

Aerodrome Flight Information Service Officer Licensing

CAP 1032



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**Aerodrome Flight Information Service
Officer Licensing**

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Revision History

Issue 1, May 2013

This publication replaces CAP 427 'Flight Information Service and the FISO Licence' and has been renumbered and re-titled. Additionally, the content of this CAP has been revised and updated primarily with respect to the syllabus for Aerodrome Flight Information Service Officer examinations and the removal of specific Area Flight Information Service Officer licensing requirements.

Foreword

Introduction

1. This publication is intended to impart information to providers of Aerodrome Flight Information Service and guidance to applicants for, and holders of, the Aerodrome Flight Information Service Officer (Aerodrome FISO) Licence.

Format of this Document

2. Where this document refers to 'the CAA' it means the UK Civil Aviation Authority's Safety Regulation Group.

Gender

3. In the interests of simplicity, any reference to the masculine gender can be taken to mean either male or female.

Clarity and Readability

4. In this document the following protocol is used:
 1. The words 'must' or 'shall' indicate that compliance is compulsory.
 2. The word 'should' indicates a recommendation.
 3. The word 'may' indicates an option.
 4. The word 'will' is used to express the future.

CHAPTER 1

Grant, Validity and Maintenance of the Aerodrome Flight Information Service Officer Licence

Aerodrome FISO Licence

- 1.1 An Aerodrome Flight Information Service shall only be provided by the holder of an Aerodrome Flight Information Service Officer's (Aerodrome FISO) Licence that includes a current validity for the place at which the service is provided.

Requirements

- 1.2 In order to be granted an Aerodrome FISO Licence the applicant shall, unless holding an acceptable exempting qualification, provide evidence that he:
1. is 18 years or more of age;
 2. has passed multi-choice examinations in 'Navigation and Meteorology' and 'Law and Procedures';
 3. has passed the examination for the grant of a Radio Operator's Certificate of Competence (ROCC) (see CAP 452 - Aeronautical Radio Station Operator's Guide);
 4. has a thorough knowledge of the English language and is able to speak fluently without accent or impediment which would interfere with radio telephone conversation.
- 1.3 An application for the grant of an Aerodrome FISO Licence shall be made on form SRG 1414.
- 1.4 An Aerodrome FISO's Licence remains in force for the lifetime of the holder, unless a shorter period is specified in the licence, subject to the following conditions:
1. The licence has not been suspended or revoked by the CAA.
 2. The licence holder holds a valid medical declaration.
 3. The privileges of the licence have been exercised within the previous 90 days.

4. The licence is signed in ink by the holder.
 5. The licence holder has been assessed as competent by a qualified Aerodrome FISO Examiner or Inspector of Air Traffic Services (ATS) within the preceding 24 months.
- 1.5 The holder of an Aerodrome FISO Licence shall inform Aerodrome and Air Traffic Standards Division when a current validity has expired.

Suspension of a Licence

- 1.6 The CAA may, if it thinks fit, provisionally suspend any licence or validity pending enquiry or consideration of the case and may, upon sufficient grounds being shown to its satisfaction, vary, suspend or revoke the licence or validity. The holder of an Aerodrome FISO Licence may appeal against the decision by the CAA to suspend a licence.
- 1.7 The Civil Aviation Authority Regulations 1991, Regulation 6(4), provide that: '... the Authority shall serve on the person concerned notice of the proposal together with the reasons for it, and the person concerned may within 14 days from the date of service of the notice, serve on the Authority a request that the case be decided by the Authority and not by any other person on its behalf.'

Exempting Qualifications

- 1.8 The holder of a UK Air Traffic Controller's licence who has, within three years immediately preceding the date of application, held a Unit Endorsement in respect of the aerodrome control (visual) rating or of the aerodrome control (instrument) rating is exempt from all requirements for the issue of an Aerodrome FISO Licence.
- 1.9 The holder of a UK Air Traffic Controller's Licence who has, within three years immediately preceding the date of application, held a Unit Endorsement in respect of a rating other than aerodrome control, should contact ATS Licensing to determine what requirements need to be satisfied for the issuance of an Aerodrome FISO Licence.
- 1.10 The holder of an RAF or RN ATC Certificate of Competence endorsed in aerodrome control during the three years immediately preceding the date of application is exempt from the multi-choice examination in Navigation and Meteorology. A copy of the relevant military certificate of competence should be submitted with the application for the issue of an Aerodrome FISO's Licence.

- 1.11 The holder of a valid UK Flight Crew Licence is exempt from the examination in Navigation and Meteorology. Additionally, details of the licence should be submitted with the application for the issue of an Aerodrome FISO Licence.

Guidance

- 1.12 A programme of dates for those wishing to undertake the multi-choice examinations for the award of an Aerodrome FISO Licence, and the venues at which they can be taken, is available from the CAA's Flight Information Service Officer Examinations web page (<http://www.caa.co.uk/default.aspx?catid=2026&pageid=13348>). A list of the examiners authorised to conduct the examination for the grant of an ROCC is also available from the CAA's Radio Operator's Certificate Examinations web page (<http://www.caa.co.uk/default.aspx?catid=2026&pageid=13358>)
- 1.13 An application for the grant of an Aerodrome FISO Licence shall be made on form SRG 1414 Flight Information Service Officer Licensing (available from the CAA website at www.caa.co.uk/SRG1414). The appropriate fee shall be included with the application. Applications to resit an examination in the event of failure should be made on a new SRG 1414 application form and sent with the appropriate fee to ATS Licensing. Details of fees can be found in the CAA's Official Record Series 5 - Scheme of Charges, at www.caa.co.uk/schemeofcharges, under 'Personnel Licensing'.
- 1.14 The multi-choice examinations for Navigation and Meteorology and Law and Procedures last one hour each. The pass mark is 70% and a syllabus for both of these examinations is detailed in Appendix A to this CAP.
- 1.15 Candidates for the examinations will be sent an individual notice showing when and where they should report, together with 'Directions to Candidates' containing the examination regulations. Unsatisfactory conduct during the examination, or infringement of the regulations, may result in the candidate being disqualified.
- 1.16 A partial pass in the examination may be carried forward to the next sitting and only the paper previously failed need be retaken. If the candidate fails this paper, the next sitting of the examination will consist of both papers. Failure in six sittings will result in a two year exclusion from examinations for the award of an Aerodrome FISO Licence.
- 1.17 Examination results will be issued within 15 working days of the date of the examination. In no circumstances can the results be divulged by

telephone. The CAA cannot enter into discussion or correspondence with candidates on the subject of their examination results.

- 1.18 The Civil Aviation Authority Regulations 1991, Regulation 6(5), provide that: 'Any person who has failed any test or examination which he is required to pass before he is granted or may exercise the privileges of a personnel licence may within 14 days of being notified of his failure request that the CAA determine whether the test or examination was properly conducted.'
- 1.19 In order to succeed, the candidate will need to satisfy the CAA that the examination or test was not properly conducted; dissatisfaction with the result is insufficient.
- 1.20 Candidates who do not hold an exempting qualification for the ROCC shall make their own arrangements with an authorised ROCC - Air Ground Communications Service (AGCS) examiner for the Radiotelephony (RTF) practical test. A list of examiners and contact information can be found on the CAA's Radio Operator's Certificate Examinations web page (<http://www.caa.co.uk/default.aspx?catid=2026&pageid=13358>).
- 1.21 An Aerodrome FISO Licence will be issued when the candidate has satisfied all the conditions described above and paid the appropriate fee.

Validity of an Aerodrome FISO Licence

Requirement

- 1.22 Before the holder of an Aerodrome FISO Licence may exercise its privileges, the licence shall be validated at the aerodrome where the Aerodrome FISO wishes to operate and have the validity entered on his licence.

Validation Training

- 1.23 A minimum of 40 hours of service provision under supervision shall be completed before the licence holder can undertake the validity examination at an aerodrome. Where training is conducted in accordance with an approved FISO training plan, a validity examination may be conducted upon evidence being available that all objectives of the plan have been achieved. Where this is achieved in less than 40 hours of training, the Service Provider must seek approval from the Regional Manager ATS prior to the validity examination taking place.

- 1.24 A maximum of four hours training per day can be counted towards the minimum training requirement, unless agreed otherwise by the relevant Regional Manager ATS and identified in a FISO training plan.
- 1.25 If the licence holder holds, or has held, validity at another Aerodrome FIS unit, then, in consultation with the Regional Manager ATS, the minimum experience time may be reduced.
- 1.26 Where a validated Aerodrome FISO is present and is able to provide instruction and continuous supervision at an aerodrome, an Aerodrome FISO licence holder under training may give an Aerodrome Flight Information Service and use the callsign suffix 'Information'. The supervising Aerodrome FISO will remain fully responsible for the service being given. If at any time he leaves the presence of the trainee, the trainee shall revert to a 'Radio' callsign and provide an AGCS only. The trainee shall hold an ROCC - AGCS.

Validation Examination

- 1.27 The initial validation of an Aerodrome FISO shall always be conducted by an ATS Inspector.
- 1.28 The examiner will require evidence that the candidate is in possession of an Aerodrome FISO Licence and a current medical declaration prior to the examination.
- 1.29 The licence holder shall successfully complete an examination consisting of a practical and oral test conducted at the aerodrome.
- 1.30 The syllabus for the validity examination at aerodromes is based upon CAP 797 Flight Information Service Officer Manual and local operational instructions (see Appendix B). The candidate is assessed as 'Pass' or 'Fail' and shall pass in all parts of the examination in order to be successful.
- 1.31 The validity examination may be conducted by an ATS Inspector or by a local Aerodrome FISO Validity Examiner if one has been appointed by the CAA. Requirements for the appointment of local Aerodrome FISO Validity Examiners are outlined at Appendix C.
- 1.32 If the examination is to be conducted by a local Aerodrome FISO Validity Examiner, then the Regional Manager ATS shall be informed at least five working days prior to the examination taking place. The CAA reserves the right to attend any validity examination.

- 1.33 When an ATS Inspector is required to conduct the examination, the candidate shall contact the relevant Regional Office to arrange a suitable date. Form SRG 1414 (www.caa.co.uk/SRG1414) with the relevant sections completed, and the appropriate fee, shall be forwarded to ATS Licensing at least ten working days prior to the date booked.
- 1.34 If a local Aerodrome FISO Validity Examiner is available at the aerodrome, arrangements shall be made directly between the examiner and the candidate. The Regional Manager ATS shall be informed prior to the validation being conducted. The candidate shall ensure that the relevant sections of form SRG 1414 are completed prior to the examination and that the form is available for the examiner to complete. The form, and the appropriate fee, shall be forwarded to ATS Licensing when the examination is complete.
- 1.35 All fees payable to the CAA shall be submitted prior to the conduct of a validity examination.

Validity Examination Conditions

- 1.36 There shall be a representative amount and type of traffic during the practical examination. At aerodromes, it is recommended that at least three radio-equipped aircraft are available.
- 1.37 The candidate shall not be unnecessarily distracted during the examinations.
- 1.38 The oral examination shall be conducted in private and in a reasonable degree of quiet. It shall not be held in an operational area and never where there are other persons present.
- 1.39 The Local FISO Instructions and Aerodrome Manual, if appropriate, are to be available to the examiner prior to the examination.

Grant of Validity

- 1.40 Following a successful validation examination, the candidate shall submit his Aerodrome FISO Licence, completed form SRG 1414 and appropriate fee to ATS Licensing who will enter the validity in the licence.

Maintenance of Validity of an Aerodrome FISO Licence

Requirements

- 1.41 If the holder of the licence does not exercise the privileges of any validity entered on the licence for a period of more than 90 days, the licence will cease to be valid.
- 1.42 The holder of an Aerodrome FISO Licence shall, on its ceasing to be valid, immediately inform ATS Licensing of the fact and forward the validation record so that expiry of the validation can be recorded.

Guidance

- 1.43 If the licence holder wishes to reinstate the validation at that aerodrome, he shall arrange a validation examination with the local Aerodrome FISO Validity Examiner or the appropriate Inspector of ATS.
- 1.44 The examiner shall forward the examination result on form SRG 1414, together with the licence and fee, to ATS Licensing for the validity to be re-entered.

Maintaining Competence

Requirements

- 1.45 For an Aerodrome FISO Licence to remain valid the licence holder shall be assessed as competent.
- 1.46 The holder of a valid Aerodrome FISO Licence is required to have a competence assessment at least once every 24 months. The assessment shall be conducted by a local Aerodrome FISO Validity Examiner or an Inspector of ATS.

Guidance

- 1.47 The purpose of this competence assessment is to ensure that the Aerodrome FISO concerned is competent to exercise the privileges of his licence.
- 1.48 The ATS Inspector or local Aerodrome FISO Validity Examiner will assess the competence of the Aerodrome FISO at the operational position. The competence assessment will consist of:

1. a dedicated practical assessment;
 2. an oral test.
- 1.49 The duration of the practical assessment will depend on the traffic situation pertaining at the time. The examiner will require to see a representative level of traffic.
- 1.50 The oral test will consist of:
1. Questions from:
 - a) the Manual of Flight Information Service (MAFIS);
 - b) relevant parts of CAP 797;
 - c) current Supplementary Instructions; and
 - d) Temporary Operating Instructions.
 2. Questions relating to the practical assessment.
 3. Scenario type questions relating to:
 - a) the use of operational procedures not seen during the practical assessment; and
 - b) handling of aircraft in emergency.
- 1.51 If the licence holder is assessed as competent to continue to provide a service, the local Aerodrome FISO Validity Examiner or Inspector of ATS will sign the licence validation and issue it to the Aerodrome FISO for inclusion in the licence.
- 1.52 If the examiner is not satisfied that the Aerodrome FISO is competent, he will immediately inform the Aerodrome FISO concerned that he shall not exercise the privileges of the Aerodrome FISO Licence. The appropriate Regional Manager ATS shall be informed of the result.
- 1.53 The Regional Manager ATS will decide what re-training is required before a further competence assessment is made.

CHAPTER 2

Manual of Flight Information Service and Local Unit Instructions

Requirements

- 2.1 An Aerodrome Flight Information Service (FIS) Unit shall describe local operational and administrative procedures in Local Instructions. The Local Instructions form part of the Manual of FIS (MAFIS) for that unit.
- 2.2 When compiled, a copy of the unit MAFIS shall be submitted to the Regional Manager ATS for approval and retention, allowing sufficient time before the first Aerodrome FISO validity examination is required.
- 2.3 A draft unit MAFIS shall be submitted to the appropriate Regional Manager ATS Safety Regulation at least 12 weeks before the proposed date of commencement of the FIS service at the unit in question.
- 2.4 A copy of all subsequent amendments to the unit MAFIS shall be submitted to the Regional Manager ATS at least 30 days before any proposed changes are to become effective or as early as practicable and be consistent with any SMS requirements.
- 2.5 Any amendment or change to the Local Instructions required by the CAA shall be implemented by the unit.

Guidance

- 2.6 The purpose of Local Instructions is to amplify and interpret at local level the instructions and information contained in CAP 797. The validity examination is assessed on the basis of these Local Instructions, as described in Appendix B. Local Instructions should not duplicate, unnecessarily, information contained in the MAFIS. However, it may be useful to repeat information where a subject needs emphasising, or for ease of reference. Similarly, there may be some overlap with, for example, the Aerodrome Manual and Emergency Orders, where these documents are produced separately. Ideally the instructions should provide a comprehensive guide to operations at the aerodrome. All the relevant documentation shall be available to the Aerodrome FISO at the operational position.

- 2.7 CAP 797 lists specimen contents for Local Instructions under various subject headings. It is recognised that the list is not exhaustive and also that a number of subjects may be inappropriate to some Aerodrome FIS units. The aerodrome operator shall incorporate in their Local Instructions only those subjects which have a bearing on their operations. Additionally, the instructions shall accurately reflect any agreements which have been made with adjacent or parent units.
- 2.8 Advice on the content, arrangement and preparation of Local Instructions is available to aerodrome operators from the Regional Manager ATS.
- 2.9 Units may also need to implement a Supplementary Instruction (SI) service, to cover changes of a temporary nature. SIs should be reviewed frequently in order that any changes which have become permanent may be incorporated in the main instructions and superfluous SIs withdrawn.

CHAPTER 3**Medical Requirements****Medical Declaration****Requirements**

- 3.1 In order to exercise the privileges of the licence, the holder of an Aerodrome FISO Licence is required to hold a valid medical declaration.
- 3.2 The medical examination for the issue of a medical declaration shall be conducted by a qualified medical practitioner, e.g. a family GP or CAA Approved Medical Examiner (AME).
- 3.3 The normal period of validity of a medical declaration associated with Aerodrome FISO Licences is shown in the table below:

Licence Holder's Age	Period of validity of the medical declaration
18 or over but under 50	60 months from the last day of the month in which the medical examination takes place; however, in the case of medical examinations conducted after the licence holder's 47th birthday, the medical declaration will expire on his/her 52nd birthday.
50 or over but under 65	24 months from the last day of the month in which the medical examination takes place; however, in the case of medical examinations conducted after the licence holder's 64th birthday, the medical declaration will expire on his/her 66th birthday.

Licence Holder's Age	Period of validity of the medical declaration
65 or over but under 70	12 months from the last day of the month in which the medical examination takes place; however, in the case of medical examinations conducted within 6 months of the licence holder's 70th birthday, the medical declaration will expire 6 months after his/her 70th birthday.
70 or over	6 months from the last day of the month in which the medical examination takes place.

- 3.4 The medical declaration (or other acceptable evidence of medical fitness¹) shall be kept with the Aerodrome FISO Licence.

Guidance

- 3.5 A medical declaration can be issued if the medical examiner considers the licence holder meets the specified criteria of health and fitness. The standard of health and fitness required is broadly equivalent to that necessary for the holder of a professional driving licence.
- 3.6 If the medical examiner determines that there are clinical indications that suggest that the licence holder may not continue to meet the specified criteria for the issue of a medical declaration until the end of

¹ A Class 1 or Class 2 CAA or EASA medical certificate issued in association with another CAA or EASA licence, or a Class 3 medical certificate issued in accordance with an Air Traffic Controller's Licence, is deemed to act as a medical declaration for an Aerodrome FISO Licence provided it is valid for the period of validity of the medical declaration that would otherwise be required. An unrestricted medical declaration issued in association with a UK National Private Pilot's Licence (i.e. a declaration that permits the holder to carry passengers) is deemed to act as a medical declaration for an Aerodrome FISO Licence provided that additional evidence that the holder also satisfies the specific requirements relating to vision, colour perception and hearing described in the Medical Declaration Pack is available. An Aerodrome FISO Licence holder who holds such a medical certificate or declaration must keep a copy (a photocopy is acceptable) of that certificate or declaration with their Aerodrome FISO Licence in place of the medical declaration. If there is any doubt as to the validity of the evidence of medical fitness, advice should be sought from Aerodrome and Air Traffic Standards Division. If requested, the original medical certificate must be made available to the CAA within 30 days. A medical declaration issued for use in relation to an Aerodrome FISO Licence is not valid for use in relation to any other CAA or EASA Licence.

the normal period of validity, a shorter period of validity may be specified on the declaration.

- 3.7 Licence holders are responsible for ensuring that their medical declaration is valid at all times that they exercise the privileges of the licence.
- 3.8 A Medical Declaration Pack giving guidance to qualified medical practitioners and containing a medical declaration form to be completed if the licence holder meets the appropriate medical standards is available for download from the CAA website at www.caa.co.uk/SRG1419.
- 3.9 The Aerodrome FISO Licence holder must provide a copy of the Medical Declaration Pack to the medical practitioner conducting the examination at or before the examination.
- 3.10 In exceptional cases where a licence holder (or prospective licence holder) is unable to meet the standards for the issue of a medical declaration but believes that he/she is able to perform the duties of an Aerodrome FISO Licence holder to the same degree as someone issued with a medical declaration, further advice may be sought from Aerodrome and Air Traffic Standards Division.

Failure to meet the criteria for the issue of a medical declaration

Requirement

- 3.11 A licence holder who fails to meet the criteria for the issue of a medical declaration shall not exercise the privileges of his Aerodrome FISO licence.

Guidance

- 3.12 A licence holder who fails to meet the criteria for the issue of a medical declaration is not precluded from undergoing further medical examinations if he believes that his fitness meets the criteria for the issue of a medical declaration.

Fatigue or incapacity of an Aerodrome FISO licence holder

Requirement

- 3.13 A licence holder who is suffering from fatigue which may affect his ability to provide a safe service for the time being, or for any other reason believes that he is unable to provide a safe service for the time being (for example, due to the effects of any prescription or non-prescription medication that he is taking), shall not exercise the privileges of his licence until such time as he is able to provide a service in a safe manner.
- 3.14 A licence holder who suffers any illness or injury which may affect his ability to satisfy the criteria for the issue of a medical declaration shall undertake a further medical examination for the issue of a medical declaration before exercising the privileges of his licence.

Pregnancy

Requirements

- 3.15 A licence holder who has reason to believe that she is pregnant shall seek the advice of a qualified medical practitioner as to her fitness for the issue of a medical declaration and to exercise the privileges of her licence during and immediately following her pregnancy.
- 3.16 If, at any time during her pregnancy, a licence holder is advised by a qualified medical practitioner that she does not (or will not) meet the criteria for the issue of a medical declaration, the licence holder shall not exercise the privileges of her licence until such time as the qualified medical practitioner assesses her and finds that she meets the criteria for the issue of a medical declaration.

APPENDIX A

Syllabus for the Aerodrome Flight Information Service Officer Licence Multi-Choice Examinations

Overview

- A1 The syllabus below provides the framework and scope of the Aerodrome FISO examination papers. This syllabus should be used by candidates to revise and prepare for these examinations. Sources of CAA information which will fulfil the syllabus requirement are provided. Where no source is provided, candidates should use self-study sources e.g. private pilot licence guides.
- A2 The syllabus content uses action verbs, which are used to describe the required performance. The action verb is associated with the following defined taxonomy and levels of understanding:

Verb	Definition
Define	State what it is and what its limits are; state the definition
Name	Give name of objects or procedures
Recognise	To know what it is because you've seen it before
State	Say or write in a formal or definite way
List	Say one after the other
Explain	Give details about something or describe so that it can be understood
Differentiate	Show the differences between things
Describe	Say what it is like or what happened
Characterise	To describe the quality of features in something
Identify	Associate oneself inseparably with, establish the identity

Air Law

Content	Source
Explain the FISO licensing certification process.	CAP 1032
Explain the privileges and limitations of FISO licences with regards to: General Requirement Suspension Validity and Training Maintaining Competence	CAP 1032
Recognise the content of the following Air Navigation Order 2009 articles: Article 160 Rules of the Air Article 166 Small unmanned aircraft Article 175 Use of radio call signs at aerodromes Article 202 Prohibition of unlicensed flight information service officers Article 203 Licensing of flight information service officers Article 204 Flight information service manual Article 238 Right of access to aerodromes and other places	CAP 393

Air Law (continued)

Content	Source
Recognise the content of the following Rules of the Air:	CAP 393
Rule 2 Application of Rules to aircraft	
Rule 3 Misuse of signals and markings	
Rule 8 Avoiding aerial collisions	
Rule 9 Converging	
Rule 10 Approaching head-on	
Rule 11 Overtaking	
Rule 12 Flight in the vicinity of an aerodrome	
Rule 13 Order of landing	
Rule 14 Landing and take-off	
Rule 16 Right-hand traffic rule	
Rule 17 Notification of arrival and departure	
Rule 48 Failure of navigation and anti-collision lights	
Rule 28 Flight outside controlled airspace	
Rule 32 Instrument Flight Rules	
Rule 34 Quadrantal rule (only)	
Rule 38 Application of aerodrome traffic rules	
Rule 39 Visual signals	
Rule 40 Movement of aircraft on aerodromes	
Rule 41 Access to and movement of persons and vehicles on the aerodrome	
Rule 42 Right of way on the ground	
Rule 43 Action to be taken in case of danger of collision on the ground	
Rule 45 Flight within aerodrome traffic zones	
Rule 56 General	

Air Law (continued)

Content	Source
Recognise the activities that typically constitute an Unusual Aerial Activity Outside Controlled Airspace and their notification	UK AIP ENR 1.1
Define: Prohibited Area Restricted Area Emergency Restriction of Flying Danger Area Area of Intense Aerial Activity High Intensity Radio Transmission Area	UK AIP ENR 1.1
Define the following: Airway Control Area Control Zone Aerodrome Traffic Zone	UK AIP ENR 1.1
Recognise the status of Military Aerodrome Traffic Zones	UK AIP ENR 2.2
State the visibility and distance from cloud conditions for VFR flight in Class G airspace	ENR 1.2 and CAP 797
List the flight rules allowed in various classifications of airspace	CAP 797
State the rules applicable for IFR flights inside controlled airspace.	ENR 1.3 and CAP 797
State the rules applicable for IFR flights outside controlled airspace	ENR 1.3 and CAP 797

Procedures

Air Traffic Services

Content	Source
Name the types of FIS units	CAP 797
Define ICAO FIS	CAP 797
Define the services that collectively comprise the UK Flight Information Services	CAP 774
State which of the UK Flight Information Services can be provided by an AFISO	CAP 774
Recognise the Service Principles of UK Flight Information Services	CAP 774
Define Basic Service	CAP 774
Identify the flight rules under which a Basic Service is provided	CAP 774
State when traffic information shall be passed by an AFISO to aircraft in receipt of a Basic Service	CAP 774
State the terrain and collision responsibilities of pilots in receipt of a Basic Service	CAP 774
State the pilot requirements for maintenance of levels and headings under a Basic Service	CAP 774
State the limitations on AFISOs with regard to making agreements with pilots in receipt of a Basic Service	CAP 774
State the situations in which AFISOs are permitted to pass instructions on RT	CAP 797
State when traffic information shall be passed by an AFISO to aircraft operating within and in the vicinity of the ATZ	CAP 797
State how AFISOs must relay ATC clearances to a pilot	CAP 797
List the flight priorities and their associated types of flight	CAP 797
Differentiate between the various Police and HEMS flight categories, callsigns, and their associated meanings	CAP 797
Describe the rules of the air and aircraft commander responsibilities for flight in Aerodrome Traffic Zones where FIS is being provided	CAP 797
Describe the function of ACAS	CAP 797

Air Traffic Services (continued)

Content	Source
Identify and respond correctly to pilot TCAS RA RTF phraseology	CAP 797
Define a Royal Flight and what flights may be afforded Royal Flight status	CAP 797
State the actions required by an AFISO unit on being informed of an intended Royal flight movement at their aerodrome	CAP 797
Define the role of FISOs at Area Control Centres	CAP 797

Services at Aerodromes

Content	Source
Explain the communication requirements for vehicles operating on the manoeuvring area	CAP 797
State the actions required prior to a vehicle or person entering the manoeuvring area of an aerodrome	CAP 797
Describe the rights of way and rules for giving way for vehicles and pedestrians on an aerodrome	CAP 797
State where vehicles may be permitted to hold in relation to a runway when an aircraft is landing or taking off	CAP 797
Describe the elements that are normally included in a briefing to aerodrome working parties	CAP 797
State the RTF requirements when granting approval to cross runways	CAP 797
Describe the procedures to be followed in the event that an aircraft or vehicle is uncertain of its position on the airfield	CAP 797
State the AFISO responsibilities regarding warnings of wake turbulence	CAP 797
Recognise how aircraft are grouped into wake turbulence categories	CAP 797
Characterise the effects of helicopter downwash	CAP 797
Explain the actions to be taken by AFISOs to minimise the effects of helicopter downwash	CAP 797
State the AFISO actions in response to pilot reports of windshear	CAP 797
State the meaning of light signals to and from aircraft and to vehicles	CAP 797
List the factors affecting the selection of runway in use	CAP 797
Name those that must be informed of a runway change	CAP 797
Define the responsibilities of the AFIS unit when it is established that there is a hazard to the movement of aircraft on the aerodrome	CAP 797
State when aircraft are and are not allowed to line up on a runway	CAP 797
Define the order of priority for arriving and departing aircraft	CAP 797

Services at Aerodromes (continued)

Content	Source
Describe how the AFIS should respond to amended priorities for use of the runway	CAP 797
State the information to be provided to aircraft prior to taxi	CAP 797
Define essential information on aerodrome conditions and how and when it shall be passed to aircraft	CAP 797
State where AFISOs may use the instruction 'Hold Position' to aircraft on the manoeuvring area	CAP 797
State the information to be provided to aircraft prior to departure	CAP 797
Describe the procedures pertaining to aircraft lining up	CAP 797
Describe designated positions in the traffic circuit	CAP 797
State the information to be provided to aircraft prior to entering the traffic circuit	CAP 797
State the information to be provided to aircraft prior to commencing and during final approach	CAP 797
Describe when the AFISO shall provide aircraft with specific traffic information	CAP 797
Describe the information passed by the AFISO with regard to pilot decisions to land or go-around	CAP 797
State when landing aircraft shall not be informed 'land/low approach go around, at your discretion'	CAP 797
Describe how runway vacated reports are to be used	CAP 797
State the responsibilities with regard to airfield surface and lighting inspections	CAP 797
Describe how the presence of water on a paved runway is to be reported on the RTF	CAP 797
Describe the effect of birds and wildlife on aviation safety at aerodrome and measures that should be taken	CAP 168

Radiotelephony

Content	Source
State the RTF phraseology requirements for providing altimeter pressure settings that are below 1000 HpA.	CAP 797
State the ATS messages that are to be read back in full by the pilot/driver	CAP 797
Define the RTF phraseology to be used on and in the vicinity of an aerodrome	CAP 797
Define the RTF phraseology to be provided in the provision of generic traffic information to aircraft under a Basic Service	CAP 797

Emergencies, Communications Failure and Contingencies

Content	Source
Define Alerting Service and its availability	CAP 797
Define overdue action, and the times to be used in commencing overdue action	CAP 797
Differentiate between the phases of emergency	CAP 797
Describe the FISO responsibilities and actions in response to aircraft emergencies, unlawful interference, and bomb threats	CAP 797
Describe the factors that may indicate an aircraft is in emergency or subject to unlawful interference	CAP 797
Differentiate between the classes of emergency message and their identification on RT	CAP 797
List the essential elements of an emergency message	CAP 797
Describe the role and responsibilities of the RAF D&D Cell	CAP 797
Recognise the use of aircraft ballistic recovery systems and actions to be taken by FISOs on being informed of their use	CAP 797
Define aircraft accident	CAP 797
Define the Radio Communications Failure procedures	CAP 797
Describe the actions to be taken in response to unauthorised use of AFIS frequency	CAP 797
Describe the process to be applied in the event of malicious use of lasers against aircraft or FIS facilities	CAP 797
Define the categories of emergency used in relation to alerting emergency services	CAP 797
State the responsibility for the removal of crashed aircraft	CAP 797

Flight Planning, AIS, NOTAM

Content	Source
Describe the types of flight plan	CAP 797
Recognise the AFPEX role in flight planning	UK AIP ENR 1.10
State when a pilot is required and advised to file a flight plan	CAP 797
Describe the booking out procedure	CAP 797
Describe the functions of AIS	CAP 797
List the tasks of AIS	CAP 797
List the elements of the Integrated Aeronautical Information Package	UK AIP GEN 3.1
Define the NOTAM suffixes	CAP 797
Define the objective of ATFM	UK AIP ENR 1.9
State when Calculated Take-off Times are issued	UK AIP ENR 1.9
State the effect of ATFM on aircraft start up procedures	CAP 797

Administration

Content	Source
List the actions required prior to opening a watch	CAP 797
State the procedure for handing over a watch	CAP 797
State the action required prior to closing a watch	CAP 797
Define the requirements for the maintenance of the unit watch log	CAP 797
State the requirement on FISO to complete occurrence reports	CAP 797
Define reportable occurrence	CAP 797
State the reporting and notification requirements for aircraft accidents	CAP 797
Define AIRPROX	CAP 797
State the requirement on FISOs where pilots wish to report an AIRPROX by RTF	CAP 797
Describe the processes for reporting bird strikes	CAP 797

Aerodrome Layout and Physical Characteristics

Content	Source
Define: Aerodrome Apron Clearway Holding Point Manoeuvring Area Runway Runway holding position Stopway Threshold	CAP 797
Recognise aerodrome signals, signs and markings	CAP 168
Recognise the characteristics of aerodrome beacons	CAP 168
Identify the function of approach lighting and circling guidance lights	CAP 168
Identify the characteristics of a Simple Approach Lighting System	CAP 168
Explain the functions of approach slope indicators	CAP 168
Recognise the meanings of the light indications from a typical PAPI system	CAP 168
Identify the function of runway threshold, end and edge lighting	CAP 168
Identify the constituents and spacing of runway edge lighting	CAP 168
Identify the constituents and spacing of runway edge lighting	CAP 168
Identify the colours of runway threshold and runway end lights and what they indicate	CAP 168
Define how taxiway edge and centreline lighting is used and depicted	CAP 168
Define Take-off Run Available	CAP 168
Define Take-off Distance Available	CAP 168
Define Accelerate Stop Distance Available	CAP 168
Define Landing Distance Available	CAP 168
Describe the meaning of ACN and PCN	CAP 168

Navigation

Content	Source
Define night	CAP 797
Recognise the Temporal Reference System relationship between UTC and local time	UK AIP GEN 2.1
Characterise the general principals of the national grid system	
Define and recognise the relationship between: Degrees Minutes Seconds Latitude/longitude	
Define: Cardinal points Inter-cardinal points	
Define: True north Magnetic north Grid north, variation Magnetism Deviation Inclination	
Calculate conversions between true, magnetic and grid north	
Explain the properties and use of the following earth projections: Lambert Mercator Stereographic	
Recognise the means of depicting relief on maps	
Recognise the following and their uses: Aeronautical Charts UK Topographic Charts Ordnance Survey Map	

Navigation (continued)

Content	Source
Decode the following aeronautical chart symbology: Aerodromes Heliports Microlight flying sites Glider launching sites Hang/para gliding Free-fall parachuting drop zone Radio navigation aids IAP outside controlled airspace Aerodrome Traffic Zone Controlled airspace Military Aerodrome Traffic Zone Airspace Restrictions HIRTA Air Navigation Obstacles Additional aerodrome and aircraft parking symbology	UK AIP GEN 2.3
Recognise the relationship between: Heading Track Drift	

Navigation (continued)

Content	Source
Describe the triangle of velocities	
Recognise the UK aviation units of measurement used in navigation	UK AIP GEN 2.1
Characterise the National Grid method of position reporting	
Demonstrate how to plot a position on a chart when a position is stated with reference to: VOR DME NDB	
Define and recognise the relationship between: True air speed Ground speed Indicated air speed	
Calculate the time taken to cover distances at varying air speeds	
Explain the basic working principles and uses of the following ground-based navigation systems: NDB, VOR, DME, TACAN	
Explain the basic working principles of GNSS	

Meteorology

Content	Source
Describe the basic characteristics of the atmospheric parameters measured	
Describe the instruments used to provide the different weather elements	
Describe the elements of ISA	
Describe how temperature varies	
Differentiate between the different processes related to atmospheric moisture	
Characteristic relative humidity, dew point and latent heat	
Describe the relationship between pressure, temperature, density and height	
Describe the relationship between pressure settings	
Explain the effect of air pressure and temperature on altimeter readings and the true altitude of aircraft	
Describe the origin and movement of typical air masses and their general effect on UK weather	
Describe the main isobaric features	
Describe the difference between various fronts and the associated weather	
Describe the main phenomena caused by mesoscale systems	
Explain the significance of wind phenomena and types	CAP 746
Explain effect of forces which influence wind	CAP 746
Describe when to provide Instant, 2 and 10 minute wind speed averages	CAP 746
Explain different conditions for the formation of clouds	

Meteorology (continued)

Content	Source
Define cloud base and cloud ceiling	
Differentiate between cloud base and ceiling	
Explain the significance of precipitation in aviation	
Describe the types of precipitation and their corresponding cloud families	
Explain the causes of atmospheric obscurity	CAP 746
Differentiate between different types of visibility	CAP 746
Explain the significance of visibility in aviation	CAP 746
Differentiate between the following different types of visibility: Prevailing visibility Minimum visibility RVR	CAP 746
Describe the following different weather phenomena that may be reported: Rain Drizzle Snow Fog (Patches, Partial, Banks) Mist Haze Freezing Rain Freezing Drizzle Thunderstorm Lightning Snow Grains Ice Pellets Squall	CAP 746
Describe the effect of meteorological hazards on aviation	CAP 746
State the meanings of QFE, QNH, QNE and regional QNH, together with their significance to FISOs and pilots	

Meteorology (continued)

Content	Source
State who is the UK Meteorological Authority and their role in the regulation of aviation Met Services	UK AIP GEN 3.5
Describe and decode the different products that can be used for briefing	UK AIP GEN 3.5
Recognise the UK aviation units of measurement used in meteorology	UK AIP GEN 3.5
Define Met form 214 and Met form 215 and recognise their content	UK AIP GEN 3.5
Decode the content of the following weather reports and forecasts and understand any symbols and abbreviations associated with the charts: METAR TAF SIGMET AIRMET	UK AIP GEN 3.5
State when aerodrome warnings are issued by the UK Met Office	UK AIP GEN 3.5

APPENDIX B

Syllabus for the Aerodrome Flight Information Service Officer Licence Validity Examination

General

- B1 Candidates are required to demonstrate an ability to provide an Aerodrome Flight Information Service at an aerodrome in a methodical manner using the procedures contained in the CAP 797 Flight Information Service Officer Manual and in Local FIS Instructions. To be successful, the candidate shall pass in all aspects of the examination.

Practical Examination

- B2 Candidates will be assessed in the provision of a service to aircraft both in the air and on the ground, in the correct application of priorities, use of standard RTF phraseology, and in the proper use of a data display system where one is designated in local instructions.

Oral Examination

- B3 Candidates will be required to have a thorough knowledge of local procedures under each of the following subject headings. The items shown under each heading are intended as a guide only and will be largely determined by Local FIS Instructions.

Local Aerodrome Rules and Procedures

- Aerodrome and FIS procedures.
- Aerodrome layout, including elevation, direction, lengths and widths of runways and widths of taxiways.
- Particulars and operation of lighting systems including runway, taxiway and obstructions lights and aerodrome beacons.
- Handling of Visual Room equipment including pyrotechnics and signal lamps.

Characteristics of Local Traffic

- Identification of all aircraft types operating from the aerodrome and a general knowledge of their performance characteristics.
- Local flying procedures.
- Jet and prop-jet procedures, if applicable.
- Liaison with operating companies on the aerodrome.

Knowledge of Local Terrain

- Local terrain characteristics, including spot heights and obstructions with range and bearing from aerodrome.

Knowledge of Adjacent Airspace and Restrictions

- Location of other aerodromes within 25 NM radius and knowledge of types of operation carried out there.
- Location and extent of danger, restricted and prohibited areas and controlled airspace within 25 NM radius.

Emergency Procedures

- Local emergency procedures.
- Alert and availability of emergency services.
- Methods of directing fire and crash vehicles.
- Initiation of Overdue Action.

Liaison with ACC and Adjacent Aerodromes

- Liaison with parent ACC.
- Liaison with parent aerodrome (if applicable).
- Liaison with adjacent aerodromes.
- Flight plan procedures.

Radio Aids to Navigation

- Location, identification, frequency and other pertinent data regarding radio navigational facilities within 25 NM radius.

Weather Reports and Forecast

- Interpretation and application of meteorological reports and forecasts relating to the aerodrome and an area within 25 NM radius.

APPENDIX C

Requirements for the Appointment of Local Aerodrome Flight Information Service Officer Validity Examiners

Eligible Persons

- C1 The following persons may be appointed to conduct Aerodrome FISO validity examinations at a particular aerodrome.
1. an ATS Inspector from Aerodrome and Air Traffic Standards Division;
 2. an Aerodrome FISO, valid at the aerodrome concerned.
- C2 Notwithstanding these provisions, however, the initial validation of the first Aerodrome FISO at an aerodrome will always be conducted by an ATS Inspector.

Requirements for Authorisation

- C3 Applicants for authorisation as a local Aerodrome FISO Validity Examiner shall:
1. be nominated by the aerodrome operator;
 2. hold an Aerodrome FISO Licence valid at the aerodrome;
 3. have a minimum of two years' experience as a valid Aerodrome FISO;
 4. have a minimum of one year's experience at the FISO Unit in question and hold a current validation whilst carrying out examining duties;
 5. satisfactorily conduct a minimum of two supernumerary Aerodrome FISO validity examinations with an ATS Inspector.
- C4 At its discretion, the CAA may authorise a person who does not satisfy the requirements in paragraph C3 to act as a local Aerodrome FISO Validity Examiner.

Limitations

- C5 After satisfying the requirements a successful applicant will be issued with a written authorisation to conduct Aerodrome FISO validity examinations only at the aerodrome specified.

Applications

- C6 Applications for appointment as a local Aerodrome FISO Validity Examiner shall be made in writing to the appropriate Regional Manager ATS with consideration to paragraph C3 1. The application shall be accompanied by the appropriate fee, and the availability of an Aerodrome FISO validity candidate at the aerodrome shall be arranged.
- C7 Arrangements for the authorisation test will be made in accordance with the appropriate sections of Chapter 2 concerning arrangements for validity examinations.
- C8 Local Aerodrome FISO Validity Examiners are expected to be conversant with the provisions of CAP 1032. In addition, Aerodrome and Air Traffic Standards Division will supply applicants with guidance notes for local Aerodrome FISO Validity Examiners and carry out any further briefing that may be required.