



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje
PPL (As) tečaja osposobljavanja
*Application / Compliance Checklist
for PPL (As) 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 ishođenje 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
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, 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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		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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		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.				
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	An abbreviated list of the above exercises giving only main and			



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			S	U	N/A
list	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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			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.				
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 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.				
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.				



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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) 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.				

PPL training course		Obligatory			
FCL.210 Training course		Organization reference	RESULTS		
			S	U	N/A
Applicants for a BPL, SPL or PPL shall complete a training course at an ATO. The course shall include theoretical knowledge and flight instruction appropriate to the privileges given.					



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PPL (As)		N/A <input type="checkbox"/>		
AMC2 FCL.210; FCL.215	Organization reference	RESULTS		
		S	U	N/A
SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE PPL(AS)				
The following table contains the syllabi for the courses of theoretical knowledge, as well as for the theoretical knowledge examinations for the PPL(As). The training and examination should cover aspects related to non-technical skills in an integrated manner, taking into account the particular risks associated to the licence and the activity.				
1. AIR LAW AND ATC PROCEDURES				
International law: conventions, agreements and organisations				
Airworthiness of aircraft				
Aircraft nationality and registration marks				
Personnel licensing				
Rules of the air				
Procedures for air navigation services: aircraft operations				
Air traffic services and air traffic management				
Aeronautical information service				
Aerodromes				
Search and rescue				
Security				
Aircraft accident and incident investigation				
National law				
2. HUMAN PERFORMANCE				
Human factors: basic concepts				
Basic aviation physiology and health maintenance				
Basic aviation psychology				
3. METEOROLOGY				
The atmosphere				



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PPL (As)		N/A <input type="checkbox"/>		
AMC2 FCL.210; FCL.215	Organization reference	RESULTS		
		S	U	N/A
Wind				
Thermodynamics				
Clouds and fog				
Precipitation				
Air masses and fronts				
Pressure systems				
Climatology				
Flight hazards				
Meteorological information				
4. COMMUNICATIONS				
VFR COMMUNICATIONS				
Definitions				
General operating procedures				
Relevant weather information terms (VFR)				
Action required to be taken in case of communication failure				
Distress and urgency procedures				
General principles of VHF propagation and allocation of frequencies				
5. PRINCIPLES OF FLIGHT				
Basics of aerostatics				
Basics of subsonic aerodynamics				
Aerodynamics of airships				
Stability				
Controllability				
Limitations				
Propellers				



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AMC2 FCL.210; FCL.215	Organization reference	RESULTS		
		S	U	N/A
Basics of airship flight mechanics				
6. OPERATIONAL PROCEDURES				
General requirements				
Special operational procedures and hazards (general aspects)				
Emergency procedures				
7. FLIGHT PERFORMANCE AND PLANNING				
7.1 MASS AND BALANCE				
Purpose of mass and balance considerations				
Loading				
Fundamentals of CG calculations				
Mass and balance details of aircraft				
Determination of CG position				
Passenger, cargo and ballast handling				
7.2 PERFORMANCE				
Airworthiness requirements				
Basics of airship performance				
Definitions and terms				
Stages of flight				
Use of flight manual				
7.3 FLIGHT PLANNING AND FLIGHT MONITORING				
Flight planning for VFR flights				
Fuel planning				
Pre-flight preparation				
ATS flight plan				
Flight monitoring and in-flight re-planning				



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AMC2 FCL.210; FCL.215	Organization reference	RESULTS		
		S	U	N/A
8. AIRCRAFT GENERAL KNOWLEDGE				
8.1 ENVELOPE, AIRFRAME AND SYSTEMS, ELECTRICS, POWERPLANT AND EMERGENCY EQUIPMENT				
Design, materials, loads and stresses				
Envelope and airbags				
Framework				
Gondola				
Flight controls				
Landing gear				
Hydraulics and pneumatics				
Heating and air conditioning				
Fuel system				
Piston engines (propellers)				
Turbine engines (basics)				
Electrics				
Fire protection and detection systems				
Maintenance				
8.2 INSTRUMENTATION				
Sensors and instruments				
Measurement of air data and gas parameters				
Magnetism: direct reading compass and flux valve				
Gyroscopic instruments				
Communication systems				
Alerting systems				
Integrated instruments: electronic displays				
Flight management system (general basics)				



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AMC2 FCL.210; FCL.215	Organization reference	RESULTS		
		S	U	N/A
Digital circuits and computers				
9. NAVIGATION				
9.1 GENERAL NAVIGATION				
Basics of navigation				
Magnetism and compasses				
Charts				
DR navigation				
In-flight navigation				
9.2 RADIO NAVIGATION				
Basic radio propagation theory				
Radio aids				
Radar				
GNSS				

PPL (As)		N/A <input type="checkbox"/>		
AMC1 FCL.210.As PPL(As) — Experience requirements and crediting	Organization reference	RESULTS		
		S	U	N/A
FLIGHT INSTRUCTION FOR THE PPL(As)				
(a) Entry to training				
Before being accepted for training an applicant should be informed that the appropriate medical certificate must be obtained before solo flying is permitted.				
(b) Flight instruction				
(1) The PPL(As) flight instruction syllabus should take into account the principles of threat and error management and cover:				



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AMC1 FCL.210.As PPL(As) — Experience requirements and crediting	Organization reference	RESULTS		
		S	U	N/A
(i) pre-flight operations, including mass and balance determination, airship inspection and servicing;				
(ii) ground manoeuvring, masting and unmasting procedures;				
(iii) aerodrome and traffic pattern operations, collision avoidance precautions and procedures;				
(iv) control of the airship by external visual reference;				
(v) take-offs and landings;				
(vi) flight by reference solely to instruments, including the completion of a level 180 ° turn;				
(vii) cross-country flying using visual reference, dead reckoning and radio navigation aids;				
(viii) emergency operations, including simulated airship equipment malfunctions;				
(ix) operations to, from and transiting controlled aerodromes, compliance with air traffic services procedures, communication procedures and phraseology.				
(2) Before allowing the applicant for a PPL(As) to undertake his/her first solo flight, the FI should ensure that the applicant can use R/T communication.				
(c) Syllabus of flight instruction				
(1) The numbering of exercises should be used primarily as an exercise reference list and as a broad instructional sequencing guide; therefore the demonstrations and practices need not necessarily be given in the order listed. The actual order and content will depend upon the following interrelated factors: (i) the applicant's progress and ability; (ii) the weather conditions affecting the flight; (iii) the flight time available; (iv) instructional technique considerations; (v) the local operating environment;				



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AMC1 FCL.210.As PPL(As) — Experience requirements and crediting	Organization reference	RESULTS		
		S	U	N/A
(vi) applicability of the exercises to the airship.				
(2) Each of the exercises involves the need for the applicant to be aware of the needs of good airmanship and look-out, which should be emphasised at all times.				
(i) Exercise 1a: Familiarisation with the airship: (A) characteristics of the airship; (B) cockpit layout; (C) systems; (D) checklists, drills and controls.				
(ii) Exercise 1b: Emergency drills: (A) action if fire on the ground and in the air; (B) engine cabin and electrical system fire; (C) systems failure; (D) escape drills, location and use of emergency equipment and exits.				
(iii) Exercise 2: Preparation for and action after flight: (A) flight authorisation and airship acceptance; (B) serviceability documents; (C) equipment required, maps, etc.; (D) mass and balance; (E) external checks; (F) ground crew briefing; (G) internal checks; (H) harness, seat or rudder panel adjustments; (I) starting and warm-up checks; (J) power checks; (K) running down system checks and switching off the engine;				



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(L) parking, security and masting; (M) completion of authorisation sheet and serviceability documents.				
(iv) Exercise 3: Air experience: flight exercise.				
(v) Exercise 4: Effects of controls: (A) primary effects; (B) further effects; (C) effects of: (a) air speed; (b) power; (c) trimming controls; (d) other controls, as applicable. (D) operation of: (a) mixture control; (b) carburettor heat; (c) cabin heating or ventilation.				
(vi) Exercise 5: Ground manoeuvring: (A) pre-taxi checks; (B) starting, control of speed and stopping; (C) engine handling; (D) masting procedures; (E) control of direction and turning; (F) effects of wind; (G) effects of ground surface; (H) marshalling signals; (I) instrument checks;				



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		S	U	N/A
(J) air traffic control procedures; (K) emergencies.				
(vii) Exercise 6a: Take-off procedures: (A) pre-take-off checks; (B) take-off with different static heaviness; (C) drills during and after take-off; (D) noise abatement procedures.				
(viii) Exercise 6b: Emergencies: (A) abandoned take-off; (B) engine failure after take-off; (C) malfunctions of thrust vector control; (D) aerodynamic control failures; (E) electrical and system failures.				
(ix) Exercise 7: Climbing: (A) entry, maintaining the normal and max rate climb and levelling off; (B) levelling off at selected altitudes; (C) maximum angle of climb; (D) maximum rate of climb.				
(x) Exercise 8: Straight and level: (A) attaining and maintaining straight and level flight; (B) flight at or close to pressure height; (C) control in pitch, including use of trim; (D) at selected air speeds (use of power); (E) during speed changes; (F) use of instruments for precision.				



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(xi) Exercise 9: Descending: (A) entry, maintaining and levelling off; (B) levelling off at selected altitudes; (C) maximum rate of descent; (D) maximum angle of descent; (E) use of instruments for precision flight.				
(xii) Exercise 10: Turning: (A) entry and maintaining level turns; (B) resuming straight flight; (C) faults in the turn; (D) climbing turns; (E) descending turns; (F) turns onto selected headings, use of gyro heading indicator and compass; (G) use of instruments for precision.				
(xiii) Exercise 11: Hovering: hovering manoeuvres (as applicable);				
(xiv) Exercise 12a: Approach and landing: (A) effect of wind on approach and touchdown speeds; (B) landing with different static heaviness; (C) missed approach and go-around procedures; (D) noise abatement procedures.				
(xv) Exercise 12b: Emergencies: (A) aborted approach or go-around; (B) malfunction of thrust vector control; (C) envelope emergencies; (D) fire emergencies; (E) aerodynamic control failures;				



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		S	U	N/A
(F) electrical and system failures.				
(xvi) Exercise 13: Precautionary landing: (A) occasions necessitating; (B) in-flight conditions; (C) landing area selection; (D) circuit and approach; (E) actions after landing;				
(xvii) Exercise 14a: Navigation: (A) flight planning: (a) weather forecast and actuals; (b) map selection and preparation: (1) choice of route; (2) airspace structure; (3) sensitive areas; (4) safety altitudes. (c) calculations: (1) magnetic heading(s) and time(s) en-route; (2) fuel consumption; (3) mass and balance; (4) performance. (d) flight information: (1) NOTAMs etc.; (2) radio frequencies; (3) selection of alternate aerodromes. (e) airship documentation; (f) notification of the flight:				



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(1) pre-flight administrative procedures; (2) flight plan form. (B) departure: (a) organisation of cockpit workload; (b) departure procedures: (1) altimeter settings; (2) ATC liaison in controlled or regulated airspace; (3) setting heading procedure; (4) noting of ETAs. (c) maintenance of altitude and heading; (d) revisions of ETA and heading; (e) log keeping; (f) use of radio; (g) use of nav aids; (h) minimum weather conditions for continuation of flight; (i) in-flight decisions; (j) transiting controlled or regulated airspace; (k) diversion procedures; (l) uncertainty of position procedure; (m) lost procedure. (C) arrival, aerodrome joining procedure: (a) ATC liaison in controlled or regulated airspace; (b) altimeter setting; (c) entering the traffic pattern; (d) circuit procedures; (e) parking or on masting;				



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Zahtjev/Lista usklađenosti za odobrenje
PPL (As) tečaja osposobljavanja

*Application / Compliance Checklist
for PPL (As) course approval*

PPL (As)		N/A <input type="checkbox"/>		
AMC1 FCL.210.As PPL(As) — Experience requirements and crediting	Organization reference	RESULTS		
		S	U	N/A
(f) security of airship; (g) refuelling; (h) closing of flight plan, if appropriate; (i) post-flight administrative procedures.				
(xviii) Exercise 14b: Navigation problems at lower levels and in reduced visibility: (A) actions before descending; (B) hazards (for example obstacles, and terrain); (C) difficulties of map reading; (D) effects of winds, turbulence and precipitation; (E) vertical situational awareness; (F) avoidance of noise sensitive areas; (G) joining the circuit; (H) bad weather circuit and landing.				
(xix) Exercise 14c: Radio navigation: (A) use of GNSS (a) selection of waypoints; (b) to or from indications and orientation; (c) error messages. (B) use of VHF omni range (if applicable): (a) availability, AIP and frequencies; (b) selection and identification; (c) OBS; (d) to or from indications and orientation; (e) CDI; (f) determination of radial; (g) intercepting and maintaining a radial;				



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AMC1 FCL.210.As PPL(As) — Experience requirements and crediting	Organization reference	RESULTS		
		S	U	N/A
(h) VOR passage; (i) obtaining a fix from two VORs. (C) use of ADF equipment: NDBs (if applicable): (a) availability, AIP and frequencies; (b) selection and identification; (c) orientation relative to the beacon; (d) homing. (D) use of VHF/DF: (a) availability, AIP and frequencies; (b) R/T procedures and ATC liaison; (c) obtaining a QDM and homing. (E) use of en-route or terminal radar: (a) availability and AIP; (b) procedures and ATC liaison; (c) pilot's responsibilities; (d) secondary surveillance radar: (1) transponders; (2) code selection; (3) interrogation and reply. (F) use of DME (if applicable); (a) station selection and identification; (b) modes of operation: distance, groundspeed and time to run.				
(xx) Exercise 15: Basic instrument flight: (A) physiological sensations; (B) instrument appreciation: attitude instrument flight; (C) instrument limitations;				



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AMC1 FCL.210.As PPL(As) — Experience requirements and crediting	Organization reference	RESULTS		
		S	U	N/A
(D) basic manoeuvres: (a) straight and level; (b) climbing and descending; (c) turns, climbing and descending, onto selected headings; (d) recoveries from climbing and descending turns.				
(d) BITD (1) A BITD may be used for flight training for: (i) flight by reference solely to instruments; (ii) navigation using radio navigation aids; (iii) basic instrument flight. (2) The use of the BITD should be subject to the following: (i) the training should be complemented by exercises on an airship; (ii) the record of the parameters of the flight must be available; and an FI(As) should conduct the instruction.				



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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.