



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
modularnog CPL (A) tečaja osposobljavanja  
*Application / Compliance Checklist for  
CPL (A) modular 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		Obligatory			
Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference	RESULTS		
			S	U	N/A
<b>Part 1 – The training plan</b>					
(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, 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;				



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)	Organization reference	RESULTS		
		S	U	N/A
	(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.			
	(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;			



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)	Organization reference	RESULTS		
		S	U	N/A
(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 and level of performance at various stages	(i) Individual responsibilities;			
	(ii) Standardisation;			
	(iii) Standardisation requirements and procedures;			
	(iv) Application of test criteria.			
<b>Part 2 - Briefing and Air Exercises</b>				
(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.			



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference	RESULTS		
			S	U	N/A
(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 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.				



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Ref.: AMC&GM to Part-ORA; Subpart ATO; Section II; AMC1 ORA.ATO.230 (a)		Organization reference	RESULTS		
			S	U	N/A
(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.				
<b>Part 3 – Flight training in an FSTD, if applicable</b>					
(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				



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			S	U	N/A
	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.				
(9) Appendices	(i) Progress test report forms;				
	(ii) Skill test report forms;				
	(iii) ATO certificates of experience, competence, etc. as required.				
<b>Part 4 - Theoretical knowledge instruction</b>					
(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.				



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			S	U	N/A
(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.				
(6) Review procedure	The procedure to be followed if the standard required at any stage of the course is not achieved, including an agreed action plan with remedial training if required.				

Subpart D, Section 1					
FCL.315 CPL – Training course		Organization reference	RESULTS		
			S	U	N/A
An applicant for a CPL shall have completed theoretical knowledge instruction and flight instruction at an ATO, in accordance with Appendix 3 to this Part.					





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CPL modular course — Aeroplanes					
		Organization reference	RESULTS		
			S	U	N/A
<b>GENERAL</b>					
1.	The aim of the CPL(A) modular course is to train PPL(A) holders to the level of proficiency necessary for the issue of a CPL(A).				
2.	Before commencing a CPL(A) modular course an applicant shall be the holder of a PPL(A) issued in accordance with Annex 1 to the Chicago Convention.				
3.	Before commencing the flight training the applicant shall: (a) have completed 150 hours flight time; (b) have complied with the prerequisites for the issue of a class or type rating for multi-engine aeroplanes in accordance with Subpart H, if a multi-engine aeroplane is to be used on the skill test.				
4.	An applicant wishing to undertake a modular CPL(A) course shall complete all the flight instructional stages in one continuous course of training as arranged by an ATO. The theoretical knowledge instruction may be given at an ATO conducting theoretical knowledge instruction only.				
5.	The course shall comprise: (a) theoretical knowledge instruction to CPL(A) knowledge level; and (b) visual and instrument flying training.				
<b>GENERAL – AMC 1 to Appendix 3; E. CPL modular course: aeroplanes</b>					
	(a) The CPL modular course should last 18 months. This period may be extended where additional training is provided by the ATO. The flight instruction and skill test need to be completed within the period of validity of the pass in the theoretical examinations.				
	(b) An approved course should include formal classroom work and may include the use of such facilities as interactive video, slide or tape presentation, learning carrels and computer-based training and other media distance learning (correspondence) courses as approved by the competent authority. Approved distance learning (correspondence) courses may also be offered as part of the course.				
<b>THEORETICAL KNOWLEDGE</b>					
6.	An approved CPL(A) theoretical knowledge course shall comprise at least 250 hours of instruction.				
<b>THEORETICAL KNOWLEDGE - AMC 1 to Appendix 3; E. CPL modular course: aeroplanes</b>					
	(c) The 250 hours of instruction can include classroom work, interactive video, slide or tape presentation,				



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CPL modular course — Aeroplanes					
		Organization reference	RESULTS		
			S	U	N/A
learning carrels, computer-based training, and other media as approved by the competent authority, in suitable proportions.					
<b>THEORETICAL KNOWLEDGE EXAMINATION</b>					
7.	An applicant shall demonstrate a level of knowledge appropriate to the privileges granted to the holder of a CPL(A).				
<b>FLYING TRAINING</b>					
8.	Applicants without an IR shall be given at least 25 hours dual flight instruction, including 10 hours of instrument instruction of which up to 5 hours may be instrument ground time in a BITD, an FNPT I or II, an FTD 2 or an FFS.				
9.	Applicants holding a valid IR(A) shall be fully credited towards the dual instrument instruction time. Applicants holding a valid IR(H) shall be credited up to 5 hours of the dual instrument instruction time, in which case at least 5 hours dual instrument instruction time shall be given in an aeroplane. 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.				
10.	(a) Applicants with a valid IR shall be given at least 15 hours dual visual flight instruction. (b) Applicants without a night rating aeroplane shall be given additionally at least 5 hours night flight instruction, comprising 3 hours of dual instruction, which shall include at least 1 hour of cross-country navigation and 5 solo take-offs and 5 solo full stop landings.				
11.	At least 5 hours of the flight instruction shall be carried out in an aeroplane certificated for the carriage of at least 4 persons and have a variable pitch propeller and retractable landing gear.				
<b>FLYING TRAINING - AMC 1 to Appendix 3; E. CPL modular course: aeroplanes</b>					
(d) The following flight time is suggested for the flying training: (1) <u>visual flight training:</u> (i) Exercise 1: pre-flight operations: mass and balance determination, aeroplane inspection and servicing. (ii) Exercise 2: take-off, traffic pattern, approach and landing, use of checklist, collision avoidance and checking procedures. (0:45 hours)					



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CPL modular course — Aeroplanes				
	Organization reference	RESULTS		
		S	U	N/A
(iii) Exercise 3: traffic patterns: simulated engine failure during and after take-off. (0:45 hours) (iv) Exercise 4: maximum performance (short field and obstacle clearance) take-offs and short-field landings. (1:00 hours) (v) Exercise 5: crosswind take-offs, landings and go-arounds. (1:00 hours) (vi) Exercise 6: flight at relatively critical high air speeds; recognition of and recovery from spiral dives. (0:45 hours) (vii) Exercise 7: flight at critically slow air speeds, spin avoidance, recognition of and recovery from incipient and full stalls. (0:45 hours) (viii) Exercise 8: cross-country flying using DR and radio navigation aids; flight planning by the applicant; filing of ATC flight plan; evaluation of weather briefing documentation, NOTAM, etc.; R/T procedures and phraseology; positioning by radio navigation aids; operation to, from and transiting controlled aerodromes, compliance with ATS procedures for VFR flights, simulated radio communication failure, weather deterioration, diversion procedures; simulated engine failure during cruise flight; selection of an emergency landing strip. (10:00 hours) <u>(2) instrument flight training:</u> (i) This module is identical to the 10 hours basic instrument flight module as set out in AMC2 to Appendix 6. This module is focused on the basics of flying by sole reference to instruments, including limited panel and unusual attitudes. (ii) All exercises may be performed in an FNPT I or II or an FFS. If instrument flight training is in VMC, a suitable means of simulating IMC for the student should be used. (iii) A BITD may be used for the following exercises: (9), (10), (11), (12), (14) and (16). (iv) The use of the BITD is subject to the following: (A) the training is complemented by exercises on an aeroplane; (B) the record of the parameters of the flight is available; (C) an FI(A) or IRI(A) conducts the instruction. (v) Exercise 9: Basic instrument flying without external visual cues; horizontal flight; power changes for acceleration or deceleration, maintaining straight and level flight; turns in level flight with 15 ° and 25 ° bank, left and right; roll-out onto				



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CPL modular course — Aeroplanes				
	Organization reference	RESULTS		
		S	U	N/A
<p>predetermined headings. (0:30 hours)</p> <p>(vi) Exercise 10: Repetition of exercise 9; additionally climbing and descending, maintaining heading and speed, transition to horizontal flight; climbing and descending turns. (0:45 hours)</p> <p>(vii) Exercise 11: Instrument pattern:</p> <p>(1) start exercise, decelerate to approach speed, flaps into approach configuration;</p> <p>(2) initiate standard turn (left or right);</p> <p>(3) roll out on opposite heading, maintain new heading for 1 minute;</p> <p>(4) standard turn, gear down, descend 500 ft/min;</p> <p>(5) roll out on initial heading, maintain descent (500 ft/min) and new heading for 1 minute;</p> <p>(6) transition to horizontal flight, 1.000 ft below initial flight level;</p> <p>(7) initiate go-around;</p> <p>(8) climb at best rate of climb speed.</p> <p>(0:45 hours)</p> <p>(viii) Exercise 12: Repetition of exercise 9 and steep turns with 45° bank; recovery from unusual attitudes. (0:45 hours)</p> <p>(ix) Exercise 13: Repetition of exercise 12 (0:45 hours)</p> <p>(x) Exercise 14: Radio navigation using VOR, NDB or, if available, VDF; interception of predetermined QDM and QDR. (0:45 hours)</p> <p>(xi) Exercise 15: Repetition of exercise 9 and recovery from unusual attitudes. (0:45 hours)</p> <p>(xii) Exercise 16: Repetition of exercise 9, turns and level change and recovery from unusual attitudes with simulated failure of the artificial horizon or directional gyro. (0:45 hours)</p> <p>(xiii) Exercise 17: Recognition of, and recovery from, incipient and full stalls. (0:45 hours)</p> <p>(xiv) Exercise 18: Repetition of exercises (14), (16) and (17). (3:30 hours)</p> <p><u>(3) ME training</u></p> <p>If required, operation of an ME aeroplane in the exercises 1 through 18, including operation of the aeroplane with one engine simulated inoperative, and engine shutdown and restart. Before commencing training, the applicant should have complied with the type and class ratings requirements as appropriate to</p>				



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CPL modular course — Aeroplanes				
	Organization reference	RESULTS		
		S	U	N/A
the aeroplane used for the test.				
<b>EXPERIENCE</b>				
12.	<p>The applicant for a CPL(A) shall have completed at least 200 hours flight time, including at least:</p> <p>(a) 100 hours as PIC, of which 20 hours of cross-country flight as PIC, which shall include 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>(b) 5 hours of flight time shall be completed at night, comprising 3 hours of dual instruction, which shall include at least 1 hour of cross-country navigation and 5 solo take-offs and 5 solo full stop landings; and</p> <p>(c) 10 hours of instrument flight instruction, of which up to 5 hours may be instrument ground time in an FNPT I, or FNPT II or FFS. 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>(d) 6 hours of flight time shall be completed in a multi-engine aeroplane.</p> <p>(e) Hours as PIC of other categories of aircraft may count towards the 200 hours flight time, in the following cases:</p> <p>(i) 30 hours in helicopter, if the applicant holds a PPL(H); or</p> <p>(ii) 100 hours in helicopters, if the applicant holds a CPL(H); or</p> <p>(iii) 30 hours in TMGs or sailplanes; or</p> <p>(iv) 30 hours in airships, if the applicant holds a PPL(As); or</p> <p>(v) 60 hours in airships, if the applicant holds a CPL(As).</p>			
<b>SKILL TESTS</b>				
13.	<p>Upon completion of the flying training and relevant experience requirements the applicant shall take the CPL(A) skill test on either a single-engine or a multi-engine aeroplane.</p>			



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

Position	Name and Surname	Signature	Date
CCAA Inspector			
CCAA Inspector			

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