



Croatian Civil Aviation Agency

## Zahtjev/Lista usklađenosti za odobrenje modularnog IR (As) tečaja osposobljavanja

### *Application / Compliance Checklist for IR (As) 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 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
<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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		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.			
<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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			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 G, Section 1		Obligatory			
FCL.615 IR –theoretical knowledge and flight instruction		Organization reference	RESULTS		
			S	U	N/A
(a) Course. Applicants for an IR shall have received a course of theoretical knowledge and flight instruction at an ATO. The course shall be: (1) an integrated training course which includes training for the IR, in accordance with Appendix 3 to this Part; or (2) a modular course in accordance with Appendix 6 to this Part.					





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IR (As) - Modular flying training course		Organization reference	RESULTS		
			S	U	N/A
<b>GENERAL</b>					
1.	<p>The aim of the IR(As) modular flying training course is to train pilots to the level of proficiency necessary to operate airships under IFR and in IMC. The course consists of two modules, which may be taken separately or combined:</p> <p>(a) Basic Instrument Flight Module This comprises 10 hours of instrument time under instruction, of which up to 5 hours can be instrument ground time in a BITD, FNPT I or II, or an FFS. Upon completion of the Basic Instrument Flight Module, the candidate shall be issued a Course Completion Certificate.</p> <p>(b) Procedural Instrument Flight Module This comprises the remainder of the training syllabus for the IR(As), 25 hours instrument time under instruction, and the theoretical knowledge course for the IR(As).</p>				
2.	An applicant for a modular IR(As) course shall be the holder of a PPL(As) including the privileges to fly at night or a CPL(As). An applicant for the Procedural Instrument Flight Module, who does not hold a CPL(As), shall be holder of a Course Completion Certificate for the Basic Instrument Flight Module.				
3.	An applicant wishing to undertake the Procedural Instrument Flight Module of a modular IR(As) course shall be required to complete all the instructional stages in one continuous approved course of training. Prior to commencing the Procedural Instrument Flight Module, the ATO shall ensure the competence of the applicant in basic instrument flying skills. Refresher training shall be given as required.				
4.	The course of theoretical instruction shall be completed within 18 months. The Procedural Instrument Flight Module and the skill test shall be completed within the period of validity of the pass in theoretical examinations.				
5.	<p>The course shall comprise:</p> <p>(a) theoretical knowledge instruction to the IR knowledge level; (b) instrument flight instruction.</p>				



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GENERAL – AMC1 to Appendix 6 Modular training course for the IR				
	(a) The theoretical knowledge instruction may be given at an ATO conducting theoretical knowledge instruction only, in which case the HT of that organisation should supervise that part of the course.			
	(b) The 150 hours of theoretical knowledge 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. Approved distance learning (correspondence) courses may also be offered as part of the course.			
THEORETICAL KNOWLEDGE				
6.	An approved modular IR(As) course shall comprise at least 150 hours of theoretical knowledge instruction.			
FLYING TRAINING				
7.	An IR(As) course shall comprise at least 35 hours instrument time under instruction of which up to 15 hours may be instrument ground time in an FNPT I, or up to 20 hours in an FFS or FNPT II. A maximum of 5 hours of FNPT II or FFS instrument ground time may be conducted in an FNPT I.			
8.	The holder of a CPL(As) or of a Course Completion Certificate for the Basic Instrument Flight Module may have the total amount of training required in paragraph 7 reduced by 10 hours. The total instrument flight instruction in airship shall comply with paragraph 7.			
9.	If the applicant is the holder of an IR in another category of aircraft the total amount of flight instruction required may be reduced to 10 hours on airships.			
10.	The flying exercises up to the IR(As) skill test shall comprise: (a) Basic Instrument Flight Module: Procedure and manoeuvre for basic instrument flight covering at least: basic instrument flight without external visual cues: — horizontal flight, — climbing,			



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	<ul style="list-style-type: none"> <li>— descent,</li> <li>— turns in level flight, climbing, descent;</li> <li>instrument pattern;</li> <li>radionavigation;</li> <li>recovery from unusual attitudes;</li> <li>limited panel;</li> <li>(b) Procedural Instrument Flight Module:             <ul style="list-style-type: none"> <li>(i) pre-flight procedures for IFR flights, including the use of the flight manual and appropriate air traffic services documents in the preparation of an IFR flight plan;</li> <li>(ii) procedure and manoeuvres for IFR operation under normal, abnormal and emergency conditions covering at least:                 <ul style="list-style-type: none"> <li>— transition from visual to instrument flight on take-off,</li> <li>— standard instrument departures and arrivals,</li> <li>— en-route IFR procedures,</li> <li>— holding procedures,</li> <li>— instrument approaches to specified minima,</li> <li>— missed approach procedures,</li> <li>— landings from instrument approaches, including circling;</li> </ul> </li> <li>(iii) inflight manoeuvres and particular flight characteristics;</li> <li>(iv) operation of airship in the above exercises, including operation of the airship solely by reference to instruments with one engine simulated inoperative and engine shut-down and restart (the latter exercise to be carried out at a safe altitude unless carried out in an FFS or FNPT II).</li> </ul> </li> </ul>				
<b>BASIC INSTRUMENT FLIGHT MODULE TRAINING COURSE – AMC3 to Appendix 6 Modular training course for the IR</b>					
	<p>(a) This 10 hours module is focused on the basics of flying by sole reference to instruments, including limited panel and unusual attitude recovery.</p>				



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<p>(b) All exercises may be performed in an FNPT I or II or an FFS, for a maximum of 5 hours. If instrument flight training is in VMC, a suitable means of simulating IMC for the student should be used.</p> <p>(c) A BITD may be used for the exercises 1, 2, 3, 4, 6 and 8.</p> <p>(d) The use of the BITD is subject to the following:</p> <ul style="list-style-type: none"> <li>(1) the training should be complemented by exercises on an airship;</li> <li>(2) the record of the parameters of the flight must be available;</li> <li>(3) an FI(As) or IRI(As) should conduct the instruction.</li> </ul>				
<b>EXERCISES - AMC2 to Appendix 6 Modular training course for the IR</b>				
<p>(e) Exercise 1: 0:30 hours</p> <ul style="list-style-type: none"> <li>(1) basic instrument flying without external visual cues;</li> <li>(2) horizontal flight;</li> <li>(3) maintaining straight and level flight;</li> <li>(4) turns in level flight, left and right;</li> <li>(5) rollout onto predetermined headings.</li> </ul>				
<p>(f) Exercise 2: 0:45 hours</p> <ul style="list-style-type: none"> <li>(1) Repetition of exercise 1; additionally climbing and descending</li> <li>(2) maintaining heading and speed;</li> <li>(3) transition to horizontal flight;</li> <li>(4) climbing and descending turns.</li> </ul>				
<p>(g) Exercise 3: 0:45 hours</p> <p>Instrument pattern:</p> <ul style="list-style-type: none"> <li>(1) start exercise, decelerate to approach speed, approach configuration;</li> <li>(2) initiate standard turn (left or right);</li> <li>(3) rollout on opposite heading, maintain new heading for 1 minute;</li> <li>(4) standard turn, descend with given rate (for example 500 ft/min);</li> <li>(5) rollout on initial heading, maintain descent (for example 500 ft/min) and new heading for 1 minute;</li> </ul>				



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(6) transition to horizontal flight (for example 1000 ft below initial level); (7) initiate go-around; (8) climb at best rate of climb speed.				
Exercise 4: 0:45 hours (1) repetition of exercise 1; (2) recovery from unusual attitudes.				
(i) Exercise 5: 0:45 hours Repetition of exercise 4.				
(j) Exercise 6: 0:45 hours (1) radio navigation using VOR, NDB or, if available, VDF; (2) interception of predetermined QDM, QDR.				
(k) Exercise 7: 0:45 hours (1) repetition of exercise 1; (2) recovery from unusual attitudes.				
(l) Exercise 8: 0:45 hours (1) repetition of exercise 1; (2) turns, level change and recovery from unusual attitudes with simulated failure of the artificial horizon or directional gyro.				
(m) Exercise 9: 4:15 hours Repetition of exercises (6) and (8).				



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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.