

## CONVERSION APPLICATION FOR THE GRANT OF AN SFCL SPL – EFFECTIVE FROM 8 APR 2020

### **GUIDANCE NOTES AND FORM (updated 20<sup>th</sup> May 2021 re CAA Pilot Medical Declaration).**

Each numbered box below refers to a corresponding part of the Conversion Application Form attached to this 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**

If you hold or have held a CAA licence, and /or CAA Medical Certificate, you may know your personal CAA reference number. By quoting it on the form, you will assist the application process.

You will need to provide ID i.e. Passport, EEA/EU National ID Card or Full EU Photographic Driving Licence either by providing a **full colour** photograph of you holding your photo ID or by providing a certified **full colour** copy of your photo ID in which your personal details are legible.

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. ADDRESS FOR CORRESPONDENCE**

Only complete this if you use a different address for correspondence from that described in section 1 of the form.

#### **3. APPLICANTS MEDICAL FITNESS**

An SFCL SPL can only be issued to an applicant who holds a valid medical certificate or declaration.

SPL applicants must hold either,

a LAPL medical certificate issued by a General Medical Practitioner (GMP – or GP in UK language) or an Aero Medical Examiner (AME). GMP's (GP's) use an online form which when submitted electronically to the CAA provides the only registration necessary by the GMP (GP), or

a Class 2 medical certificate issued by an Aero Medical Examiner (AME), or

have made a CAA Pilot Medical Declaration.

**Please supply a certified copy of your certificate or declaration – please do not supply the original.**

#### *Medical Certificate Validity Period*

Although excessively long turnaround times for applications are not expected, to ensure that a LAPL, Class 1 or Class 2 medical certificate remains valid throughout any application process, it is suggested that the medical evidence has at least 2 months validity remaining when you submit your application form.

#### *Non-UK Issued Medical Certificate*

Please ensure that if your medical certificate is issued outside the UK that the associated records are held by the UK CAA. If in doubt, please contact the CAA.

#### *CAA Pilot Medical Declaration*

Please ensure the copy of your CAA PMD includes the statement 'I confirm this pilot medical declaration print out is applicable to me and is correct', your CAA reference number if known, name, signature, and date.

## **4. APPLICANTS EXISTING & VALID QUALIFICATION STATUS**

The conversion report submitted by the CAA provides the basis for conversion from BGA Gliding Certificate and Endorsements to Part-FCL requirements. An SFCL conversion appendix updates those requirements. You should tick on the application form the listed BGA and CAA qualifications that you hold.

*The minimum requirement for conversion to an SPL* is a Bronze Endorsement plus either the Cross Country Endorsement or, if the Bronze endorsement was achieved prior to the cross country endorsement being established within the BGA in April 1996, an FAI verified Silver Distance as issued by the BGA or other National authority. The Gliding Certificate, Bronze endorsement, Cross Country Endorsement and Silver Distance are all recorded by the BGA.

Certified copies of CAA class rating and instructor and examiner certificates must be included with your application form.

*Cloud Flying Endorsement* – this **BGA endorsement** recorded by the BGA is available free of charge if a completed BGA Cloud Flying Endorsement application is submitted with the conversion application. The BGA application form is at; <http://www.glidering.co.uk/forms/BGACloudFlyingEndorsementApplication.pdf>

*Aerobatics Endorsement* – pilots who hold any of the BGA aerobatics badges are automatically entitled to and deemed to hold this endorsement. Note that the badges include 'standard' and 'intermediate'. This is particularly relevant on conversion.

*Assistant Instructor* – self-explanatory. The BGA records instructor rating issue, validity and additional privileges.

*Full Instructor* – self-explanatory. The BGA records instructor rating issue, validity and additional privileges.

*MGIR* – this applies to those who hold a BGA Motor Glider Instructor Rating as recorded by the BGA.

*Instructor Coach* – this applies to those who have been formally approved by their CFI's to coach instructors at clubs and as recorded by the BGA

*Flight Examiner* – this applies to those applicants who qualify as/are equivalent to a BGA Flight Examiner as recorded by the BGA. The BGA records include additional BGA examining privileges.

*Flight Instructor Examiner* - this applies to those applicants who qualify as/are equivalent to a BGA Flight Instructor Examiner as recorded by the BGA

*CAA Ratings or Authorisations* – please tick the valid CAA issued ratings or authorisations held by the applicant. Copies should be submitted where applicable under section 5.

## 5. APPLICANTS CONVERSION REQUIREMENT AND BGA RECOMMENDATION TO THE CAA

This is the bit where you let us know what SPL privileges you require based on your existing BGA qualifications and other experience, what additional ratings, certificates and authorisations.

Please note that when a rating, certificate or authorisation is added to an 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. You declare that you are aware of those requirements when you sign at the bottom of this section.

Please note that the more you can apply for at this stage, the less it will cost you in future when you need to add further elements through additional applications.

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 as described in 1 above. In all cases, applicants must complete the relevant part(s) of the **logbook evidence summary** that is included as part of the application form on page 5.

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 leave the item un-ticked or to tick the box on the application form as being required.

### Flight Radio Telephony Operators Licence (FRTOL) – PLEASE READ VERY CAREFULLY

Description	
	This is the Flight Radio Telephony Operators Licence that under Part-FCL is part of the licence. It is not mandatory for you to hold an FRTOL, but please read these notes carefully.
If you do not want FRTOL privileges on the licence, do not tick the box. If you want to convert <b>existing</b> FRTOL privileges, you should tick the box. If you do not tick the box or the CAA does not have a record of you attaining a demonstrated level 6 English proficiency, you risk losing any existing FRTOL privileges.	
The CAA will check their database to ensure you hold an FRTOL with level 6 English language proficiency. They will then add FRTOL to your new licence privileges. If you don't hold level 6 English language proficiency, CAA will reject your application.	
<b>If you are not sure whether you hold level 6 English language proficiency, the CAA can supply you with the information. You should contact the CAA via <a href="mailto:fclweb@caa.co.uk">fclweb@caa.co.uk</a></b>	
Full details are on the <a href="#">CAA website</a> .	
The CAA's English Language proficiency electronic application is at <a href="#">CAA SRG 1199</a> . Apply separately to the CAA ahead of completing and submitting your conversion application form to the BGA.	
<b>Initial issue of a FRTOL</b> must be applied for separately and currently cannot form part of the licence conversion.	

## Licence Required

### Sailplane Pilot Licence

Description	SFCL has a single licence called the Sailplane Pilot Licence (SPL). The licence privileges may be used with either a LAPL medical certificate, class 2 medical certificate or Pilot Medical Declaration (PMD).
Conversion Application Requirements	<p><b>Hold;</b></p> <ul style="list-style-type: none"><li>• The BGA Bronze Endorsement and</li><li>• The BGA Cross Country Endorsement. However, if the applicant does not hold a BGA Cross Country Endorsement because it did not exist at the time they completed their BGA Bronze Endorsement, ie prior to April 1996, the applicant must hold a valid FAI Silver Distance, for example as verified &amp; issued by the BGA.</li></ul> <p>The BGA Bronze Endorsement and the BGA Cross Country Endorsement and the Silver Distance are recorded by the BGA. If the Silver Distance where required (see above) was issued by an organisation other than the BGA, please provide a certified copy of the certificate with the application.</p>

## Class Required

### Sailplanes/Powered Sailplanes (in this case excluding TMG)

If you intend to continue to fly sailplanes with an SPL, you will need to have the privilege added to your licence.

This privilege includes self-sustaining (or turbo) sailplanes and *where additionally requested as a launch method*, self-launching powered sailplanes (but does not include TMG privileges)

(Self-launching sailplanes are sailplanes where the engine or propeller is extended and used for self-launching but have the characteristics of a sailplane. An example is a DG400).

### Touring Motor Glider (TMG)

Description	<p>If you intend to continue to fly Touring Motor Gliders, you will need to have the privilege added to your licence. It is possible to have an SPL issued with TMG privileges only, ie no sailplane privileges.</p> <p>(A Touring Motor Glider (TMG) is a powered 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"><li>• Provide certified evidence (licence and current revalidation certificate) of holding<ul style="list-style-type: none"><li>(i) a valid SLMG or TMG rating, <u>or</u></li><li>(ii) SEP (land) Rating together with SLMG differences training.</li></ul></li></ul>

## Launch Method Required

### Winch/Car Launch

Description	If you wish to get airborne in a sailplane as pilot in command by winch and car launch, you will need to hold a Winch/Car Launch qualification on your SPL.
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Conversion Application Requirements	<ul style="list-style-type: none"><li>• 20 winch or car launches as PIC (complete application form logbook summary)</li></ul>
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### Aerotow Launch

Description	If you wish to get airborne as pilot in command in a sailplane by aerotow launch, you will need to hold an Aerotow Launch qualification on your SPL
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Conversion Application Requirements	<ul style="list-style-type: none"><li>• 12 aerotow launches as PIC (complete application form logbook summary)</li></ul>
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### Self Launch

Description	If you wish to get airborne as pilot in command of a self-launching sailplane, you will need to hold a Self Launch qualification on your SPL
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Conversion Application Requirements	<ul style="list-style-type: none"><li>• Provide certified evidence of holding a valid SLMG or TMG rating, or SEP (land) Rating together with SLMG differences training.</li></ul>
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### Bungee Launch

Description	If you wish to get airborne in a sailplane as pilot in command by bungee launch, you will need to hold a Bungee Launch qualification on your SPL.
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Conversion Application Requirements	<ul style="list-style-type: none"><li>• 3 bungee launches as PIC (complete application form logbook summary)</li></ul>
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## Additional Ratings and Privileges required:

### Aerobatic Privileges

Description	If you wish to use your SPL to fly aerobatics as pilot in command of a sailplane or TMG, you will need aerobatic privileges. <b>Note:</b> there are 'Basic' privileges and 'Advanced' privileges.
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Conversion Application Requirements	<p><u>Basic Aerobatic Privileges</u></p> <p>You will need to;</p> <ul style="list-style-type: none"><li>• Hold a BGA standard aerobatics badge or aerobatics endorsement as demonstrated by BGA records.</li></ul> <p><u>Advanced Aerobatic Privileges</u></p> <p>You will need to either;</p> <ul style="list-style-type: none"><li>• Hold a BGA intermediate or unlimited aerobatics badge as demonstrated by BGA records.</li></ul> <p>or;</p> <p>Submit certified evidence of;</p> <ul style="list-style-type: none"><li>• A valid LAPL(A) or PPL(A) without aerobatics restrictions having demonstrated the requirements to fly aerobatics, or;</li></ul>
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	<ul style="list-style-type: none"> <li>• 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, or;</li> <li>• Evidence (other than log book records) of having flown aerobatic manoeuvres at a BAeA sanctioned event (including glider events), or;</li> <li>• Hold a valid FI(A) rating with the “no aerobatics” restriction removed following compliance with requirements to instruct aerobatics, or;</li> <li>• Evidence of satisfactory completion of the AOPA/BAeA aerobatic course.</li> </ul> <p>or;</p> <ul style="list-style-type: none"> <li>• Advanced aerobatic privileges may also be granted to pilots who apply on the basis of experience of flying aerobatics alone if they provide; <ul style="list-style-type: none"> <li>a. Certified log book evidence of at least 5 hours of aerobatic flying in aeroplanes or gliders that have airworthiness certification for manoeuvres not limited by SFCL.200 (b)(1);</li> </ul> </li> </ul> <p>and;</p> <ul style="list-style-type: none"> <li>b. A statement from an instructor, with the privilege to instruct in aerobatics (see Note 1), confirming that the aerobatic manoeuvres listed in AMC1 SFCL.200(c) (c)(2) can be exercised safely.</li> </ul> <p>Note 1: 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).</p>
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### TMG Night Rating

Description	If you wish to fly a TMG at night, you will need TMG night privileges.
Conversion Application Requirements	<ul style="list-style-type: none"> <li>• You will need to hold a night rating issued in accordance with point FCL.810 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011, Or</li> <li>• Have otherwise fulfilled all the requirements for the issue of that rating.</li> </ul>

### Sailplane Towing Rating

Description	If you wish to use your SPL and associated TMG extension (see Touring Motor Glider above) to tow sailplanes using a TMG, you will need a towing rating.
Conversion Application Requirements	<p>You will need;</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• 10 flights as PIC towing a sailplane in an SLMG or TMG (complete application form logbook summary)</li> </ul>

### Sailplane Cloud Flying Privileges

Description	If you wish to use your SPL to fly within cloud, you will need Sailplane Cloud Flying privileges. Note: the Sailplane Cloud Flying privileges cannot be used when flying a TMG within cloud. See CAP804 for Instrument Rating requirements.
Conversion Application Requirements	<p>You will need a valid BGA Cloud Flying Endorsement (CFE) as demonstrated by BGA records - therefore nothing to be submitted.</p> <p>Please note: You can submit a BGA CFE application with the licence conversion application.</p>

## Flight Instructor (Sailplanes) privileges required:

### Sailplanes/Powered Sailplanes) – FI(S) Unrestricted or Restricted

Description	<p>If you wish to instruct using your 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"><li>• May only instruct under the supervision of an unrestricted Flight Instructor (Sailplanes) nominated for the task, and</li><li>• May not authorise first solo flights or first cross-country flights</li></ul> <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 SPL training syllabus.</p>
Conversion Application Requirements	<p>Hold;</p> <ul style="list-style-type: none"><li>• A valid BGA Assistant Instructor or Full Instructor Rating as demonstrated by BGA records - <u>therefore nothing to be submitted</u></li></ul> <p>and</p> <ul style="list-style-type: none"><li>• For unrestricted FI(S) only – have completed a BGA Instructor Completion Course as demonstrated by BGA records - <u>therefore nothing to be submitted</u></li></ul> <p>and <b>in all cases</b></p> <ul style="list-style-type: none"><li>• Have 100 hours <u>and</u> 200 launches as PIC sailplanes (complete application form logbook summary)</li></ul> <p>The BGA office will complete the validity from date</p>

### Aerobatics Instructor

Description	<p>If you wish to <u>instruct</u> aerobatics in a sailplane using your SPL and FI(S) certificate you must provide confirmation that you are competent to do so and qualify to add the advanced aerobatic privileges to your SPL.</p>
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Conversion Application Requirements	<p>You will need to;</p> <p>Meet the requirement for an FI(S) Certificate and the SPL advanced aerobatics privileges (see above), and either hold;</p> <ul style="list-style-type: none"> <li>• A valid BGA aerobatic instructor certificate issued by the BGA (therefore no evidence to be submitted),</li> </ul> <p>or submit a certified copy of:</p> <ul style="list-style-type: none"> <li>• A valid FI(A) certificate with no “no aerobatics” restriction</li> </ul> <p>The BGA office will complete the validity from date</p>
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### Sailplane Towing Instructor

Description	If you wish to <u>instruct</u> sailplane towing in a TMG using your 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"> <li>• Meet the requirement to hold a towing rating on an SPL and have applied for that rating</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• Demonstrate through certified logbook evidence that you teach sailplane towing at your club (please submit a certified copy with your application)</li> </ul> <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 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"> <li>• Meet the requirements for a Flight Instructor (Sailplanes) certificate</li> </ul> <p>And hold;</p> <ul style="list-style-type: none"> <li>• BGA Cloud Flying instructor privileges as demonstrated by BGA records - <u>therefore nothing to be submitted</u></li> </ul> <p>The BGA office will complete the validity from date</p>



<u>TMG instruction in TMGs</u>	
Description	If you wish to instruct the TMG syllabus using your SPL with Flight Instructor (Sailplanes) certificate, you will need TMG instructing privileges.
Conversion Application Requirements	<p>You will need to;</p> <ul style="list-style-type: none"> <li>• Meet the requirement for a Flight Instructor (Sailplanes) certificate and</li> <li>• Have 30 hours PIC on TMG/SLMG aircraft (complete application form logbook summary) and</li> <li>• Provide certified evidence of a valid CAA issued FI certificate with SLMG or TMG rating</li> </ul> <p>The BGA office will complete the validity from date.</p>
<u>Sailplane (other than TMG) instruction in TMGs</u>	
Description	If you wish to instruct sailplane (non-TMG) training in a TMG using your SPL with Flight Instructor (Sailplanes) Certificate, you will need to hold TMG privileges on your SPL – see above. There are no further licensing requirements.
<u>TMG Night instruction in TMGs</u>	
Description	If you wish to instruct at night in a TMG using your SPL with Flight Instructor (Sailplanes) certificate, you will need night TMG instructing privileges.
Conversion Application Requirements	<p>You will need to:</p> <ul style="list-style-type: none"> <li>• Meet the requirement for a Flight Instructor (Sailplanes) certificate with TMG instructing privileges and</li> <li>• Hold an FI(A) or CRI(A) certificate which includes the privilege of instructing for a night rating.</li> </ul>
<u>Flight instruction for an FI(S) certificate privileges (also known as Flight Instructor Coach)</u>	
Description	If you wish to continue to coach potential sailplane instructors during their instructor training using your SPL and Flight Instructor (Sailplanes) certificate, you will need to hold privileges for flight instruction for an FI(S) certificate.
Conversion Application Requirements	<p>You will need to:</p> <ul style="list-style-type: none"> <li>• Meet the requirement for a Flight Instructor (Sailplanes) certificate and</li> <li>• Hold Instructor Coach endorsement from your CFI as recorded by BGA therefore no evidence to be submitted; and</li> <li>• Have 50 hours or 150 launches instructing in gliders (complete application form logbook summary)</li> </ul> <p>The BGA office will complete the validity from date</p>

**Examiner Privileges required:**FE(S) SPL (SFCL.415 (a))

Description	If you wish to carry out 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"><li>• Meet the requirement for a Flight Instructor (Sailplanes) certificate, and</li><li>• Hold a BGA Full Instructor rating as recorded by the BGA (therefore nothing to be submitted), and</li><li>• Submit evidence of 300 hours flight time in sailplanes of which 150 hours or 300 launches is flight instruction, and</li><li>• Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and</li><li>• 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)</li></ul> <p>The BGA office will complete the validity from date.</p>

FE(S) SPL TMG Extension (SFCL.415 (b))

Description	If you additionally wish to carry out TMG skills tests for SPL holders, you will need to be authorised to do so by the CAA as a Flight Examiner (Sailplanes) with TMG examining privileges.
Conversion Application Requirements	<p>You will need to:</p> <ul style="list-style-type: none"><li>• Meet the requirement and apply for a Flight Examiner (Sailplanes) certificate (above), and</li><li>• Supply a certified copy of your valid CAA issued Flight Examiner authorisation with SLMG or TMG examiner privileges, and</li><li>• Submit evidence of 50 hrs flight instruction in TMGs, and</li><li>• Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and</li><li>• 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)</li><li>• The BGA office will complete the validity from date.</li></ul>

FE(S) Flight Instructor (Sailplanes) – no TMG (SFCL.415 (c) (1) (i))

Description	If you additionally wish to carry out Flight Instructor (Sailplane) assessments of competence and other tests, you will need to be authorised by the CAA as a Flight Examiner (Sailplanes) with Flight Instructor Examiner privileges.
Conversion Application Requirements	<p>You will need to:</p> <ul style="list-style-type: none"><li>• Meet the requirement and apply for a Flight Examiner (Sailplanes) certificate, and</li><li>• Hold a BGA Regional Examiner or Flight Instructor Examiner authorisation as recorded by the BGA (therefore nothing to be submitted), and</li><li>• Supply evidence of 10 hrs or 30 launches instructing for an FI(S) certificate (excluding in TMGs), and</li><li>• Supply evidence of 500 hours as pilot of a sailplane The BGA office will complete the validity from date, and</li><li>• Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and</li><li>• 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)</li></ul> <p>The BGA office will complete the validity from date.</p>

FE(S) Flight Instructor (Sailplanes) – TMG (SFCL.415 (c) (1) (ii))

Description	If you additionally 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"><li>• Meet the requirement and apply for a Flight Examiner (Sailplanes) with TMG examining privileges, and</li><li>• Supply a certified copy of your valid CAA issued Flight Instructor Examiner authorisation with SLMG or TMG examiner privileges, and</li><li>• Supply evidence of 10 hours or 30 take-offs and landings instructing for an FI(S) certificate in TMGs, and</li><li>• Supply evidence of 500 hours as pilot of a sailplane, and</li><li>• Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate, and</li><li>• 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)</li></ul> <p>The BGA office will complete the validity from date.</p>

Senior Examiner Sailplanes/Powered Sailplanes

Description	If you wish to be a Senior Examiner (Sailplanes), you will need to be specifically authorised as such.
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<p>Conversion Application Requirements</p>	<p>You will need to be recommended specifically by the BGA and</p> <ul style="list-style-type: none"> <li>• Meet the requirement and apply for a Flight Examiner (Sailplanes) certificate and</li> <li>• Hold a BGA Flight Instructor Examiner authorisation as recorded by the BGA – therefore nothing to be submitted and</li> <li>• Provide a certified copy of your CAA Examiner Standardisation Seminar attendance certificate and</li> <li>• 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)</li> </ul> <p>The BGA office will complete the validity from date.</p>
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## 6. PAYMENT

The BGA processes and checks your application and subsequently submits a recommendation to the CAA who issue the licence. The CAA is paid a fee by the BGA for each SPL recommended by the BGA.

The fee is detailed at <https://members.gliding.co.uk/fees-and-charges/>

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

Alternatively, please submit with your application a dated and signed cheque for the total conversion fee payable to 'The British Gliding Association'.

### Check and check again....

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

- Completed the form, including all the SPL licence privileges you are entitled to
- Signed the form where required
- Included all the required & certified evidence – **do not supply original documents**
- Included payment

### And finally

Please take care when completing your application.

Common errors resulting in rejection include:

- Photo ID not being in colour or illegible
- Where a FRTOL is held, the applicant has not checked with the CAA that language level 6 is recorded

Please note that due to the size and nature of the conversion task, the BGA will return incomplete or erroneous applications. A return slip will advise applicants why an application has been returned unprocessed.

Thank you for your patience. Fortunately, the licence conversion process is a one-off exercise.

BGA

# BRITISH GLIDING ASSOCIATION

## CONVERSION APPLICATION TO THE CAA FOR THE GRANT OF A PART-SFCL SAILPLANE PILOT LICENCE

Please complete the form in clear block capitals using black ink. Please use the attached payment form.

### Data protection notice

On receipt, the BGA protects the personal data supplied in this application form in accordance with its data protection policies, notices and procedures. The details, including your rights in respect of your data held by us, are at <https://members.gliding.co.uk/library/data/>

### FALSE REPRESENTATION STATEMENT

It is an offence under Article 231 of the Air Navigation Order 2009 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable on summary conviction by a fine of up to £5000, and on conviction on indictment with an unlimited fine or up to two years imprisonment or both.

### 1. APPLICANT'S PERSONAL PARTICULARS (please complete as legibly as possible)

**CAA Reference Number** (If known. Individuals who have held or hold a CAA licence and/or CAA Medical Certificate may know this number)

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Title.....Surname.....

Forenames.....Nationality.....

Date of Birth.....Town of Birth.....

Permanent Address.....

.....Post Code.....

Email Address (please print carefully).....

Tel No.....Mobile No.....

BGA Club .....

**A clear certified\* full colour copy of your valid Passport, National ID Card or Photographic Driving Licence must accompany your application as proof of identification. \*See guidance notes**

### 2. ADDRESS FOR CORRESPONDENCE (if different from above)

Postal Address.....

.....Post Code.....

**3. APPLICANT'S MEDICAL FITNESS - Copy to be enclosed** (please read the guidance notes)

LAPL Medical Certificate ☐ Class 2 Medical Certificate ☐ Class 1 Medical Certificate ☐ CAA PMD ☐

**4. APPLICANT'S EXISTING & VALID QUALIFICATION STATUS**

(please read the guidance notes before ticking boxes – shaded areas for BGA use only)

BGA Bronze Endorsement (also known as Bronze Badge) ☐ BGA Bronze Cross Country Endorsement ☐

FAI Silver Distance ☐ BGA Cloud Flying Endorsement ☐ BGA Aerobatics Endorsement ☐

BGA Assistant Instructor ☐ BGA Full Instructor ☐ BGA MGIR ☐

BGA Instructor Coach ☐ BGA Flight Examiner ☐ BGA Regional Examiner ☐  
BGA Flight Instructor Examiner ☐

The following relate to existing and valid CAA ratings or authorisations

UK or NPPL SLMG Class Rating ☐ UK Flight Instructor (SLMG) ☐ UK Flight Examiner (SLMG) or XMG ☐

FCL TMG Class Rating ☐ FCL FI (A) TMG ☐ FCL FE(A) TMG ☐

UK SLMG Flight Instructor Examiner ☐ FCL FI E(A) TMG ☐

**5. APPLICANT'S CONVERSION REQUIREMENT AND BGA RECOMMENDATION TO THE CAA**

(please read the guidance notes before ticking boxes - shaded areas for BGA use only)

**Flight Radio Telephony Operator's Licence (FRTOL)** only if already held with English language proficiency level 6 ☐  
Note – please refer to the attached guidance note 5 re 'FRTOL'.

**Class required:**

Sailplanes/Powered Sailplanes ☐ TMG ☐

**Launch method required:**

Winch/Car Launch ☐ Aerotow Launch ☐ Self-Launch ☐

Bungee Launch ☐

**Additional Privileges/Ratings required:**

Aerobatic Basic ☐ Aerobatic Advanced ☐ Sailplane Cloud Flying ☐

TMG Night ☐ Sailplane Towing ☐

**6. APPLICANT'S CONVERSION REQUIREMENT AND BGA RECOMMENDATION TO THE CAA CONTINUED****Flight Instructor privileges required: Please leave 'Valid From' date blank.**

Sailplanes/Powered Sailplanes - restricted Valid from:..... <input type="checkbox"/>	Sailplanes/Powered Sailplanes - unrestricted Valid from:..... <input type="checkbox"/>	Aerobatics FI(S) Valid from:..... <input type="checkbox"/>
Sailplane Towing FI(S) Valid from:..... <input type="checkbox"/>	Sailplane Cloud Flying FI(S) Valid from:..... <input type="checkbox"/>	Blank
TMG Instruction in TMG FI(S) Valid from:..... <input type="checkbox"/>	TMG Night Training FI(S) Valid from:..... <input type="checkbox"/>	Flight Instructor Coach Valid from:..... <input type="checkbox"/>

**Examiner privileges required: all must qualify and apply for FE(S). Please leave 'Valid From' date blank.**

Sailplanes/Powered Sailplanes SFCL.415 (a) Valid from:..... <input type="checkbox"/>	with TMG examiner privileges SFCL.415(b) Valid from:..... <input type="checkbox"/>
with Sailplane/powered sailplane instructor examiner privileges SFCL.415 (1) (c) (i) Valid from:..... <input type="checkbox"/>	Blank
with TMG instructor examiner privileges SFCL.415 (1) (c) (ii) Valid from:..... <input type="checkbox"/>	Senior Examiner Sailplanes Valid from:..... <input type="checkbox"/>

**APPLICANT DECLARATION:** I declare; that I understand the privileges, requirements and limitations that apply to the SFCL licence that I have applied for; and that I understand that it is my responsibility to ensure that I am capable of safely exercising the privileges attached to the SFCL licence that I am issued with.

Applicant's signature.....Applicant's Name.....  
Date.....

**BGA USE ONLY- BGA DECLARATION:** We are satisfied that the application for the grant of an SPL for the person named on this application has been assessed and we are satisfied that all the requirements have been satisfactorily completed. We hereby recommend that the licence is issued with the additional privileges identified above by the BGA.

Name: ..... Signature:.....  
Position:..... Date: .....

**CAA USE ONLY**

Date of Issue..... Loaded by.....  
Checked by..... Signed by.....

Enclosures:



## Application Evidence Checklist

*Note: All evidence must be certified copies (originals must not be sent) as per Section 1 of the guidance notes. Uncertified copies will not be accepted and the application will be returned. For full details of evidence required please see guidance notes.*

Part	Conversion Requirement	Expected Evidence	Certified & Included	BGA USE
<b>Required from all Applicants</b>				
1	Identification - all	Valid Passport, EEA/EU National ID Card or Full EU Photographic Driving Licence	<input type="checkbox"/>	<input type="checkbox"/>
3	Medical - all	LAPL medical certificate or Class 1 or 2 medical certificate or CAA Pilot Medical Declaration	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required from all Applicants <u>if applicable</u></b>				
5	Sailplanes/Powered Sailplanes	Silver Distance Certificate only <u>if not BGA issued</u>	<input type="checkbox"/>	<input type="checkbox"/>
	TMG	Valid SLMG or TMG Rating or SEP (land) Rating together with SLMG difference training	<input type="checkbox"/>	<input type="checkbox"/>
	Self-Launch	Valid SLMG or TMG rating or SEP (land) Rating together with SLMG difference training.	<input type="checkbox"/>	<input type="checkbox"/>
	Aerobatic Basic	Evidence as described in the application guidance. Note: BGA Aerobatics endorsement/badge holders do not need to submit evidence.	<input type="checkbox"/>	<input type="checkbox"/>
	Aerobatic Advanced	Evidence of one of the options listed in the application form guidance. Note: BGA Aerobatics badge holders do not need to submit evidence.	<input type="checkbox"/>	<input type="checkbox"/>
	TMG Night Rating	Evidence as described in the application form guidance.	<input type="checkbox"/>	<input type="checkbox"/>
<b>Only required from Instructors and where applicable</b>				
5	FI(S) Aerobatics	Valid aerobatic instructor certificate issued by the BGA or BAeA or Valid FI (A) with no "no aerobatics" restriction	<input type="checkbox"/>	<input type="checkbox"/>
	FI(S) Sailplane Towing	Logbook statement of instructing towing	<input type="checkbox"/>	<input type="checkbox"/>
	FI(S) TMG Night Training	An FI certificate which includes the privilege of instructing for a night rating.	<input type="checkbox"/>	<input type="checkbox"/>
	FI(S) TMG Training in TMG	Valid CAA issued FI with SLMG or TMG Rating	<input type="checkbox"/>	<input type="checkbox"/>
<b>Only required from Examiners and where applicable</b>				
5	FE(S) all	CAA FE(S) standardisation certificate	<input type="checkbox"/>	<input type="checkbox"/>
	TMG examining	Valid CAA issued Flight Examiner authorization with SLMG or TMG examiner privileges	<input type="checkbox"/>	<input type="checkbox"/>
	TMG instructor examining	Valid CAA issued UK Flight Instructor Examiner with SLMG or TMG FIE authorisation	<input type="checkbox"/>	<input type="checkbox"/>
	Senior Examiner Sailplanes	CAA SE (Sailplanes) standardisation completion certificate	<input type="checkbox"/>	<input type="checkbox"/>
<b>Required from all Applicants</b>				
	Relevant Experience	Logbook evidence summary	<input type="checkbox"/>	<input type="checkbox"/>
6	Payment - all	Cheque or Card Details	<input type="checkbox"/>	<input type="checkbox"/>

## Logbook Summary (MANDATORY FOR ALL APPLICANTS)

Original logbook evidence must be shown to a person authorised to certify as described in the form completion guidance at 1. That person must sign the certificate below. Original or copies of logbook evidence of hours and launches should not be submitted.

I confirm that I hold logbook evidence of (please delete where not applicable)	
<b>Launch Types</b>	<b>Applicant signature</b>
20 winch or car launches in gliders as PIC	
12 aerotow launches in gliders as PIC	
3 bungee launches in gliders as PIC	
<b>Glider towing in a TMG</b>	
30 hours and 60 take-offs PIC in SLMG or TMG <u>and</u> 10 flights towing as PIC in an SLMG or TMG	
<b>Instructing</b>	
100 hours and 200 launches PIC in gliders	
<b>Flight Instructor Coach</b>	
50 hours or 150 launches instructing in gliders	
<b>Instructing in a TMG</b>	
30 hours PIC in SLMG or TMG	
<b>Flight Examiner (Sailplanes)</b>	
300 hours flight time in sailplanes of which 150 hours or 300 launches is flight instruction.	
<b>- with TMG examining privileges</b>	
50 hrs flight instruction in TMGs	
<b>- with Flight Instructor (Sailplanes) Examining Privileges – no TMG</b>	
10 hrs or 30 launches instructing for an FI(S) certificate (excluding in TMGs) AND a total of 500 hours in sailplanes	
<b>- with Flight Instructor (Sailplanes) Examining Privileges – TMG</b>	
10 hours or 30 take-offs and landings instructing for an FI(S) certificate in TMGs AND a total of 500 hours in sailplanes	

I have seen the applicant's logbook evidence and I certify that the above summary is accurate.

Signed:

Name:

Date:

CFI/Secretary/Chairman//BGA Examiner/CAA Examiner  
(delete as applicable)

**7. PAYMENT (please note that the payment/credit card details are destroyed following payment)**

All fees are payable to the BGA in advance with the application.

Fees are detailed at <https://members.gliding.co.uk/fees-and-charges/>

To pay via Bank transfer, please reference your name & 'SPL', pay, and include the transaction evidence in this application.

British Gliding Association  
Account No 00041622  
Sort code 30-94-97

Cheques must be payable to 'The British Gliding Association'

If paying by credit or debit card, please complete the following:

Card holders name (in full)																												
Type of Card	Visa credit <input type="checkbox"/> Visa debit <input type="checkbox"/> Mastercard credit <input type="checkbox"/> Mastercard debit <input type="checkbox"/>																											
Amount in £ sterling	£																											
Card no																												
Expiry date	__ __ / __ __								Valid From								__ __ / __ __											
Card security No. (last 3 numbers)	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>																											
Address of Cardholder if Different from applicant	Postcode:																											

Send the completed application form, certified copies of documents and payment to;

British Gliding Association  
8 Merus Court  
Meridian Business Park  
Leicester LE19 1RJ

or email to [lizzie@gliding.co.uk](mailto:lizzie@gliding.co.uk)