self-launches in dual flight instruction and 5 solo self-launches under supervision. Dual flight instruction may be done in a TMG

<u>Bungee Launch</u>	
Description	If you wish to have 'Bungee Launch' added to your LAPL(S) or SPL
Conversion Application Requirements	<ul style="list-style-type: none"> • Provide certified evidence of having completed a minimum of 3 launches performed in dual flight instruction or solo under supervision

<u>Aerobatic Rating</u>	
Description	If you wish to use your LAPL(S) or SPL to fly aerobatics as pilot in command of a sailplane or TMG from April 2018, you will need an aerobatic rating.
Conversion Application Requirements	You will need to either;

	<ul style="list-style-type: none"> • Have received the theoretical knowledge specified in AMC No 1 to FCL.800 (see Note 1); and; • Hold a BGA Aerobatics Badge as demonstrated by BGA records (therefore no evidence to be submitted). Please note: you can submit a BGA Aerobatics Badge application with the licence conversion application <p style="margin-left: 40px;">Or submit certified evidence of;</p> <ul style="list-style-type: none"> • A certified copy of the Display Authorisation for pilots who hold or have held a UK Display Authorisation, which includes/included authorisation to perform aerobatics at a display. <p style="margin-left: 40px;">Or;</p> <ul style="list-style-type: none"> • Evidence of having completed satisfactorily, either: <ul style="list-style-type: none"> (i)) the UK RAF Elementary Flying Training course; or (ii)) the UK RN Elementary Flying Training course; or (iii)) a UK military Basic Fast Jet Flying Training course. <p style="margin-left: 40px;">Or;</p> <ul style="list-style-type: none"> • Evidence (other than log book records) of having flown aerobatic manoeuvres at a BAeA sanctioned event (including glider events). <p style="margin-left: 40px;">Or;</p> <ul style="list-style-type: none"> • A valid FI(A) or AFI rating with the “no aerobatics” restriction removed following compliance with UK requirements to instruct aerobatics. <p style="margin-left: 40px;">Or;</p> <ul style="list-style-type: none"> • Evidence of satisfactory completion of the AOPA/BAeA aerobatic course. <p>Or Aerobatic ratings may also be granted to pilots who apply on the basis of experience of flying aerobatics alone if they provide;</p> <ul style="list-style-type: none"> • Certified log book evidence of at least 5 hours of aerobatic flying in aeroplanes or gliders that have airworthiness certification for the manoeuvres as specified in FCL.800 (see Note 1); <p style="margin-left: 40px;">And</p> <ul style="list-style-type: none"> • A statement from an instructor, with the privilege to instruct in aerobatics (see Note 2), confirming that the following has been demonstrated competently and safely: <ul style="list-style-type: none"> (i)) the aerobatic manoeuvres as listed in AMC 1 to FCL 800; and (ii)) evidence of having the theoretical knowledge specified in AMC 1 to FCL 800 (see Note 1); <p>Note 1: The FCL 800 requirements are linked at www.glidering.co.uk</p> <p>Note 2: The instructor shall be a BGA Gliding Instructor who holds aerobatic instructional privileges; or a CRI who complies with the requirements of FCL.905.CRI(a)(2) – see Aircrew Regulation p56</p>
--	---

Sailplane Towing Rating

Description	If you wish to use your LAPL(S) or SPL and associated TMG extension (see Touring Motor Glider above) to tow sailplanes using a TMG from April 2018, you will need a towing rating.
Conversion Application Requirements	<p>You will need;</p> <ul style="list-style-type: none"> • 30 hours of flight time as PIC and 60 take-offs and landings in SLMG or TMG completed after the issue of the licence (complete application form logbook summary) and • 10 flights as PIC towing a sailplane in an SLMG or TMG (complete application form logbook summary)

<u>Sailplane Cloud Flying Rating</u>	
Description	If you wish to use your LAPL(S) or SPL to fly within cloud, you will need a Sailplane Cloud Flying Rating. Note: the Sailplane Cloud Flying Rating cannot be used when flying a TMG within cloud. See CAP804 for Instrument Rating requirements.
Conversion Application Requirements	You will need a valid BGA Cloud Flying Endorsement as demonstrated by BGA records - <u>therefore nothing to be submitted</u> Please note: You can submit a BGA CFE application with the licence conversion application
Flight Instructor privileges required:	
<u>Sailplanes/Powered Sailplanes) – FI(S) Unrestricted or Restricted</u>	
Description	<p>If you wish to instruct using your LAPL(S) or SPL, you will need a Flight Instructor (Sailplanes) certificate. The certificate can be unrestricted or restricted.</p> <p>If you have a BGA assistant or full instructor rating and have completed a BGA instructor completion course, you can be issued with an unrestricted Flight Instructor (Sailplanes) certificate.</p> <p>If you have a BGA assistant instructor rating but have not completed a BGA instructor completion course, you can only be issued with a restricted Flight Instructor (Sailplanes) certificate. The Restricted Flight Instructor (Sailplanes);</p> <ul style="list-style-type: none"> • May only instruct under the supervision of an unrestricted Flight Instructor (Sailplanes) nominated for the task, and • May not authorise first solo flights or first cross-country flights <p>Note that the restriction on the Flight Instructor (Sailplanes) certificate can be removed post licence conversion by demonstrating experience of 15 hours or 50 launches covering the full LAPL(S) training syllabus.</p>
Conversion Application Requirements	<p>Hold;</p> <ul style="list-style-type: none"> • A valid BGA Assistant Instructor or Full Instructor Rating as demonstrated by BGA records - <u>therefore nothing to be submitted</u> <p>and</p> <ul style="list-style-type: none"> • For unrestricted FI(S) only – have completed a BGA Instructor Completion Course as demonstrated by BGA records - <u>therefore nothing to be submitted</u> <p>and in all cases</p> <ul style="list-style-type: none"> • Have 100 hours <u>and</u> 200 launches as PIC sailplanes (complete application form logbook summary) <p>The BGA office will complete the validity from date</p>
<u>Aerobatics Instructor</u>	
Description	If you wish to <u>instruct</u> aerobatics in a sailplane using your LAPL(S) or SPL and FI(S) certificate, you must provide confirmation that you are competent to do so.

Conversion Application Requirements	<p>Meet the requirement for an FI(S) Certificate and for an Aerobatics Rating (see above), and either hold;</p> <ul style="list-style-type: none"> • A valid BGA aerobatic instructor certificate issued by the BGA (therefore no evidence to be submitted), <p>or submit a certified copy of:</p> <ul style="list-style-type: none"> • A valid FI(A) with no “no aerobatics” restriction <p>The BGA office will complete the validity from date</p>
-------------------------------------	--

Sailplane Towing Instructor

Description	If you wish to <u>instruct</u> sailplane towing in a TMG using your LAPL(S) or SPL and FI(S) certificate, you must provide confirmation that you are competent to do so.
Conversion Application Requirements	<p>You will need to:</p> <ul style="list-style-type: none"> • Meet the requirement to hold a towing rating on an SPL or LAPL(S) and have applied for that rating <p>and</p> <ul style="list-style-type: none"> • Demonstrate through certified logbook evidence that you teach sailplane towing at your club (please submit a certified copy with your application) <p>The BGA office will complete the validity from date</p>

Sailplane Cloud Flying Instructor

Description	If you wish to <u>instruct</u> sailplane cloud flying using your LAPL(S) or SPL and FI(S) certificate, you must provide confirmation that you are competent to do so.
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirements for a Flight Instructor (Sailplanes) certificate <p>And hold;</p> <ul style="list-style-type: none"> • BGA Cloud Flying instructor privileges as demonstrated by BGA records - <u>therefore nothing to be submitted</u> <p>The BGA office will complete the validity from date</p>

Gliding only training in TMGs (ie not TMG syllabus training)

Description	If you hold a BGA MGIR and wish to instruct gliding in a TMG (as per the BGA MGIR) using your LAPL(S) or SPL with Flight Instructor (Sailplanes) certificate, you will need to demonstrate additional experience as a conversion requirement
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate <p>and</p>

	<ul style="list-style-type: none"> • Have 30 hours PIC on TMG/SLMG aircraft (complete application form logbook summary) <p>and</p> <ul style="list-style-type: none"> • Provide certified evidence of a valid SLMG or TMG class rating or SEP (land) Rating together with SLMG differences training. <p>and</p> <ul style="list-style-type: none"> • Hold a valid BGA MGIR as recorded by the BGA – <u>therefore no copy to be submitted</u> <p>The BGA office will complete the validity from date</p>
--	--

TMG training in TMGs

Description	If you hold a CAA FI (SLMG) or JAR TMG FI rating and wish to instruct the TMG syllabus using your LAPL(S) or SPL with Flight Instructor (Sailplanes) certificate, you will need to demonstrate additional experience as a conversion requirement.
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate <p>and</p> <ul style="list-style-type: none"> • Have 30 hours PIC on TMG/SLMG aircraft (complete application form logbook summary) <p>and</p> <ul style="list-style-type: none"> • Provide certified evidence of a valid CAA issued FI certificate with SLMG or TMG rating <p>The BGA office will complete the validity from date</p> <p>Note: The 'sailplane only instruction in TMG's' privilege is included</p>

Flight Instructor Coach

Description	If you wish to coach potential sailplane instructors during their instructor training using your LAPL(S) or SPL and Flight Instructor (Sailplanes) certificate, you will need to qualify as what is known as an FCL.905.FI(i) instructor
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate <p>and</p> <ul style="list-style-type: none"> • Hold Instructor Coach endorsement from your CFI as recorded by BGA therefore no evidence to be submitted; <p>and</p> <ul style="list-style-type: none"> • Have 50 hours or 150 launches instructing in gliders (complete application form logbook summary) <p>The BGA office will complete the validity from date</p>

Examiner Privileges required:	
<u>Sailplanes/Powered Sailplanes FE(S)</u>	
Description	If you wish to carry out LAPL(S) and SPL skills tests, you will need to be authorised by the CAA as a Flight Examiner (Sailplanes).
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate and • Hold a BGA Flight Examiner authorisation as recorded by the BGA – <u>therefore nothing to be submitted</u> and • You will need to provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) <p>The BGA office will complete the validity from date</p>
<u>TMG FE(S)</u>	
Description	If you wish to carry out TMG skills tests, you will need to be authorised to do so by the CAA
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate with TMG rating and • Hold and supply a certified copy of your valid CAA issued Flight Examiner authorisation with SLMG or TMG examiner privileges and • You will need to provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) <p>The BGA office will complete the validity from date</p>
<u>Sailplane Cloud Flying Rating FE(S)</u>	
Description	If you wish to carry out Sailplane Cloud Flying Rating skill tests, you will need to be authorised to do so by the CAA
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Examiner (Sailplanes) authorisation and • Hold BGA Cloud Flying examiner privileges as demonstrated by BGA records - <u>therefore nothing to be submitted</u> and • Have 5 hours or 25 flights of cloud flying instruction or at least 10 hours of flight instruction for an instrument rating, instrument rating (restricted) or UK IMCR <p>The BGA office will complete the validity from date</p>

<u>Flight Instructor Examiner Sailplanes/Powered Sailplanes FIE(S)</u>	
Description	If you wish to carry out Flight Instructor (Sailplane) skills tests, you will need to be authorised by the CAA as a Flight Instructor Examiner (Sailplanes).
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate and • Hold a BGA Flight Instructor Examiner authorisation as recorded by the BGA – <u>therefore nothing to be submitted</u> and • You will need to provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) <p>The BGA office will complete the validity from date</p>
<u>TMG FIE (S)</u>	
Description	If you wish to carry out TMG instructor skills tests, you will need to be authorised to do so by the CAA
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate with TMG rating and • Hold and supply a certified copy of your valid CAA issued Flight Instructor Examiner authorisation with SLMG or TMG examiner privileges and • You will need to provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate <p>The BGA office will complete the validity from date</p>
<u>Senior Examiner Sailplanes/Powered Sailplanes</u>	
Description	If you wish to be a Senior Examiner (Sailplanes), you will need to be authorised as such by the CAA
Conversion Application Requirements	<p>You will need to be recommended specifically by the BGA and;</p> <ul style="list-style-type: none"> • Meet the requirement for a Flight Instructor (Sailplanes) certificate and • Hold a BGA Flight Instructor Examiner authorisation as recorded by the BGA – <u>therefore nothing to be submitted</u> and • You will need to provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate and • The BGA will need to receive a copy of the CAA Form TS10 which follows an Assessment of Competence (supplied by the testing Senior Examiner) <p>The BGA office will complete the validity from date</p>

--	--

3. PAYMENT

The BGA processes and checks your application and subsequently submits a recommendation to the CAA who reissue the licence.

The fee is £38 (the BGA does not charge for this service – 100% of your fee is paid by the BGA to the CAA)

Please complete the credit or debit card payment form for the total conversion fee payable to the BGA and submit it with your application.

Alternatively, please submit with your application a dated and signed cheque for the conversion fee payable to 'The British Gliding Association' (not the CAA).

Check and check again....

Before posting your application to the BGA, please check that you have;

- Completed the form, including all the Part-FCL licence privileges you are entitled to
- Signed the form where required
- Included all the required & certified evidence – **do not supply original documents**
- Included payment payable to The British Gliding Association (not the CAA).

And finally

Please take care when completing your application.

BGA
April 2016