



Form No. ECON.ACW.F.104AE  
 AMDT No. 6  
 Page No. 1 of 11  
 Issue Date: 24/09/2024

**APPLICATION FOR THE ISSUE OF A  
 PART-FCL COMMERCIAL PILOT LICENCE  
 (AEROPLANE)**  
 (Integrated Course ONLY)

**NOTE: European Commission Regulation (EU) No. 1178/2011 as amended, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and FCL.015).**

**If your medical records are not held by the IAA, your application will be rejected.**

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.**

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

**1. PERSONAL DETAILS**

Surname ..... First Name(s) .....  
 Title (Mr / Mrs / Ms etc) ..... Date of Birth (dd/mm/yyyy) .....  
 Nationality ..... Place of Birth (Town) ..... (Country) .....  
 Permanent address .....  
 ..... Postcode .....  
 Contact Tel. No. .... Mobile Tel. No. ....  
 E-mail address .....  
 Address for correspondence (if different from above) .....  
 ..... Postcode .....

**2. DETAILS OF ALL FLIGHT CREW LICENCE(S) HELD OR PREVIOUSLY HELD**

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

**3. APPLICATION (tick as appropriate) \*delete as applicable**

I am applying for the issue of a Part-FCL CPL(A) with\* / without IR\*, including the Class rating(s) indicated below;

Single-engine Piston (Land)  Multi-engine Piston (Land)  Other  (please specify):.....

**Type of course completed:**

ATP Integrated Course  CPL/IR Integrated Course  CPL Integrated Course



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**4. CLASS 1 MEDICAL CERTIFICATE**

State of Issue	Date of Medical	Expiry Date of Class 1 privileges	AME Name, Medical Centre & Location	AME No.	Details of any Limitations / Endorsements	IAA use only

**5. FLIGHT EXPERIENCE**

	Hours completed on Integrated course	Credit given for flight time as holder of an ICAO PPL(A) / PPL(H) (if applicable)	IAA use only
<b>1. Total Flight Time</b>			
(a) Pilot-in-Command (PIC)			
(b) Student Pilot-in-Command (SPIC)			
(c) Dual instruction (Pu/T) – in Aircraft			
(d) Dual instruction (Pu/T) – Instrument Ground Time			
<b>Total</b>			
<b>2. Cross-Country Flight Time</b>			<b>IAA use only</b>
(a) Pilot-in-Command (PIC)			
(b) Student Pilot-in-Command (SPIC)			
<b>Total</b>			
(c) Date of a VFR cross-country flight as Pilot-in-Command of an aeroplane, totalling at least 540km (300NM) in the course of which full stop landings at two aerodromes different from the aerodrome of departure have been made	Date ...../...../.....		
<b>3. Night Flight Time</b>			<b>IAA use only</b>
(a) Pilot-in-Command (PIC)			
(b) Dual instruction (Pu/T)			
(c) Dual cross-country navigation (Pu/T)			
<b>Total</b>			
(d) Solo take-offs & full stop landings	No. ....	No. ....	
<b>4. Instrument Time</b>			<b>IAA use only</b>
(a) Dual instruction (Pu/T)			
(b) Student Pilot-in-Command (SPIC)			
(c) Instrument Ground Time – FNPT I			
(d) Instrument Ground Time – FNPT II			
(e) Instrument Ground Time – FFS			
(f) Instrument Ground Time – FTD 2			
<b>MCC</b>			
(g) Instrument Ground Time – FFS			
(h) Instrument Ground Time – FNPT II			
<b>Total</b>			



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**6. DECLARATION OF COURSE COMPLETION (to be completed by the Head of Training)**

I certify that (name) ..... has completed an integrated course of training for the grant of a Commercial Pilot Licence (Aeroplane), the flight training for which, is summarised in Section 5. I further certify that I have examined the applicants flying logbook(s) and that the entries contained therein meet, in full, the flying experience requirements for the grant of a Part-FCL Commercial Pilot's Licence (Aeroplane) with\*/ without\* an Instrument Rating and has completed;

PBN theoretical knowledge course in accordance with FCL.615 of Annex I (Part-FCL)  YES]  NO]

PBN flight training in accordance with FCL.615 of Annex I (Part-FCL)  YES]  NO]

Date course started: ..... Date course completed: .....

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

Competent Authority issuing Approval .....

Name of Head of Training .....

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

**7. THEORETICAL KNOWLEDGE**

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

**8. ENGLISH LANGUAGE PROFICIENCY (ELP)**

Date of ELP Assessment	Level achieved	Name of Examiner	Examiner Number	IAA use only

**9. CPL(A) SKILL TEST (to be completed by the Examiner)**

I certify that I have examined the applicants flying logbook(s) and the entries contained therein meet, in full, the flying experience requirements for the grant of a Part-FCL Commercial Pilot Licence (Aeroplane).

I further certify that (Name) ..... has passed the CPL(A) skill test, as follows;

**Pass date:** ...../...../..... **Aircraft type:** ..... **Aircraft registration:** .....

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

Issuing Competent Authority: ..... Date of 'Non-IAA Examiner's Briefing' (if applicable): ...../...../.....

Examiners signature: ..... Date: ...../...../.....

**Note:** Examiners are reminded that they must complete the Skill Test Report Form and submit to the IAA's Personnel Licensing Office within **14** days of the date of skill test, and if applicable, a copy of the confirmation email(s) from the IAA in respect of the 'Non-IAA Examiner's Briefing' and 'Notification of Test'.



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## 10. IR SKILL TEST (to be completed by the Examiner)

I certify that I have examined the applicants flying logbook(s) and the entries contained therein meet, in full, the flying experience requirements for the grant of an Instrument Rating (Aeroplane).

I further certify that (name) ..... has passed the IR(A) skill test.

**Pass date:** ...../...../..... **Aircraft type:** ..... **Aircraft registration:** .....

Has successful demonstration of competency in PBN  YES]  NO]

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

Issuing Competent Authority: ..... Date of 'Non-IAA Examiner's Briefing' (if applicable): ...../...../.....

Examiners signature: ..... Date: ...../...../.....

**Note:** Examiners are reminded that they must complete the Skill Test Report Form and submit to the IAA's Personnel Licensing Office within **14** days of the date of skill test, and if applicable, a copy of the confirmation email(s) from the IAA in respect of the 'Non-IAA Examiner's Briefing' and 'Notification of Test'.

## 11. IAA SUMMARY PRIVACY NOTICE

### How will we use your information?

The information you provide to us via this form will be used to enable us to carry out our regulatory duties including processing your request to issue a flight crew licence (FCL), the administration and maintenance of said licence and of subsequent licences/certificates and for enforcement purposes. We will not disclose any of your information to any organisation without your explicit consent, except where we are obliged to do so under relevant EU and Irish legislation, or to comply with law enforcement agencies.

### Where can you find out more?

To find out more about how the IAA respects your privacy, please read our detailed privacy notice at <https://www.iaa.ie/home/footer-tools/privacy> or contact our Data Protection Officer at [dataprotection@iaa.ie](mailto:dataprotection@iaa.ie), or write to Data Protection Officer, Irish Aviation Authority, The Times Building, 11-12 D'Olier Street, Dublin 2, D02 T449.

## 12. APPLICANT'S DECLARATION

I hereby declare that: -

- 1) I do not hold a Part-FCL licence issued by another Member State;
- 2) I have not applied for a Part-FCL licence in another Member State;
- 3) I have never held a flight crew licence, issued in another Member State, which was revoked or suspended.

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

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

**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.



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

Name of applicant: ..... Date of Birth: (dd/mm/yyyy) .....
Attempt No.: ..... Date of Test: ..... Place of Test: .....
Applicant's signature: .....

I certify that I have examined the training records (as applicable) and pilot logbook(s) of (name) ..... and that the entries contained therein meet, in full, the qualification, training and experience requirements for the initial issue of a Part-FCL Commercial Pilot Licence (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: .....

Note: Examiners are reminded that they must complete Part 2 (Examiner report for CPL (A) skill test) and submit the original to the IAA's Personnel Licensing Office as soon as practicable but at within 14 days of the date of skill test together with a copy of the 'Notification of Test' confirmation email (including signed declaration).

DETAILS OF FLIGHT(S)

Attempt No. ....
Table with columns: Date, Aircraft Type, Registration, Block Times (Departure, Arrival), Duration.
Result: Pass [ ] Partial Pass [ ] Fail [ ]
Partial pass / Fail only: If applicable, specify any further training requirement (hours) prior to re-test:
A/C ..... Sim/FNPT II ..... Ground .....

Partial Pass Re-test
Table with columns: Date, Aircraft Type, Registration, Block Times (Departure, Arrival), Duration.
Result: Pass [ ] Fail [ ]
Fail only
If applicable, specify any further training requirement (hours) prior to the next attempt::
A/C ..... Sim/FNPT II ..... Ground .....



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

**SECTION 1 PRE-FLIGHT OPERATIONS AND DEPARTURE**

	Use of the aeroplane checklists, airmanship, control of the aeroplane by external visual reference, anti-icing/de-icing procedures and principles of threat and error management apply in all sections.	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Pre-flight, including: Flight planning, Documentation, Mass and balance determination, Weather brief, NOTAMS					
b	Aeroplane inspection and servicing					
c	Taxiing and take-off					
d	Performance considerations and trim					
e	Aerodrome and traffic pattern operations					
f	Departure procedure, altimeter setting, collision avoidance (lookout)					
g	ATC liaison – compliance, R/T procedures					
<b>Result of Section (circle as applicable)</b>		Pass	Fail	Pass	Fail	

**SECTION 2 GENERAL AIRWORK**

		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Control of the aeroplane by external visual reference, including straight and level, climb, descent, lookout					
b	Flight at critically low airspeeds including recognition of and recovery from incipient and full stalls					
c	Turns, including turns in landing configuration. Steep turns 45°					
d	Flight at critically high airspeeds, including recognition of and recovery from spiral dives					
e	Flight by reference solely to instruments, including:					
	(i) level flight, cruise configuration, control of heading, altitude and airspeed					
	(ii) climbing and descending turns with 10°–30° bank					
	(iii) recoveries from unusual attitudes					
	(iv) limited panel instruments					
f	ATC liaison – compliance, R/T procedures					
<b>Result of Section (circle as applicable)</b>		Pass	Fail	Pass	Fail	

**SECTION 3 EN-ROUTE PROCEDURES**

		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Control of aeroplane by external visual reference, including cruise configuration Range/Endurance considerations					
b	Orientation, map reading					
c	Altitude, speed, heading control, lookout					
d	Altimeter setting. ATC liaison – compliance, R/T procedures					
e	Monitoring of flight progress, flight log, fuel usage, assessment of track error and re-establishment of correct tracking					



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**SECTION 3 EN-ROUTE PROCEDURES**

f	Observation of weather conditions, assessment of trends, diversion planning					
g	Tracking, positioning (NDB or VOR), identification of facilities (instrument flight). Implementation of diversion plan to alternate aerodrome (visual flight)					
<i>Result of Section (circle as applicable)</i>		Pass	Fail	Pass	Fail	

**SECTION 4 APPROACH AND LANDING PROCEDURES**

		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Arrival procedures, altimeter setting, checks, lookout					
b	ATC liaison - compliance, R/T procedures					
c	Go-around action from low height					
d	Normal landing, crosswind landing (if suitable conditions)					
e	Short field landing					
f	Approach and landing with idle power (single-engine only)					
g	Landing without use of flaps					
h	Post flight actions					
<i>Result of Section (circle as applicable)</i>		Pass	Fail	Pass	Fail	

**SECTION 5 ABNORMAL AND EMERGENCY PROCEDURES**

	<i>This section may be combined with sections 1 through 4</i>	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Simulated engine failure after take-off (at a safe altitude), fire drill					
b	Equipment malfunctions including alternative landing gear extension, electrical and brake failure					
c	Forced landing (simulated)					
d	ATC liaison - compliance, R/T procedures					
e	Oral questions					
<i>Result of Section (circle as applicable)</i>		Pass	Fail	Pass	Fail	

**SECTION 6 SIMULATED ASYMMETRIC FLIGHT AND RELEVANT CLASS OR TYPE ITEMS**

	<i>This section may be combined with sections 1 through 5</i>	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Simulated engine failure during take-off (at a safe altitude unless carried out in an FFS)					
b	Asymmetric approach and go-around					
c	Asymmetric approach and full stop landing					



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**SECTION 6 SIMULATED ASYMMETRIC FLIGHT AND RELEVANT CLASS OR TYPE ITEMS**

d	Engine shutdown and restart				
e	ATC liaison – compliance, R/T procedures, Airmanship				
f	As determined by the FE — any relevant items of the class or type rating skill test to include, if applicable: (i) aeroplane systems including handling of autopilot				
	(ii) operation of pressurisation system				
	(iii) use of de-icing and anti-icing system				
g	Oral questions				
	<i>Result of Section (circle as applicable)</i>	Pass	Fail	Pass	Fail

Use of the aeroplane checklists, airmanship, control of the aeroplane by external visual reference, anti-icing/de-icing procedures and principles of threat and error management apply in all sections.

**Note.**  
The aeroplane used for the skill test shall meet the requirements for training aeroplanes and shall be certificated for the carriage of at least four persons, have a variable pitch propeller and retractable landing gear.

The route to be flown shall be chosen by the FE and the destination shall be a controlled aerodrome. The applicant shall be responsible for the flight planning and shall ensure that all equipment and documentation for the execution of the flight are on board. The duration of the flight shall be at least 90 minutes.

- The applicant shall demonstrate the ability to:
- operate the aeroplane within its limitations,
  - complete all manoeuvres with smoothness and accuracy,
  - exercise good judgement and airmanship;
  - apply aeronautical knowledge; and
  - maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

**FLIGHT TEST TOLERANCES**

4. The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used.

- Height
  - normal flight  $\pm 100$  feet
  - with simulated engine failure  $\pm 150$  feet
  - Tracking on radio aids  $\pm 5^\circ$
- Heading
  - normal flight  $\pm 10^\circ$
  - with simulated engine failure  $\pm 15^\circ$
- Speed
  - take-off and approach  $\pm 5$  knots
  - all other flight regimes  $\pm 10$  knots

Items in section 2 (c) and (e)(iv), and the whole of sections 5 and 6 may be performed in an FNPT II or an FFS.





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## GUIDANCE NOTES

### Guidance Notes

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

#### Section 1 – Personal Details

The permanent address will be entered on your IAA-issued Part-FCL Flight Crew Licence and will also be the address to which the licence will be sent, if not collecting in person. If you want the licence sent to an alternative address, please enter the details under 'correspondence address'.

#### Section 2 - Details of all Flight Crew Licence(s) held or previously held

Please enter details of any flight crew licence(s) held.

#### Section 3 - Application

Please indicate the Class rating(s) for which you are applying, and the type of Integrated course completed.

#### Section 4 – Class 1 Medical Certificate

Please enter details of your valid Part-FCL Class 1 medical certificate.

#### Section 5 – Flight Experience

Please enter details of the flight training completed on the integrated course under each section. If credit was given for flight time as the holder of an ICAO PPL(A) or PPL(H), please enter the amount of credit given against each section, as applicable.

#### Section 6 – Declaration of Course Completion

This section must be completed by the ATO's Head of Training or nominated Deputy.

#### Section 7 – Theoretical knowledge

Please enter details of your Part-FCL theoretical knowledge examinations.

#### Section 8 – English Language Proficiency (ELP)

Please enter details of your ELP assessment.

#### Section 9 – CPL(A) skill test

This section must be completed by the Examiner who conducted the CPL(A) skill test.

#### Section 10 – IR(A) skill test (if applicable)

This section must be completed by the Examiner who conducted the IR(A) skill test, if applicable.

#### Section 12 – Applicant's Declaration

This section must be completed by the applicant after reviewing all information entered on the application form. If you are unable to agree with any of the statements in the declaration, please contact the Personnel Licensing Office for further advice before submitting this application.



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## SUBMISSION INSTRUCTIONS

**Please note that failure to complete this form fully and submit all required documentation may result in the return of your application**

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: -

- Copy of any Flight Crew Licence(s) (all pages) held
- Copy of your valid Part-Med Class 1 Medical Certificate
- Copy of your Passport (State of Issue / Passport Number / Photograph page(s) only) or National Identity Card
- Copy of ATPL theoretical knowledge examination results
- All Pilot logbook(s)
- Course completion Certificate issued by your FTO
- Completed payment form.



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**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](http://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 -**