Part 1 – APPLICATION

NOTE: It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a licence or the issue, renewal or revalidation of a rating, authorisation or certificate, whether for that person or any other person.

MySRS Reference Number: IAA - ☐☐☐☐ - ☐☐☐☐☐☐

Please register and setup an account at https://iaa.mysrs.ie/auth/sign-in

*** MySRS is being used for online payments only***

Please do not send application documents to MySRS, this is to be used for payment methods only at this time.

For applicants graduating from an integrated course:
Only submit Part 2 – EXAMINER REPORT FOR IR(A) SKILL TEST (pages 4 to 8 & 10) in addition to a completed form ECON.ACW-F-104AE

Please complete the form in BLOCK CAPITALS having read the guidance notes attached to this form.

1. APPLICANT DETAILS

Surname: .... First Name(s): ....

Type of Licence held: ……………………………… Licence No.: ….…………….…………………Date of Birth (dd/mm/yyyy): ....

Permanent address (to be entered on the licence): …..

.... Postcode: ....

Contact Tel. No.: .... E-mail address: ....

Address for correspondence (if different from above): ....

.... Postcode: ....

Declaration: I understand that I am taking a Skill Test / Proficiency Check for the purpose(s) selected in section 2 below.

Applicant Signature: ……………………………………………………………………… Date: ……………………………………………

2. DETAILS OF EXISTING IAA AND ICAO FLIGHT CREW LICENCE(S) HELD   To be completed by the applicant

State of Issue	Type of Licence (e.g. PPL, CPL, MPL, ATPL etc.)	Category of Licence (e.g. Aeroplane, Helicopter etc)	Licence No.	Expiry Date

3. APPLICATION & DECLARATION   To be completed by the applicant

I hereby apply for the issue of a: (Tick✓)

Single-engine IR(A) ☐ / Multi-engine IR(A) ☐

I declare that the information provided on this form is true to the best of my knowledge and belief.

Signature of Applicant: ……………………………………………………………………….…… Date: …………………………..

4. EU PART-MED MEDICAL CERTIFICATE
To be completed by the applicant

State of Issue	Class	Date of most recent Medical examination	Expiry Date	AME Name, Medical Centre & Location	AME No.	Details of any Limitations / Endorsements	IAA use only

Part-MED Class 2 Medical Certificate holders only:	Expiry date of Audiogram ____ / ____ / _____	

5. CROSS-COUNTRY FLIGHT TIME
To be completed by the applicant

	Part-FCL minima (hours)	Hours completed	IAA use only
Cross-country flight time as Pilot-in-Command in Aeroplanes	**10**		
Cross-country flight time as Pilot-in-Command of TMGs	**-**		
Cross-country flight time as Pilot-in-Command of Helicopters	**-**		
Cross-country flight time as Pilot-in-Command of Airships	**-**		
TOTAL	**50**		

6. IR THEORETICAL KNOWLEDGE
To be completed by the applicant

Level of examinations passed (e.g. IR or ATPL(A))	EASA Member State under whose authority exams were passed	Date of final examination pass	Expiry date of examination pass	IAA use only

7. ENGLISH LANGUAGE PROFICIENCY (ELP)
To be completed by the applicant

ELP Level endorsed on IAA Pilot Licence	Expiry date (if applicable)	IAA use only

8. IR(A) SKILL TEST
To be completed by the applicant

Date of IR(A) Skill Test pass	Name of Examiner	Examiner Number	Competent Authority of Examiner	IAA use only

9. IR(A) COURSE COMPLETION CERTIFICATE   To be completed by the ATO

This Certificate must be completed by the Head of Training (or nominated signatory) of the ATO that conducted the IR(A) course of training.

I certify that (name) …………………………………………………………………. has satisfactorily met the pre-requisite requirements and completed a course of training for issue of an Instrument Rating (Aeroplane), in accordance with Part-FCL (Annex I of Commission Regulation (EU) No 1178/2011 (as amended)), as detailed below and is hereby recommended for the skill test.

(Tick as applicable)

☐ a full IR(A) modular course of training for the initial issue of a SE IR(A) ☐ / ME IR(A) ☐

☐ a reduced* IR(A) modular course of training for the initial issue of a SE IR(A) ☐ / ME IR(A) ☐

      *Course reduced on the basis of the applicant holding:

        ☐ Part-FCL CPL(A)

        ☐ Course Completion Certificate for the Basic Instrument Flight Module

        ☐ Part-FCL IR(H)

        ☐ valid ICAO IR(A) (reduction permitted ONLY when conducted in accordance with the ATO training manual (IAA approved ATOs only) or when determined in advance by the IAA on the basis of a recommendation for training from an EASA ATO)

☐ a SE IR(A) to ME IR(A) course.

The course of training consisted of:

	IAA use only
…………… hours instrument time under instruction in a single-engine aeroplane	
…………… hours instrument time under instruction in a multi-engine aeroplane	
…………… hours instrument ground time in a FNPT I (EU-FSTD Identification No. ……………….…………….…….)	
…………… hours instrument ground time in a FFS or FNPT II (EU-FSTD Identification No. ……………......…………..)	
…………… COURSE TOTAL (hours)	

Recommended for the IR(A) skill test by (Name): ………………………………………………… Lic. No.: …………………..……..

Name of Head of Training: ……………………………………………………………………………………………..

Signature of Head of Training: …………………………………………………… Date: ……………………………….

Approved Training Organisation (ATO) …………………………………………………. ATO No. …………..………………

Competent Authority of ATO ……………………………………………………………………………………………

10. CERTIFICATE OF FURTHER TRAINING (if applicable)   To be completed by the ATO

I certify that (name) …………………………………………………………………. has completed further training (where specified by the Examiner) following a previous partial pass or failure of the IR(A) skill test. I recommend the applicant for a IR(A) skill test.

Name of Head of Training: ……..

Signature of Head of Training: ……………………………………………….…… Date: ……………………………………

Approved Training Organisation (ATO) ……………………………………………………. ATO No. ……………...………………

Competent Authority of ATO …………………………………………………………………………………………………

11. APPLICANT'S DECLARATION   To be completed by the applicant

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Applicant's Signature .... Date ....

PART 2 – EXAMINER REPORT FOR IR(A) SKILL TEST

Name of Applicant: …………………………………………………..…. Date of Birth: (dd/mm/yyyy) ....

Applicant's signature: ……

I certify that I have examined the training records and pilot logbook(s) of (name) …………………………………………………
and that the entries contained therein meet, in full, the pre-requisites and training requirements for the issue of a Part-FCL Instrument Rating (Aeroplane). I have made the applicant aware of the consequences of providing incomplete, inaccurate or false information related to their training and flight experience.

Examiner's Name: …………………………………………………..... Examiner Number: ……………………………………………..

Issuing Competent Authority: …………………………………….......……… Date of Skill Test Notification to the IAA: …....…/……../…..…
(of Examiner Certificate)

Examiners signature: ……

DETAILS OF FLIGHT(S)

Attempt No. ………

Date	Aeroplane Type / FSTD type	Registration / FSTD Qualification. No.	Block Times Departure	Arrival	Duration

Result: Pass ☐   Partial Pass ☐   Fail ☐

Partial pass / Fail only: If applicable, specify any further training required (hours) prior to re-test:
A/C …………………………………..…. FSTD …..……………………………. Ground …………………………………

Comments

Partial Pass Re-test

Date	Aeroplane Type / FSTD type	Registration / FSTD Qualification. No.	Block Times Departure	Arrival	Duration

Result: Pass ☐   Fail ☐

Fail only: If applicable, specify any further training required (hours) prior to the next attempt.
A/C …………………………………….…..…. FSTD …..……………………………. Ground …………………………………

Comments

Name of Applicant …………………………………………………………………….. Date of Birth (dd/mm/yyyy) …………………………..

Use of checklist, airmanship, anti-icing/de-icing procedures, etc., apply in all sections

° Must be performed by sole reference to instruments
* May be performed in a FFS, FTD 2/3 or FNPT II

Section 1 – Pre-flight operations and departure

		1st Attempt Pass (✓)	1st Attempt Fail (✓)	2nd Attempt Pass (✓)	2nd Attempt Fail (✓)	Comments
a	Use of flight manual (or equivalent) especially a/c performance calculation, mass and balance					
b	Use of Air Traffic Services document, weather document					
c	Preparation of ATC flight plan, IFR flight plan/log					
d	Identification of the required navaids for departure, arrival and approach procedures					
e	Pre-flight inspection					
f	Weather Minima					
g	Taxiing					
h	PBN departure (if applicable): - Check that the correct procedure has been loaded in the navigation system; and - Cross-check between the navigation system display and the departure chart.					
i	Pre-take-off briefing, Take-off					
j(°)	Transition to instrument flight					
k(°)	Instrument departure procedures, including PBN departures, and altimeter setting					
l(°)	ATC liaison - compliance, R/T procedures					
	Result of Section *(circle as applicable)*	Pass Fail		Pass Fail		Examiners's signature

Section 2 – General handling (°)

		1st Attempt Pass (✓)	1st Attempt Fail (✓)	2nd Attempt Pass (✓)	2nd Attempt Fail (✓)	Comments
a	Control of the aeroplane by reference solely to instruments, including: level flight at various speeds, trim					
b	Climbing and descending turns with sustained Rate 1 turn					
c	Recoveries from unusual attitudes, including sustained 45° bank turns and steep descending turns					
d(*)	Recovery from approach to stall in level flight, climbing/descending turns and in landing configuration					
e	Limited panel: stabilised climb or descent, level turns at Rate 1 onto given headings, recovery from unusual attitudes					
	Result of Section *(circle as applicable)*	Pass Fail		Pass Fail		Examiners's signature

Name of Applicant ……………………………………………………………………….. Date of Birth (dd/mm/yyyy) ....

Use of checklist, airmanship, control of aeroplane by external visual reference, anti/de-icing procedures, etc. apply in all sections

° Must be performed by sole reference to instruments

Section 3 – En-route IFR procedures(°)

		1st Attempt Pass (✓)	1st Attempt Fail (✓)	2nd Attempt Pass (✓)	2nd Attempt Fail (✓)	Comments
a	Tracking, including interception, e.g. NDB, VOR, or track between waypoints					
b	Use of navigation system and radio aids					
c	Level flight, control of heading, altitude and airspeed, power setting, trim technique					
d	Altimeter settings					
e	Timing and revision of ETAs (en-route hold, if required)					
f	Monitoring of flight progress, flight log, fuel usage, systems' management					
g	Ice protection procedures, simulated if necessary					
h	ATC liaison — compliance, R/T procedures					
	Result of Section (circle as applicable)	**Pass Fail**		**Pass Fail**		Examiners's signature

Section 3a – Arrival procedures

		1st Attempt Pass (✓)	1st Attempt Fail (✓)	2nd Attempt Pass (✓)	2nd Attempt Fail (✓)	Comments
a	Setting and checking of navigational aids, if applicable					
b	Arrival procedures, altimeter checks					
c	Altitude and speed constraints, if applicable					
d	PBN arrival (if applicable): - Check that the correct procedure has been loaded in the navigation system; and - Cross-check between the navigation system display and the arrival chart.					
	Result of Section (circle as applicable)	**Pass Fail**		**Pass Fail**		Examiners's signature

Name of Applicant ……………………………………………………………………...… Date of Birth (dd/mm/yyyy) ....

Use of checklist, airmanship, control of aeroplane by external visual reference, anti/de-icing procedures, etc. apply in all sections

° Must be performed by sole reference to instruments

⁺ May be performed in either Section 5 or Section 6.

⁺⁺ To establish or maintain PBN privileges one approach in either Section 4 or Section 5 shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD.

SECTION 4 (°) - 3D OPERATIONS (⁺⁺)						
		1ˢᵗ Attempt		**2ⁿᵈ Attempt**		**Comments**
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Setting and checking of navigational aids Check Vertical Path angle For RNP APCH: - Check that the correct procedure has been loaded in the navigation system; and - Cross-check between the navigation system display and the approach chart.					
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities					
c(⁺)	Holding procedure					
d	Compliance with published approach procedure					
e	Approach timing					
f	Altitude, speed heading control (stabilised approach)					
g(⁺)	Go-around action					
h(⁺)	Missed approach procedure/landing					
i	ATC liaison — compliance, R/T procedures					
	Result of Section *(circle as applicable)*	Pass Fail		Pass Fail		Examiners's signature

Name of applicant ………………………………………………………………………....… Date of Birth (dd/mm/yyyy) ………………………………

Use of checklist, airmanship, control of aeroplane by external visual reference, anti/de-icing procedures, etc. apply in all sections

° Must be performed by sole reference to instruments
+ May be performed in either Section 5 or Section 6.
++ To establish or maintain PBN privileges one approach in either Section 4 or Section 5 shall be an RNP APCH. Where an RNP APCH is not practicable, it shall be performed in an appropriately equipped FSTD.

SECTION 5 (°) - 2D OPERATIONS (++)

		1st Attempt Pass (✓)	1st Attempt Fail (✓)	2nd Attempt Pass (✓)	2nd Attempt Fail (✓)	Comments
a	Setting and checking of navigational aids For RNP APCH: - Check that the correct procedure has been loaded in the navigation system; and - Cross-check between the navigation system display and the approach chart.					
b	Approach and landing briefing, including descent/approach/landing checks, including identification of facilities					
c(+)	Holding procedure					
d	Compliance with published approach procedure					
e	Approach timing					
f	Altitude/Distance to MAPT, speed, heading control (stabilised approach), Stop Down Fixes (SDF(s)), if applicable					
g(+)	Go-around action					
h(+)	Missed approach procedure/landing					
i(+)	ATC liaison — compliance, R/T procedures					
	Result of Section (circle as applicable)	Pass Fail		Pass Fail		Examiners's signature

Section 6 – FLIGHT WITH ONE ENGINE INOPERATIVE (multi-engine aeroplanes only) (°)

		1st Attempt Pass (✓)	1st Attempt Fail (✓)	2nd Attempt Pass (✓)	2nd Attempt Fail (✓)	Comments
a	Simulated engine failure after take-off or on go-around					
b	Approach, go-around and procedural missed approach with one engine inoperative					
c	Approach and landing with one engine inoperative					
d	ATC liaison — compliance, R/T procedures					
	Result of Section (circle as applicable)	Pass Fail		Pass Fail		Examiners's signature

GUIDANCE NOTES, SUBMISSION INSTRUCTIONS & PAYMENT FORM

Guidance Notes for Part 1

All sections of Part 1 of the application form must be completed by the applicant personally, except where indicated.

In order for the IAA to process the application as quickly as possible, it is important that the application form is completed correctly. Please complete the application form in conjunction with the following guidance notes.

Section 1 – Applicant Details

The permanent address will be entered on your pilot's licence, and will also be the address to which the licence pages will be sent. If you want the licence pages sent to an alternative address, please enter the details under 'address for correspondence'.

Section 2 – Details of existing IAA & ICAO Flight Crew Licence(s) held

Please enter details of all flight crew licence(s) (including foreign licences) held.

Section 3 - Application

Please indicate which IR(A) you are applying for

Section 4 – EU Part-MED Medical Certificate

Please enter details of your valid EU Part-MED Class 1 or 2 Medical Certificate. Holders of a Class 2 medical certificate should also enter the Audiogram expiry date.

Section 5 – Cross-Country Flight Time

Please enter details of your cross-country flight time in the relevant sections of the table.

Section 6 – IR Theoretical Knowledge

Please enter details of the theoretical knowledge examinations passed, or indicate EXEMPT if the holder of an EU Part-FCL IR(H). If the exams were NOT passed with the IAA, the IAA will verify the results with the EASA State under whose authority they were passed – note that some States require a written request from both applicant & the IAA, as well as payment of a verification fee.

Section 7 – English Language Proficiency (ELP)

Please enter details of the ELP level endorsed on your IAA pilot licence, and if applicable, the expiry date.

Section 8 – IR(A) Skill Test

Please enter details of your skill test pass.

Section 9 – IR(A) Course Completion Certificate

This section must be completed by the Head of Training of the ATO.

Section 10 – Certificate of Further Training

This section must be completed by the Head of Training of the ATO where a previous attempt at the IR(A) skill test resulted in a partial pass or fail and the examiner specified the need for further training before re-test / further attempt.

Section 11 – Applicant's Declaration

This section must be completed after reviewing all information entered on the application form.

SUBMISSION INSTRUCTIONS (see Guidance Notes)

Send your completed application form to: Personnel Licensing Office, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, Ireland.

Please enclose the following:

☐   All pilot logbooks

☐   Copy of your valid EU Part-MED Medical Certificate

☐   Copy of your theoretical knowledge examination results

☐   Complete copy of the ATO Approval Certificate, including attachments/appendices.

☐   Complete copy of the Examiner's valid Part-FCL Pilot licence and Examiner Certificate

☐   Copy of the Notification of Test confirmation email with the declaration signed by the Examiner.

☐   Completed payment form (if paying by credit / debit card), or cheque / postal order.

If Applicable

☐   Copy of the EU-FSTD Qualification Certificate(s) for each device used for training and/or skill test

☐   Course Completion Certificate for the Basic Instrument Flight Module (and copy of the ATO certificate, if completed with a different ATO)

☐   Copy of ICAO flight crew licence with Instrument Rating endorsement (Temporary licences/certificates are NOT accepted) **(ICAO IR(A) conversions ONLY)**

☐   Copy of relevant flight crew licence(s) / qualification(s) and validating medical certificate(s) **(if claiming cross-country flight time in Section 5 in an aircraft category other than aeroplanes).**

Please note that failure to submit all required documentation may result in the return of your application.

REVISION NOTES

Section	Sub-Section/s	Revision	Reason	Date
Part 1	Page 1	Addition of guidance relating to integrated course applicants	Omission of guidance relating to integrated course applicants	16/08/2022
Header	All	Correct page numbering	Incorrect page numbers displayed	01/11/2022
Header	All	Rebranding	Inline with company brand	26/06/2024
All	All	Re-formatting	To accommodate addition of MySRS notification	26/06/2024

PAYMENT

Submissions will not be processed unless you are registered on MySRS. Please ensure you have registered and setup your account at https://iaa.mysrs.ie/auth/sign-in before making any further applications.

Please do not send application documents to MySRS, this is to be used for payment methods only at this time.

The current fee can be found under in the Current IAA Fees Schedule' on the IAA website (www.iaa.ie). The issue fee includes the issue of one aeroplane class or type rating. Endorsement of additional rating(s) (e.g. Night rating or additional Class rating(s)) will incur an **additional** fee per rating.

Full details of fees charged and levied by the IAA are published in the IAA Schedule of Fees

MySRS Reference Number: IAA - ☐ ☐ ☐ ☐ **-** ☐ ☐ ☐ ☐ ☐ ☐

An invoice will be generated and sent to your MySRS account/email for secure online payment.

- PLEASE DO NOT SEND CASH -