



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje
integriranog ATP (A) tečaja osposobljavanja
*Application / Compliance Checklist for
ATP (A) integrated course approval*

Upravne pristojbe
70,00 kn

UPUTE:

Ovaj zahtjev/listu usklađenosti potrebno je ispuniti kod inicijalnog stjecanja odobrenja tečaja osposobljavanja u skladu sa zahtjevima Uredbe Komisije (EU) br. 1178/2011 i njezinih izmjena i dopuna.

Uz ovaj zahtjev/listu usklađenosti potrebno je dostaviti:

- 70,00 kn upravnih pristojbi;
- tečaj osposobljavanja (priručnik/program osposobljavanja) - u papirnatom i elektroničkom (CD/DVD) izdanju.

Upute za ispunjavanje:

U rubriku "*Organisation Reference*" potrebno je upisati referencu na program/priručnik (ime programa/priručnika i poglavlje) gdje je zahtjev opisan ili označiti N/A ukoliko nije primjenjivo.

Ispunjavanjem liste usklađenosti odgovorne osobe organizacije potvrđuju usklađenost programa/priručnika sa primjenjivim zahtjevima.

Rubrika "*Results*" (*Satisfactory-S, Unsatisfactory – U, Not applicable – N/A*) ispunjava se od strane CCAA inspektora. Rubrike S, U i N/A označavaju se sa znakom "X".

Uputa za buduće ishodaenje odobrenja izmjena tečaja osposobljavanja (programa/priručnika):

Nije potrebno ispunjavati ovaj zahtjev/listu usklađenosti, već je potrebno dostaviti zahtjev za odobrenje izmjena tečaja osposobljavanja (programa/priručnika) sa popisom izmjena i dopuna i 70,00 kn upravnih pristojbi, te izmjenom programa/priručnika u papirnatom i elektroničkom (CD/DVD) izdanju.



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TRAINING MANUAL						
Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference		RESULTS		
				S	U	N/A
Part 1 – The training plan						
(1) The aim of the course (ATP, CPL/IR, CPL, etc. as applicable)	A statement of what the student is expected to do as a result of the training, the level of performance, and the training constraints to be observed.					
(2) Pre-entry requirements	(i) Minimum age, educational requirements (including language), medical requirements; (ii) Any individual Member State requirements.					
(3) Credits for previous experience	To be obtained from the competent authority before training begins.					
(4) Training syllabi	As applicable, the flying syllabus (single-engine or multi-engine, as applicable), the flight simulation training syllabus and the theoretical knowledge training syllabus.					
(5) The time scale and scale, in weeks, for each syllabus	Arrangements of the course and the integration of syllabi time.					
(6) Training programme	(i) The general arrangements of daily and weekly programmes for flying, theoretical knowledge training and training in FSTDs, if applicable;					
	(ii) Bad weather constraints;					
	(iii) Programme constraints in terms of maximum student training times, (flying, theoretical knowledge, on FSTDs), for example per day,					



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)	Organization reference	S	U	N/A
		week or month;		
(iv) Restrictions in respect of duty periods for students;				
(v) Duration of dual and solo flights at various stages;				
(vi) Maximum flying hours in any day or night;				
(vii) Maximum number of training flights in any day or night.				
(viii) Minimum rest period between duty periods.				
(7) Training records	(i) Rules for security of records and documents;			
	(ii) Attendance records;			
	(iii) The form of training records to be kept;			
	(iv) Persons responsible for checking records and students' log books;			
	(v) The nature and frequency of record checks;			
	(vi) Standardization of entries in training records;			
	(vii) Rules concerning log book entries.			
(8) Safety training	(i) Individual responsibilities;			
	(ii) Essential exercises;			
	(iii) Emergency drills (frequency);			
	(iv) Dual checks (frequency at various stages);			
	(v) Requirement before first solo day, night or navigation etc. if applicable			
(9) Tests and examinations	(i) Flying:			
	(A) progress checks; (B) skill tests.			



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		(ii) Theoretical Knowledge: (A) progress tests; (B) theoretical knowledge examinations.		
(iii) Authorization for test;				
(iv) Rules concerning refresher training before retest;				
(v) Test reports and records;				
(vi) Procedures for examination paper preparation, type of question and assessment, standard required for 'pass';				
(vii) Procedure for question analysis and review and for raising replacement papers;				
(viii) Examinations resit procedures.				
(10) Training effectiveness	(i) Individual responsibilities;			
	(ii) General assessment;			
	(iii) Liaison between departments;			
	(iv) Identification of unsatisfactory progress (individual students);			
	(v) Actions to correct unsatisfactory progress;			
	(vi) Procedure for changing instructors;			
	(vii) Maximum number of instructor changes per student;			
	(viii) Internal feedback system for detecting training deficiencies;			
	(ix) Procedure for suspending a student from training;			
	(x) Discipline;			
	(xi) Reporting and documentation.			
(11) Standards	(i) Individual responsibilities;			



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and level of performance at various stages		S	U	N/A
(ii) Standardisation;				
(iii) Standardisation requirements and procedures;				
(iv) Application of test criteria.				
Part 2 - Briefing and Air Exercises				
(1) Air Exercise	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and subtitles.			
(2) Air exercise reference list	An abbreviated list of the above exercises giving only main and subtitles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.			
(3) Course structure: phase of training	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency.			
	Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.			
(4) Course structure: integration of syllabi	The manner in which theoretical knowledge and flying training in an aircraft or an FSTD will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and flight training.			
(5) Student progress	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the			



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		S	U	N/A
	standard of proficiency he/she must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises for example night flying.			
(6) Instructional methods	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights, etc.			
(7) Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
(8) Glossary of terms	Definition of significant terms as necessary.			
(9) Appendices	(i) Progress test report forms;			
	(ii) Skill test report forms;			
	(iii) ATO certificates of experience, competence, etc. as required.			
Part 3 – Flight training in an FSTD, if applicable				
(1) Air Exercise	A detailed statement of the content specification of all the air exercises to be taught, arranged in the sequence to be flown with main and subtitles.			
(2) Air exercise reference list	An abbreviated list of the above exercises giving only main and subtitles for quick reference, and preferably in flip-card form to facilitate daily use by instructors.			
(3) Course structure: phase of training	A statement of how the course will be divided into phases, indication of how the above air exercises will be divided between the phases and			



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference		
		S	U	N/A
	how they will be arranged to ensure that they are completed in the most suitable learning sequence and that essential (emergency) exercises are repeated at the correct frequency. Also, the syllabus hours for each phase and for groups of exercises within each phase shall be stated and when progress tests are to be conducted, etc.			
(4) Course structure: integration of syllabi	The manner in which theoretical knowledge and flying training in an aircraft or an FSTD will be integrated so that as the flying training exercises are carried out students will be able to apply the knowledge gained from the associated theoretical knowledge instruction and flight training.			
(5) Student progress	The requirement for student progress and include a brief but specific statement of what a student is expected to be able to do and the standard of proficiency he/she must achieve before progressing from one phase of air exercise training to the next. Include minimum experience requirements in terms of hours, satisfactory exercise completion, etc. as necessary before significant exercises for example night flying.			
(6) Instructional methods	The ATO requirements, particularly in respect of pre- and post-flying briefing, adherence to syllabi and training specifications, authorization of solo flights, etc.			
(7) Progress tests	The instructions given to examining staff in respect of the conduct and documentation of all progress tests.			
(8) Glossary of terms	Definition of significant terms as necessary.			



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference		
		S	U	N/A
(9) Appendices	(i) Progress test report forms;			
	(ii) Skill test report forms;			
	(iii) ATO certificates of experience, competence, etc. as required.			
Part 4 - Theoretical knowledge instruction				
(1) Structure of the theoretical knowledge course	A statement of the structure of the course, including the general sequence of the topics to be taught in each subject, the time allocated to each topic, the breakdown per subject and an example of a course schedule.			
	Distance learning courses should include instructions of the material to be studied for individual elements of the course.			
(2) Lesson Plans	A description of each lesson or group of lessons including teaching materials, training aids, progress test organisation and inter-connection of topics with other subjects.			
(3) Teaching materials	Specification of the training aids to be used (for example study materials, course manual references, exercises, self-study materials, demonstration equipment).			
(4) Student progress	The requirement for student progress, including a brief but specific statement of the standard that must be achieved and the mechanism for achieving this, before application for theoretical knowledge examinations.			
(5) Progress testing	The organization of progress testing in each subject, including topics covered, evaluation methods and documentation.			
	The procedure to be followed if the standard required at any stage of the			



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference		
		S	U	N/A
(6) Review procedure	course is not achieved, including an agreed action plan with remedial training if required.			

Subpart F, Section 1				
FCL.515 ATPL – Training course and theoretical knowledge examinations		RESULTS		
		S	U	N/A
(a) Course. Applicants for an ATPL shall have completed a training course at an ATO. The course shall be either an integrated training course or a modular course, in accordance with Appendix 3 to this Part.				

ATP integrated course — Aeroplanes				
		RESULTS		
		S	U	N/A
GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)				
1.	The aim of the ATP(A) integrated course is to train pilots to the level of proficiency necessary to enable them to operate as co-pilot on multi-pilot multi-engine aeroplanes in commercial air transport and to obtain the CPL(A)/IR.			
2.	An applicant wishing to undertake an ATP(A) integrated course shall complete all the instructional stages in one continuous course of training as arranged by an ATO.			
3.	An applicant may be admitted to training either as an ab-initio entrant, or as a holder of a PPL(A) or PPL(H) issued in accordance with Annex 1 to the Chicago Convention. In the case of a PPL(A) or PPL(H) entrant, 50 % of the hours flown prior to the course shall be credited, up to a maximum of 40 hours flying experience, or 45 hours if an aeroplane night rating has been obtained, of which up to 20 hours may count towards the requirement for dual instruction flight time.			



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ATP integrated course — Aeroplanes					
		Organization reference	RESULTS		
			S	U	N/A
GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
4.	The course shall comprise: (a) theoretical knowledge instruction to the ATPL(A) knowledge level; (b) visual and instrument flying training; and (c) training in MCC for the operation of multi-pilot aeroplanes.				
5.	An applicant failing or unable to complete the entire ATP(A) course may apply to the competent authority for the theoretical knowledge examination and skill test for a licence with lower privileges and an IR if the applicable requirements are met.				
GENERAL (AMC 1 to Appendix 3 - Training courses for the issue of a CPL and an ATPL)					
	(a) When ensuring that the applicant complies with the prerequisites for the course, in accordance with ORA.ATO.145, the ATO should check that the applicant has enough knowledge of mathematics, physics and English to facilitate the understanding of the theoretical knowledge instruction content of the course. (b) Whenever reference is made to a certain amount of hours of training, this means a full hour. Time not directly assigned to training (such as breaks, etc.) is not to be counted towards the total amount of time that is required.				
	(a) The ATP integrated course should last between 12 and 36 months. This period may be extended where additional flying training or ground instruction is provided by the ATO.				
	CREDITING (b) Credit for previous experience given to an applicant who already holds a PPL should be entered into the applicant's training record. In the case of a student pilot who does not hold a pilot licence and with the approval of the competent authority, an ATO may designate certain dual exercises to be flown in a helicopter or a TMG up to a maximum of 20 hours.				
THEORETICAL KNOWLEDGE (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
6.	An ATP (A) theoretical knowledge course shall comprise at least 750 hours of instruction.				



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ATP integrated course — Aeroplanes					
		Organization reference	RESULTS		
			S	U	N/A
GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
7.	The MCC course shall comprise at least 25 hours of theoretical knowledge instruction and exercises.				
THEORETICAL KNOWLEDGE (AMC 1 to Appendix 3 - Training courses for the issue of a CPL and an ATPL)					
<p>(c) The 750 hours of instruction can include classroom work, interactive video, slide or tape presentation, learning carrels, computer-based training, and other media as approved by the competent authority, in suitable proportions. The 750 hours of instruction should be divided in such a way that in each subject the minimum hours are:</p> <ul style="list-style-type: none"> (1) Air law 40 hours (2) Aircraft general knowledge 80 hours (3) Flight performance and planning 90 hours (4) Human performance and limitations 50 hours (5) Meteorology 60 hours (6) Navigation 150 hours (7) Operational procedures 20 hours (8) Principles of flight 30 hours (9) Communications 30 hours <p>Other subdivision of hours may be agreed upon between the competent authority and the ATO.</p>					
THEORETICAL KNOWLEDGE EXAMINATION (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
8.	An applicant shall demonstrate the level of knowledge appropriate to the privileges granted to the holder of an ATPL (A).				
FLYING TRAINING (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
9.	The flying training, not including type rating training, shall comprise a total of at least 195 hours, to include all progress tests, of which up to 55 hours for the entire course may be instrument ground time. Within the total of 195 hours, applicants shall complete at least:				
	(a) 95 hours of dual instruction, of which up to 55 hours may be instrument ground time;				



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GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
	<p>(b) 70 hours as PIC, including VFR flight and instrument flight time as student pilot-in-command (SPIC). The instrument flight time as SPIC shall only be counted as PIC flight time up to a maximum of 20 hours;</p> <p>(c) 50 hours of cross-country flight as PIC, including a VFR cross-country flight of at least 540 km (300 NM), in the course of which full stop landings at two aerodromes different from the aerodrome of departure shall be made;</p> <p>(d) 5 hours flight time shall be completed at night, comprising 3 hours of dual instruction, which will include at least 1 hour of cross-country navigation and 5 solo take-offs and 5 solo full stop landings; and</p> <p>(e) 115 hours of instrument time comprising, at least:</p> <ul style="list-style-type: none"> (1) 20 hours as SPIC; (2) 15 hours MCC, for which an FFS or FNPT II may be used; (3) 50 hours of instrument flight instruction, of which up to: <ul style="list-style-type: none"> (i) 25 hours may be instrument ground time in a FNPT I; or (ii) 40 hours may be instrument ground time in a FNPT II, FTD 2 or FFS, of which up to 10 hours may be conducted in an FNPT I. <p>An applicant holding a course completion certificate for the Basic Instrument Flight Module shall be credited with up to 10 hours towards the required instrument instruction time. Hours done in a BITD shall not be credited;</p> <p>(f) 5 hours to be carried out in an aeroplane certificated for the carriage of at least 4 persons that has a variable pitch propeller and retractable landing gear.</p>				
FLYING TRAINING (AMC 1 to Appendix 3 - Training courses for the issue of a CPL and an ATPL)					
	<p>(d) The flying instruction is divided into five phases:</p> <p>(1) phase 1: Exercises up to the first solo flight comprise a total of at least 10 hours dual flight instruction on an SE aeroplane including:</p>				



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	Organization reference	RESULTS		
		S	U	N/A
GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)				
(i) pre-flight operations, mass and balance determination, aeroplane inspection and servicing; (ii) aerodrome and traffic pattern operations, collision avoidance and precautions; (iii) control of the aeroplane by external visual references; (iv) normal take-offs and landings; (v) flight at critically low air speeds, recognition of recovery from incipient and full stalls, spin avoidance; (vi) unusual attitudes and simulated engine failure. (2) phase 2: Exercises up to the first solo cross-country flight comprise a total of at least 10 hours of dual flight instruction and at least 10 hours solo flight including: (i) maximum performance (short field and obstacle clearance) takeoffs and short-field landings; (ii) flight by reference solely to instruments, including the completion of a 180 ° turn; (iii) dual cross-country flying using external visual references, DR and radio navigation aids, diversion procedures; (iv) aerodrome and traffic pattern operations at different aerodromes; (v) crosswind take-offs and landings; (vi) abnormal and emergency procedures and manoeuvres, including simulated aeroplane equipment malfunctions; (vii) operations to, from and transiting controlled aerodromes, compliance with ATS procedures, R/T procedures and phraseology; (viii) knowledge of meteorological briefing arrangements, evaluation of weather conditions for flight and use of AIS. (3) phase 3: Exercises up to the VFR navigation progress test comprise a total of at least 5 hours of dual instruction and at least 40 hours as PIC. The dual instruction and testing up to the VFR navigation progress test should comprise:				



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GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)				
(i) repetition of exercises of phases 1 and 2; (ii) VFR flight at relatively critical high air speeds, recognition of and recovery from spiral dives; (iii) VFR navigation progress test conducted by an FI not connected with the applicant's training; (iv) night flight time including take-offs and landings as PIC. (4) phase 4: Exercises up to the instrument rating skill test comprise: (i) at least 55 hours instrument flight, which may contain up to 25 hours of instrument ground time in an FNPT I or up to 40 hours in an FNPT II or FFS which should be conducted by an FI or an authorised SFI; (ii) 20 hours instrument time flown as SPIC; (iii) pre-flight procedures for IFR flights, including the use of the flight manual and appropriate ATS documents in the preparation of an IFR flight plan; (iv) procedures and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least: (A) transition from visual to instrument flight on take-off; (B) SIDs and arrivals; (C) en-route IFR procedures; (D) holding procedures; (E) instrument approaches to specified minima; (F) missed approach procedures; (G) landings from instrument approaches, including circling. (v) in-flight manoeuvres and specific flight characteristics; (vi) operation of an ME aeroplane in the exercises of (iv), including operation of the aeroplane solely by reference to instruments with one engine simulated inoperative, and engine shut-down and restart (the latter training should be at a safe altitude unless carried out in an FSTD). (5) phase 5: (i) instruction and testing in MCC comprise the relevant training requirements;				



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GENERAL (Appendix 3 to PART FCL – Training courses for the issue of CPL and an ATPL)					
(ii) if a type rating for MP aeroplanes is not required on completion of this part, the applicant will be provided with a certificate of course completion for MCC training.					
SKILL TEST					
10.	Upon completion of the related flying training, the applicant shall take the CPL(A) skill test on either a single-engine or a multi-engine aeroplane and the IR skill test on a multi-engine aeroplane.				

Naziv organizacije:		
Datum podnošenja zahtjeva:		
	Ime i prezime:	Potpis:
Šef školstva (Head of Training):		
Voditelj nadgledanja usklađenosti (Compliance Monitoring Manager):		
Odgovorni rukovoditelj (Accountable Manager):		

Position	Name and Surname	Signature	Date
CCAA Inspector			
CCAA Inspector			

Note: CCAA Inspector shall provide detailed list of non-compliances, if found.