





Form. No. RPPL-F-102E  
 AMDT No. 1.0  
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 Issue Date: 07/10/2014

**PART-FCL PRIVATE PILOT LICENCE  
 (AEROPLANE)**  
**APPLICATION & SKILL TEST REPORT FORM**

**5. TRAINING COURSE, FLYING EXPERIENCE & CREDITING**

To be completed by the ATO

(Note: Tick the certification at either 5.1 (Full course) or 5.2 (ICAO licence conversions), as applicable.)

I certify that (name) ..... has:

5.1 satisfactorily completed a course of theoretical knowledge and flight instruction (as set out in Sections 1 to 8 of the 'Training Course Summary' below) for the issue of a Part-FCL Private Pilot Licence (Aeroplane). I have examined the applicants training records and pilot logbook(s), and the applicant meets the requirements for the issue of a Part-FCL Private Pilot Licence (Aeroplane). I hereby recommend the applicant for the PPL (A) skill test.

or

5.2 presented an ICAO pilot's licence and pilot logbook(s) and that the flight experience shown therein (as set out in Section 9 of the 'Training Course Summary' below) meets the requirements for the issue of a Part-FCL Private Pilot Licence (Aeroplane). I recommend the applicant for the PPL (A) skill test

	<b>Training Course Summary</b> (For ICAO licence conversions, complete section 9 only of this table)	Part-FCL minima (Hours)	Hours completed	IAA use only
1.	Theoretical knowledge instruction	<b>100</b>		
2.	Supervised Solo flight time in Aeroplanes	<b>10</b>		
3.	Supervised Solo cross-country flight time in Aeroplanes	<b>5</b>		
4.	Date of most recent solo cross-country flight of at least 270km (150nm) during which full stop landings at two aerodromes different from the aerodrome of departure have been made (Specify Aerodromes of Departure and Landings below) Route: From _____ to _____ Track Miles _____ NM From _____ to _____ Track Miles _____ NM From _____ to _____ Track Miles _____ NM <b>TOTAL</b> _____ NM		Date...../...../.....	
5.	Dual instruction in Aeroplanes	<b>25</b>		
6.	Flight instruction in a FSTD (Type of Device _____) (FSTD Identification No. _____)	<b>5 (max)</b>		
7.	Credit for PIC flight time in aircraft categories other than Aeroplanes (i.a.w. FCL.210.A para. (d)) State Aircraft Category PIC flight time flown in (e.g. Helicopter, Gyroplane, Sailplane etc.) _____ Total PIC flight time in Aircraft Category above _____	<b>10 (max)</b>		
8.	<b>Total Flight Time</b>	<b>45</b>		
9.	Total flight time as a pilot of Aeroplanes (ICAO licence conversions only)	<b>100</b>		

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

Competent Authority of ATO .....

Name of Head of Training .....

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



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**6. DECLARATION OF FURTHER TRAINING (if applicable)**

To be completed by the ATO

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

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

Competent Authority of ATO .....

Name of Head of Training .....

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

**7. THEORETICAL KNOWLEDGE EXAMINATIONS**

To be completed by the applicant

Level of examinations passed (e.g. PPL(A), 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)**

To be completed by the applicant

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

**9. PPL(A) SKILL TEST**

To be completed by the applicant

Date of Skill Test pass	Name of Examiner	Examiner Number	Competent Authority of Examiner	IAA use only

**10. APPLICANT'S DECLARATION**

To be completed by the applicant

I hereby declare that:-

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



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**PART 2 – EXAMINER REPORT FOR PPL (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 Private 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 PPL (A) skill test) and submit the original to the IAA's Personnel Licensing Office as soon as practicable but at within 7 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. ....					
Date	Aircraft Type	Registration	Block Times		Duration
			Departure	Arrival	

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					
Date	Aircraft Type	Registration	Block Times		Duration
			Departure	Arrival	

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) .....

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

Section 1 – Pre-flight operations and departure						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Pre-flight documentation, NOTAM & weather brief					
b	Mass & balance and performance calculation					
c	Aeroplane inspection & servicing					
d	Engine starting & after starting procedures					
e	Taxiing & aerodrome procedures, pre-take-off procedures Taxiing & aerodrome procedures, pre-take-off procedures					
f	Take-off and after take-off checks					
g	Aerodrome departure procedures					
h	ATC compliance and R/T procedures					
<b>Result of Section</b> (circle as applicable)		Pass	Fail	Pass	Fail	

Section 2 – General Airwork						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	ATC compliance and R/T procedures					
b	Straight and level flight, with speed changes					
c	Climbing: i. best rate of climb; ii. climbing turns; iii. levelling off.					
d	Medium (30° bank) turns					
e	Steep (45° bank) turns (including recognition & recovery from a spiral dive)					
f	Flight at critically low airspeed with and without flaps					
g	Stalling: i. Clean stall and recover with power; ii. Approach to stall descending turn with bank angle 20°, approach configuration; iii. Approach to stall in landing configuration.					
h	Descending: i. with and without power; ii. descending turns (steep gliding turns); iii. levelling off.					
<b>Result of Section</b> (circle as applicable)		Pass	Fail	Pass	Fail	



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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

Section 3 – En-route procedures						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Flight plan, dead reckoning and map reading					
b	Maintenance of altitude, heading and speed					
c	Orientation, timing & revision of ETA's and log keeping					
d	Diversion to alternate aerodrome (planning & implementation)					
e	Use of radio navigation aids					
f	Basic instrument flying check (180° turn in simulated IMC)					
g	Flight management (checks, fuel systems & carburettor icing etc.)					
h	ATC compliance and R/T procedures					
<b>Result of Section (circle as applicable)</b>		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	Aerodrome arrival procedures					
b	* Precision landing (short field landing), crosswind, if suitable conditions available					
c	* Flapless landing					
d	* Approach to landing with idle power (SE only)					
e	Touch and go					
f	Go-around from low height					
g	ATC compliance and R/T procedures					
h	Actions after flight					
<b>Result of Section (circle as applicable)</b>		Pass	Fail	Pass	Fail	

\* These items may be combined, at the discretion of the FE



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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

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 (SE only)					
b	* Simulated forced landing (SE only)					
c	Simulated precautionary landing (SE only)					
d	Simulated emergencies					
e	Oral questions					
<b>Result of Section</b> (circle as applicable)		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					
d	Engine shutdown and re-start					
e	ATC compliance, R/T procedures or 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					
<b>Result of Section</b> (circle as applicable)		Pass	Fail	Pass	Fail	

\* These items may be combined, at the discretion of the FE



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**PART 1 GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS**

## 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’s Personal Details

Please ensure that your First Name(s) are entered **exactly** as per the ‘evidence of identity’ document that you submit with your application - see Submission instructions at the end of this form.

The permanent address will be entered on your Part-FCL PPL(A), and will also be the address to which the licence will be sent. If you want the licence sent to an alternative address, please enter the details under ‘correspondence address’.

### Section 2 – Details of Existing Flight Crew Licence(s) held

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

### Section 3 - Application

Please indicate the Class or Type rating for which you are applying, and if applicable, indicate if this is an application for conversion of an ICAO Annex 1 compliant PPL(A), CPL(A) or ATPL(A).

### Section 4 – Medical Certificate

Please enter details of your valid Part-MED Class 1 or 2 Medical Certificate. **Note:** a JAR-FCL medical certificate is deemed to be a medical certificate issued in accordance with Part-MED.

### Section 5 – Training Course, Flying experience & Crediting

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

The requirements for the initial issue of a Part-FCL PPL(A) are set out in Subpart C, Sections 1 & 2 of Commission Regulation (EU) No. 1178/2011 (as amended), and in Annex III, Part B for conversion of an ICAO Annex 1 compliant licence.

Credit for PIC flight time in an aircraft category other than Aeroplanes can only be claimed if a pilot licence, or equivalent privileges, is held for the appropriate category of aircraft. Any such credit shall be calculated in accordance with FCL.210.A (d).

### Section 6 – Declaration of Further Training

This section must be completed by the ATO’s Head of Training (or nominated Deputy) where a previous attempt at the PPL(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 7 – Theoretical Knowledge Examinations

Please enter details of your theoretical knowledge examination pass. If the examinations have not been passed with the IAA, the results will be verified as part of the licence issue process with the State under whose authority the exams were passed.

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

Please enter details of your ELP assessment.

### Section 9 – PPL(A) Skill Test

Please enter details of your skill test pass. **Note:** Your application will not be processed until the IAA has received the completed original Part 2 of this form from the Examiner(s) in respect of all attempts at the PPL(A) skill test.

### Section 10 – Applicant’s Declaration

This section must be completed 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 (see Guidance Notes)**

Send your completed application form to:

Personnel Licensing Office, Irish Aviation Authority, 11-12 D'Olier Street, Dublin 2, Ireland.

Please enclose the following:-

- All pilot logbooks
- Copy of your valid Part-MED or JAR-FCL Class 1 or 2 Medical Certificate
- Copy of your Passport or National Identity card as evidence of identity
- Copy of your theoretical knowledge examination results
- Completed payment form (if paying by credit / debit card), or cheque / postal order.

**If Applicable**

- Copy of ICAO PPL (A) / CPL (A) / ATPL (A) and validating medical certificate (**ICAO licence conversions ONLY**)
- Copy of relevant flight crew licence(s) / qualification(s) and validating medical certificate(s) (**if claiming credit in Section 5 for flight experience in an aircraft category other than aeroplanes**).
- English Language Proficiency Assessment form RPPL-F-270 (or local equivalent if completed with a non-IAA ELP assessor) (**Note:** the acceptance of a non-IAA ELP assessor or English Language Assessment Body must be confirmed by the IAA in advance)
- Copy of ATO Approval Certificate.
- Copy of the Flight Examiner's flight crew licence and examiner certificate
- Copy of the FSTD Qualification Certificate (**if an FSTD is used on the training course**)

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

**PAYMENT FORM**

The current PPL (A) issue fee can be found under '[Fees for Flight Crew Licensing](#)' 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 [Irish Aviation Authority \(Fees\) \(No. 2\) Order](#).

I am paying by:-

**CREDIT / DEBIT CARD**  **CHEQUE**  **POSTAL ORDER**

**- PLEASE DO NOT SEND CASH -**

Please make cheques payable to 'Irish Aviation Authority'.

Please note that we do not accept **AMERICAN EXPRESS** or **DINERS CARD**.

If paying by credit or debit card please complete the information required below (in block capitals). **Note:** All card details are destroyed upon completion of the transaction.

Name of Card holder (as stated on the card) \_\_\_\_\_

Card Number

Valid from:   /   Expiry Date   /

Security Code (last 3 digits on signature strip on reverse of card)