

Appendix A

Syllabus for the written and practical examinations for the issue of a radio operator's certificate of competence

Candidates for the written and practical examinations for the issue of a Radio Operator's Certificate of Competence are expected to demonstrate their knowledge and understanding of the topic listed below at a level comparable to that contained in this document and [CAP 413 Radiotelephony Manual](#).

CAP 452

Glossary of aeronautical terms

Communications techniques, procedures and phraseology (Chapter 1)

- General communications procedures

Aeronautical radio stations (Chapter 2)

- VHF radio propagation and radio interference
- Frequency assignments and designated operational coverage
- Categories of messages
- Radio operator's certificate of competence
- Wireless Telegraphy (WT) Act aeronautical licence

CAP 413

Glossary (Chapter 1)

- Terms: definitions and abbreviations

Radiotelephony – general procedures (Chapter 2)

- Introduction
- Transmitting technique

- Transmission of letters
- Transmission of numbers
- Transmission of time
- Standard words and phrases
- Call signs for aeronautical stations
- Call signs for aircraft
- Continuation of communications
- Corrections and repetitions
- Acknowledgement of receipt
- Transfer of communications
- Clearance issue and read back requirements
- Withholding clearances
- Simultaneous transmissions
- Complying with clearances and instructions
- Communication failure
- Test transmissions
- Hours of service and communications watch
- Categories of message

Aerodrome phraseology (Chapter 4)

- AGCS radio operator's certificate **only**:
Aerodrome air / ground communication service phraseology
- OCS radio operator's certificate **only**:
Offshore communication service
Aerodrome information
Meteorological conditions

Emergency phraseology (Chapter 8)

- Distress and urgency communication procedures

Miscellaneous phraseology (Chapter 9)

- Other communications
- Oil pollution reporting
- Aircraft operating agency messages

Appendix B

Examination details

Examination arrangements

Candidates may enter the examination(s) leading to the issue of either an ROCC-AGCS or ROCC-OCS. The practical communications test and written paper leading to the issue of an ROCC must, at all times, be conducted by an examiner approved by the CAA. Details of approved examiners can be found on the CAA website <http://www.caa.co.uk/Commercial-industry/Airspace/Air-traffic-control/Licences/Radio-Operator-s-Certificate-of-Competence/> or by contacting the CAA directly.

Applicants should make their own arrangements with the approved examiner. It is recommended that providers of courses preparing candidates for the practical and written examinations should make arrangements with approved examiners in good time to ensure that they will be available to conduct the examinations.

The written test takes the form of a test paper of approximately 25 questions to which the candidate provides a written answer. The time allowed for the written paper is one hour and the pass mark is 75%.

The practical test takes the form of simulated exchanges of communication between the candidate acting as an AGCS radio station operator at an aerodrome or an OCS radio station operator at an offshore installation and the examiner acting as aircraft stations (and other agencies). The test is normally split into a number of sections in which various scenarios are simulated. The result of the test is PASS or FAIL.

The written and practical examinations will be conducted in the English language. The use of reference material such as notes, dictionaries and translators is not permitted during either of the examinations.

The written and practical examinations are designed to test candidates' knowledge and understanding of the appropriate contents of this document and CAP 413 Radiotelephony Manual.

Unsatisfactory conduct during the examination may result in the candidate being disqualified.

Applicants who are claiming exemption from the written and/or practical tests should submit a copy of their licence to the ATS Licensing Section. Holders of military certificates of competence should submit a copy of the complete certificate to the ATS Licensing Section.

Examination failures: re-sit arrangements

Candidates must pass both the written and practical examination for the issue of a Radio Operator's Certificate of Competence. A re-sit examination may be taken if the candidate fails the written examination, practical test, or both.

In order to allow for additional training or instruction and, subject to examiner availability, at least three days should elapse before a candidate re-takes the written or practical test. However, in exceptional circumstances and at the discretion of the approved examiner, candidates may be allowed to re-sit the examinations within this period.

Failure in six sittings will result in a one year exclusion from the examinations leading to the issue of a Radio Operator's Certificate of Competence. A sitting is any attempt at the written examination and practical test, either taken together or singly, depending on the individual circumstances.