

BGA GUIDANCE - APPLYING FOR YOUR FRTOL AT THE SAME TIME AS YOUR SPL

This guidance has been tested and is correct in June 2022.

1. Complete and sign the BGA "Conversion Application To The CAA For The Grant Of A Part-SFCL Sailplane Pilot Licence", but DO NOT SUBMIT IT YET. The form is here:

<https://members.glding.co.uk/library/pilots/part-sfcl-pilot-licence-conversion-application-form/>

DO tick the box for "Flight Radio Telephony Operator's Licence (FRTOL) only if already held with English language proficiency level 6" on page 2 (PDF page 14).

2. When your BGA form is 100% ready to be submitted, complete CAA web form "Application for initial issue of a PPL(A), PPL(H), LAPL(A), LAPL(H) and or a FRTOL (SRG1105)", here:

<https://applications.caa.co.uk/CAAPortal/servlet/SmartForm.html?formCode=PVI>

On the "Application" tab:

For "Is this application solely for a Flight Radio Telephony Operators Licence (FRTOL)" select "Yes".

For "Do you hold an existing UK CAA issued flight crew licence or have an application for SPL/NPPL in progress with the BGA/BMAA/LAA?" select "Yes".

For "Are you applying for any credits on the basis of military experience in the UK armed forces?" select "No".

For "Are you applying for a UK Flight Radio Telephony Operator's Licence on the basis of holding an Air Traffic Control Licence or FISO?" select "No"

On the "FRTOL" tab:

For "Do you hold a valid English language proficiency at level 4, 5 or 6 which meets the UK CAA standards?" select "Yes".

For "Please select the relevant examiner or language testing body that completed your English language proficiency assessment:" select "UK Radio Telephony Examiner".

For "Date of assessment" give the "Date of assessment" from the "ICAO English Language Proficiency" line of your CAA 5003 form (which should also be the date of your FRTOL practical exam).

For "UK Radio telephony examiner name" give the "Examiner's Name" from the "ICAO English Language Proficiency" line of your CAA 5003 form.

For "UK radio telephony examiner number" give the "Examiner's CAA Reference No." from the "ICAO English Language Proficiency" line of your CAA 5003 form.

On the "Attachments" tab:

For "Upload a certified copy of your Part-FCL/SFCL/BFCL licence or national/JAR licence including certificate of revalidation pages/logbook pages showing the rating endorsements" upload the BGA supplied document "Placeholder.pdf".

For "Upload a copy of your course completion certificate for FRTOL (CAA 5003)" upload your CAA 5003. If you have two CAA 5003s (e.g. one for the practical pass, one for the theory pass), then upload one here, and email the other one later (see below).

For "Upload evidence of your language proficiency", upload your CAA 5003 AGAIN. If you have two CAA 5003 forms, upload the one with the "ICAO English Language Proficiency" line completed.

On the "Charges" tab:

For "Do you wish to use our secure courier service" select No

Tick "I understand the fee shown below is now payable, as per the CAA Scheme of Charges"

If the number in the "The charge for this application is:" box is not £0.00, then something went wrong. Double-check all entries.

Now submit the SRG1105 form. You'll get email from the CAA with an attached "PVI receipt.pdf" with all the details you entered.

3. If you had two separate CAA 5003 forms, reply to the CAA email, attaching your second CAA 5003, with a short cover note explaining that it also relates to your application. Leave the Subject" line on the email as-is, so that it includes your Application Submission Number (usually of the form "PVI-12345"). Ignore this step if you have only one CAA 5003.

4. NOW submit your "Conversion Application To The CAA For The Grant Of A Part-SFCL Sailplane Pilot Licence". Include the CAA "PVI receipt.pdf" - either by printing it out and including it in the pack, or by emailing it separately to lizzie@gliding.co.uk. Include a note to Lizzie saying "I have used CAA form SRG 1105 to submit my CAA 5003 (Evidence of UK Examination and Test for Grant of Flight Radio Telephony Operator's Licence) to the CAA, and am applying for my new SPL to include the FRTOL to which I am now entitled, but do not yet hold. The details of my SRG 1105 application are in the PVI receipt attached".