



Form. No. RPPL-F-105E  
 AMDT No. 3.0  
 Page No. 1 of 11  
 Issue Date: 05/02/2021

**APPLICATION FOR THE ISSUE OF A  
 PART-FCL COMMERCIAL PILOT LICENCE  
 & SKILL TEST (HELICOPTER)  
 (modular 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.**

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 ..... Fax Number .....

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

..... Postcode .....

**2. DETAILS OF EXISTING FLIGHT CREW LICENCE(S) HELD**

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

**3. APPLICATION (tick as appropriate)**

I am applying for the issue of a Part-FCL CPL(H), including the Type rating indicated below;

Type (please specify): .....

Type of course completed:

CPL(H) Modular  reduced CPL(H) Modular

If a reduced CPL(H) Modular course has been completed, indicate below the basis for the reduction:-

ICAO CPL(H) / ATPL(H)  Valid IR(H)  Valid IR(A)

**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



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**5. FLIGHT EXPERIENCE**

	Part-FCL minima (Hours)	Hours completed	IAA use only
1. Total flight time as pilot of helicopters	<b>185<sup>1</sup></b>		
2. Flight time as pilot-in-command of helicopters	<b>50</b>		
3.(a) VFR cross-country flight time as pilot of helicopters	<b>10</b>		
(b) Date of most recent Pilot-in-Command cross-country flight of not less than 185km (100nm) during which full stop landings at two aerodromes different from the aerodrome of departure have been made	<b>N/A</b>	Date...../...../.....	

<sup>1</sup> Other flight time will be credited as follows;

- as pilot-in-command of aeroplanes if the holder of a PPL(A) (max. credit 20 hrs)
- as pilot-in-command of aeroplanes if the holder of a CPL(A) (max. credit 50 hrs)
- as pilot in command of touring motor gliders or gliders (max. credit 10 hrs)
- as pilot-in-command of airships if the holder of a PPL(As) (max. credit 20 hrs)
- as pilot-in-command of airships if the holder of a CPL(As) (max. credit 50 hrs)

Credit claimed (Hours)	IAA use only

**6. THEORETICAL KNOWLEDGE**

Level of examinations passed (e.g. CPL(H) or ATPL(H))	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)**

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



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**8. COURSE COMPLETION CERTIFICATE (to be completed by the Head of Training)**

I certify that (name) ..... has met the pre-requisite requirements in accordance with Appendix 3 to Part-FCL and has satisfactorily completed a modular course of training for the grant of a Commercial Pilot Licence (Helicopter). 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 (Helicopter).

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: .....

Training Course Summary (Complete as applicable)	Hours Completed
Dual visual flight instruction	
Dual Instrument flight instruction in Helicopters	
Dual Instrument flight instruction in Aeroplanes	
Instrument Ground time (Helicopter FTD 1 / FNPT I) (FSTD Identification No(s). ....)	
<b>COURSE TOTAL</b>	

**Note:** If additional night flight instruction was given due to the applicant not holding a Night Rating at commencement of the course, please also complete IAA form RPPL-F-125E (Application for a Night Rating (Helicopter))

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

Competent Authority issuing Approval .....

Name of Head of Training .....

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

**9. CPL(H) 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 (Helicopter).

I further certify that (Name) ..... has passed the CPL(H) skill test.

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

Examiner's Name: ..... Examiner 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 Briefing' and 'Notification of Test'.



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**10. 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 for the issue of a licence, the administration and maintenance 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.

**11. APPLICANT'S DECLARATION**

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 .....

**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 (H) 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 (Helicopter). 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 (H) 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.** .....

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) .....

**SECTION 1 PRE-FLIGHT OR POST-FLIGHT CHECKS AND PROCEDURES**

	Use of checklist, airmanship, control of helicopter by external visual reference, anti/de-icing procedures, etc. apply in all sections	1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Helicopter knowledge (e.g. technical log, fuel, mass and balance, performance), flight planning, documentation, NOTAMS, weather					
b	Pre-flight inspection/action, location of parts and purpose					
c	Cockpit inspection, starting procedure					
d	Communication and navigation equipment checks, selecting and setting frequencies					
e	Pre-take-off procedure, R/T procedure, ATC liaison-compliance					
f	Parking, shutdown and post-flight procedure					
<b>Result of Section</b> (circle as applicable)		Pass	Fail	Pass	Fail	

**SECTION 2 HOVER MANOEUVRES, ADVANCED HANDLING AND CONFINED AREAS**

		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Take-off and landing (lift-off and touchdown)					
b	Taxi, hover taxi					
c	Stationary hover with head/cross/tail wind					
d	Stationary hover turns, 360° left and right (spot turns)					
e	Forward, sideways and backwards hover manoeuvring					
f	Simulated engine failure from the hover					
g	Quick stops into and downwind					
h	Sloping ground/unprepared sites landings and take-offs					
i	Take-offs (various profiles)					
j	Crosswind, downwind take-off (if practicable)					
k	Take-off at maximum take-off mass (actual or simulated)					
l	Approaches (various profiles)					
m	Limited power take-off and landing					
n	Autorotations (FE to select two items from — Basic, range, low speed, and 360° turns)					
o	Autorotative landing					
p	Practice forced landing with power recovery					
q	Power checks, reconnaissance technique, approach and departure technique					
<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 helicopter by external visual reference, anti/de-icing procedures, etc. apply in all sections**

SECTION 3 NAVIGATION AND EN-ROUTE PROCEDURES						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Navigation and orientation at various altitudes/heights, map reading					
b	Altitude/height, speed, heading control, observation of airspace, altimeter setting					
c	Monitoring of flight progress, flight log, fuel usage, endurance, ETA, assessment of track error and re-establishment of correct track, instrument monitoring					
d	Observation of weather conditions, diversion planning					
e	Tracking, positioning (NDB and/or VOR), identification of facilities					
f	ATC liaison and observance of regulations, etc.					
<b>Result of Section</b> (circle as applicable)		Pass	Fail	Pass	Fail	

SECTION 4 FLIGHT PROCEDURES AND MANOEUVRES BY SOLE REFERENCE TO INSTRUMENTS						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
a	Level flight, control of heading, altitude/height and speed					
b	Rate 1 level turns onto specified headings, 180° to 360° left and right					
c	Climbing and descending, including turns at rate 1 onto specified headings					
d	Recovery from unusual attitudes					
e	Turns with 30° bank, turning up to 90° left and right					
<b>Result of Section</b> (circle as applicable)		Pass	Fail	Pass	Fail	

SECTION 5 ABNORMAL AND EMERGENCY PROCEDURES (SIMULATED WHERE APPROPRIATE)						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass (✓)	Fail (✓)	Pass (✓)	Fail (✓)	
	<b>Note (1):</b> Where the test is conducted on a multi-engine helicopter a simulated engine failure drill, including a single-engine approach and landing, shall be included in the test.					
	<b>Note (2):</b> The FE shall select 4 items from the following:					
a	Engine malfunctions, including governor failure, carburettor/engine icing, oil system, as appropriate					
b	Fuel system malfunction					
c	Electrical system malfunction					
d	Hydraulic system malfunction, including approach and landing without hydraulics, as applicable					
e	Main rotor and/or anti-torque system malfunction (FFS or discussion only)					
f	Fire drills, including smoke control and removal, as applicable					



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g	Other abnormal and emergency procedures as outlined in appropriate flight manual, including for multi-engine helicopters: Simulated engine failure at take-off: rejected take-off at or before TDP or safe forced landing at or before DPATO, shortly after TDP or DPATO.				
	Landing with simulated engine failure: landing or go-around following engine failure before LDP or DPBL, following engine failure after LDP or safe forced landing after DPBL.				
<i>Result of Section (circle as applicable)</i>		Pass	Fail	Pass	Fail

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

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

**Note.**  
 The helicopter used for the skill test shall meet the requirements for training helicopters.

The area and route to be flown shall be chosen by the FE and all low level and hover work shall be at an approved aerodrome/site. Routes used for section 3 may end at the aerodrome of departure or at another aerodrome and one destination shall be a controlled aerodrome. The skill test may be conducted in 2 flights. The total duration of the flight(s) shall be at least 90 minutes.

Items in section 4 may be performed in a helicopter FNPT or a helicopter FFS. Use of helicopter checklists, airmanship, control of helicopter by external visual reference, anti-icing procedures, and principles of threat and error management apply in all sections.

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

- Height
  - normal flight  $\pm 100$  feet
  - simulated major emergency  $\pm 150$  feet
  - Tracking on radio aids  $\pm 10^\circ$
- Heading
  - normal flight  $\pm 10^\circ$
  - simulated major emergency  $\pm 15^\circ$
- Speed
  - take-off and approach multi-engine  $\pm 5$  knots
  - all other flight regimes  $\pm 10$  knots
- Ground drift
  - T.O. hover I.G.E.  $\pm 3$  feet
  - landing no sideways or backwards movement





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## **GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS**

### **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**

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 CPL(H) 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 licenses) held.

#### **Section 3 - Application**

Please indicate the Type rating for which you are applying, the type of CPL(H) modular course completed, and the basis for any reduction given in the training course.

#### **Section 4 – Class 1 Medical Certificate**

Please enter details of your valid Part-MED Class 1 Medical Certificate.

#### **Section 5 – Flight Experience**

Please enter details of your flying experience in the relevant sections of the table. **Note:-** Credit for PIC flight time in an aircraft category other than Helicopters can only be claimed if you hold a pilot licence, or equivalent privileges, for the appropriate category of aircraft.

#### **Section 6 – Theoretical Knowledge**

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

#### **Section 7 – English Language Proficiency (ELP)**

Please enter details of your ELP assessment.

#### **Section 8 – Course Completion Certificate**

This section must be completed by the ATO's Head of Training or nominated Deputy. If a Night Rating was not held by the applicant at commencement of the CPL Modular course and the required additional night flying instruction was given, the Head of Training must also complete the course completion certificate on IAA form RPPL-F-125E (Application for a Night Rating (Helicopter)).

#### **Section 9 – CPL(H) Skill Test**

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

#### **Section 11 – Applicant's Declaration**

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



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

**If Applicable**

- Completed application form RPPL-F-125E **(if a Night Rating was not held prior to commencing the CPL(H) Modular Course).**
- Copy of ICAO CPL(H) / ATPL(H) and validating medical certificate or valid IR(H) or valid IR(A), as applicable **(reduced CPL(H) modular course applicants 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 helicopters).**
- 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 **(if CPL(H) Modular course is completed with a non-IAA approved ATO).**
- Copy of the Flight Examiner's flight crew licence and examiner certificate **(if skill test was completed with a non-IAA certificated Examiner)**
- Copy of the FSTD Qualification Certificate **(if a FSTD is used on the training course)**

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



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## PAYMENT FORM

The current CPL(H) issue fee can be found under '[Fees for Flight Crew Licensing](#)' on the IAA website ([www.iaa.ie](http://www.iaa.ie)). For existing holders of an IAA-issued Part-FCL PPL(H), the issue fee includes the transfer of all **valid** ratings currently endorsed on the licence - endorsement of additional rating(s) (e.g. additional Type rating(s) etc 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)