



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
BPL 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.



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

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;				



Croatian Civil Aviation Agency

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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;			



Croatian Civil Aviation Agency

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 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

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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.			



Croatian Civil Aviation Agency

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 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

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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.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

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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				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

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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
	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.				



Croatian Civil Aviation Agency

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*Application / Compliance Checklist for  
BPL course approval*

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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.				

Annex 1 (Part-FCL), Subpart C, Section 1		Obligatory			
FCL.210 Training course		Organization reference	RESULTS		
			S	U	N/A
Applicants for an 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.					





Croatian Civil Aviation Agency

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BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
BPL course approval*

AMC & GM to Part-FCL; Subpart C		Obligatory		
AMC3 FCL.210; FCL.235	Organization reference	RESULTS		
		S	U	N/A
SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE BPL AND SPL				
The syllabi for the theoretical knowledge instruction and examination for the LAPL(B) and LAPL(S) in AMC1 FCL.115 and FCL.120 should be used for the BPL and SPL, respectively.				

AMC & GM to Part-FCL; Subpart B		Obligatory		
AMC1 FCL.115; FCL.120	Organization reference	RESULTS		
		S	U	N/A
<b>SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL</b>				
(a) The training and examination should cover aspects related to non-technical skills in an integrated manner, taking into account the particular risks associated with the licence and the activity. The theoretical knowledge instruction provided by the ATO should include a certain element of formal classroom work but may also include other methods of delivery for example interactive video, slide or tape presentation, computer-based training and other media distance learning courses. The training organisation responsible for the training has to check if all the appropriate elements of the training course of theoretical knowledge instruction have been completed to a satisfactory standard before recommending the applicant for the examination.				
<b>I. COMMON SUBJECTS</b>				
1. AIR LAW AND ATC PROCEDURES				
1.1. International law: conventions, agreements and organisations				
1.2. Airworthiness of aircraft				
1.3. Aircraft nationality and registration marks				
1.4. Personnel licensing				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

AMC & GM to Part-FCL; Subpart B		Obligatory		
AMC1 FCL.115; FCL.120	Organization reference	RESULTS		
		S	U	N/A
<b>SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL</b>				
1.5. Rules of the air				
1.6. Procedures for air navigation: aircraft operations				
1.7. Air traffic regulations: airspace structure				
1.8. ATS and air traffic management				
1.9. AIS				
<b>2. HUMAN PERFORMANCE</b>				
2.1. Human factors: basic concepts				
2.2. Basic aviation physiology and health maintenance				
2.3. Basic aviation psychology				
<b>3. METEOROLOGY</b>				
3.1. The atmosphere				
3.2. Wind				
3.3. Thermodynamics				
3.4. Clouds and fog				
3.5. Precipitation				
3.6. Air masses and fronts				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

AMC & GM to Part-FCL; Subpart B		Obligatory		
AMC1 FCL.115; FCL.120	Organization reference	RESULTS		
		S	U	N/A
<b>SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL</b>				
3.7 Pressure systems				
3.8. Climatology				
3.9. Flight hazards				
3.10. Meteorological information				
<b>4. COMMUNICATIONS</b>				
4.1. VFR communications				
4.2. Definitions				
4.3. General operating procedures				
4.4. Relevant weather information terms (VFR)				
4.5. Action required to be taken in case of communication failure				
4.6. Distress and urgency procedures				
4.7. General principles of VHF propagation and allocation of frequencies				
<b>II. ADDITIONAL SUBJECTS FOR EACH CATEGORY</b>				
<b>II.B. BALLOONS</b>				
<b>5. PRINCIPLES OF FLIGHT – BALLOON</b>				
5.1. Principles of flight				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
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 BPL course approval*

AMC & GM to Part-FCL; Subpart B		Obligatory		
AMC1 FCL.115; FCL.120	Organization reference	RESULTS		
		S	U	N/A
<b>SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL</b>				
5.2. Aerostatics				
5.3. Loading limitations				
5.4. Operational limitations				
<b>6. OPERATIONAL PROCEDURES – BALLOON</b>				
6.1. General requirements				
6.2. Special operational procedures and hazards (general aspects)				
6.3. Emergency procedures				
<b>7. FLIGHT PERFORMANCE AND PLANNING – BALLOON</b>				
7.1. Mass				
7.1.1. Purpose of mass considerations				
7.1.2. Loading				
7.2. Performance				
7.2.1. Performance: general				
7.3. Flight planning and flight monitoring				
7.3.1. Flight planning: general				
7.3.2. Fuel planning				



Croatian Civil Aviation Agency

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AMC1 FCL.115; FCL.120	Organization reference	RESULTS		
		S	U	N/A
<b>SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL</b>				
7.3.3. Pre-flight preparation				
7.3.4. ICAO flight plan (ATS flight plan)				
7.3.5. Flight monitoring and in-flight re-planning				
<b>8. AIRCRAFT GENERAL KNOWLEDGE, ENVELOPE AND SYSTEMS AND EMERGENCY EQUIPMENT – BALLOON</b>				
8.1. System design, loads, stresses and maintenance				
8.2. Envelope				
8.3. Burner (hot-air balloon and hot-air airship)				
8.4. Fuel cylinders (hot-air balloon or hot-air airship)				
8.5. Basket or gondola				
8.6. Lifting gas (gas balloon)				
8.7. Burning gas (hot-air balloon or hot-air airship)				
8.8. Ballast (gas balloon)				
8.9. Engine (hot-air airship only)				
8.10. Instruments				
<b>9. NAVIGATION – BALLOON</b>				
9.1. General navigation				



Croatian Civil Aviation Agency

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 BPL tečaja osposobljavanja  
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 BPL course approval*

AMC & GM to Part-FCL; Subpart B		Obligatory		
AMC1 FCL.115; FCL.120	Organization reference	RESULTS		
		S	U	N/A
<b>SYLLABUS OF THEORETICAL KNOWLEDGE FOR THE LAPL</b>				
9.2. Basics of navigation				
9.3. Magnetism and compasses				
9.4. Charts				
9.5. Dead reckoning navigation				
9.6. In-flight navigation				
9.7. GNSS				

BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
<b>FLIGHT INSTRUCTION FOR THE LAPL(B) AND FLIGHT INSTRUCTION FOR THE BPL</b>				
(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>(b) Flight instruction</b>				



Croatian Civil Aviation Agency

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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(1) The LAPL(B) or <b>BPL</b> flight instruction syllabus should take into account the principles of threat and error management and also cover: <ul style="list-style-type: none"> <li>(i) pre-flight operations, including load calculations, balloon inspection and servicing;</li> <li>(ii) crew and passenger briefings;</li> <li>(iii) inflation and crowd control;</li> <li>(iv) control of the balloon by external visual reference;</li> <li>(v) take-off in different wind conditions;</li> <li>(vi) approach from low and high level;</li> <li>(vii) landings in different surface wind conditions;</li> <li>(viii) cross-country flying using visual reference and dead reckoning;</li> <li>(ix) emergency operations, including simulated balloon equipment malfunctions;</li> <li>(x) compliance with air traffic services procedures and communication procedures;</li> <li>(xi) avoidance of nature protection areas, landowner relations.</li> </ul>				
(2) Before allowing the applicant to undertake his/her first solo flight, the FI should ensure that the applicant can operate the required systems and equipment.				
<b>(c) Syllabus of flight instruction (hot-air balloon)</b>				
(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: <ul style="list-style-type: none"> <li>(i) the applicant's progress and ability;</li> <li>(ii) the weather conditions affecting the flight;</li> <li>(iii) the flight time available;</li> <li>(iv) instructional technique considerations;</li> <li>(v) the local operating environment;</li> </ul>				



Croatian Civil Aviation Agency

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*Application / Compliance Checklist for  
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AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(vi) applicability of the exercises to the balloon type.				
(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 1: Familiarisation with the balloon: (A) characteristics of the balloon; (B) the components or systems; (C) re-fuelling of the cylinders; (D) instruments and equipment; (E) use of checklist(s) and procedures.				
(ii) Exercise 2: Preparation for flight: (A) documentation and equipment; (B) weather forecast and actuals; (C) flight planning: (a) NOTAMs (b) airspace structure; (c) sensitive areas (for example nature protection areas); (d) expected track and distance; (e) pre-flight picture; (f) possible landing fields. (D) launch field: (a) permission; (b) field selection; (c) behaviour; (d) adjacent fields. (E) load calculations.				





Croatian Civil Aviation Agency

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AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(iii) Exercise 3: Crew and passenger briefing: (A) clothing; (B) crew briefing; (C) passenger briefing.				
(iv) Exercise 4: Assembly and layout: (A) crowd control; (B) rigging envelope, basket and burner; (C) burner test; (D) use of restraint line; (E) pre-inflation checks.				
(v) Exercise 5: Inflation: (A) crowd control; (B) cold inflation; (C) use of the inflation fan; (D) hot inflation.				
(vi) Exercise 6: Take-off in different wind conditions: (A) pre take-off checks and briefings; (B) heating for controlled climb; (C) 'hands off and hands on' procedure for ground crew; (D) assessment of lift; (E) use of quick release; (F) assessment of wind and obstacles; (G) take-off in wind without shelter obstacles; (H) preparation for false lift.				



Croatian Civil Aviation Agency

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 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(vii) Exercise 7: Climb to level flight: (A) climbing with a predetermined rate of climb; (B) look-out procedures; (C) effect on envelope temperature; (D) maximum rate of climb according to manufacturer's flight manual; (E) levelling off at selected altitude.				
(viii) Exercise 8: Level flight: (A) maintaining level flight by: (a) use of instruments only; (b) use of visual references only; (c) all available means. (B) use of parachute and turning vents (if applicable).				
(ix) Exercise 9: Descent to level flight: (A) descent with a predetermined rate of descent; (B) fast descent; (C) look-out procedures; (D) maximum rate of descent according to manufacturer's flight manual; (E) use of parachute; (F) parachute stall; (G) cold descent; (H) levelling off at selected altitude.				
(x) Exercise 10: Emergencies – systems: (A) pilot light failure; (B) burner failure, valve leaks, flame out and re-light; (C) gas leaks; (D) envelope over temperature;				



Croatian Civil Aviation Agency

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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(E) envelope damage in-flight; (F) parachute or rapid deflation system failure.				
(xi) Exercise 10B: Other emergencies: (A) fire extinguisher; (B) fire on ground; (C) fire in the air; (D) contact with electrical power lines; (E) obstacle avoidance; (F) escape drills, location and use of emergency equipment.				
(xii) Exercise 11: Navigation: (A) maps selection; (B) plotting expected track; (C) marking positions and time; (D) calculation of distance, speed and fuel consumption; (E) ceiling limitations (ATC, weather and envelope temperature); (F) planning ahead; (G) monitoring of weather development and acting so; (H) monitoring of fuel consumption and envelope temperature; (I) ATC liaison (if applicable); (J) communication with retrieve crew; (K) use of GNSS (if applicable).				
(xiii) Exercise 12: Fuel management: (A) cylinder arrangement and burner systems; (B) pilot light supply (vapour or liquid); (C) use of master cylinders (if applicable); (D) fuel requirement and expected fuel consumption;				



Croatian Civil Aviation Agency

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AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(E) fuel state and pressure; (F) fuel reserves; (G) cylinder contents gauge and change procedure; (H) use of cylinder manifolds.				
(xiv) Exercise 13: Approach from low level: (A) pre-landing checks; (B) passenger pre-landing briefing; (C) selection of field; (D) use of burner and parachute; (E) look-out procedures; (F) missed approach and fly on.				
(xv) Exercise 14: Approach from high level: (A) pre-landing checks; (B) passenger pre-landing briefing; (C) selection of field; (D) rate of descent; (E) use of burner and parachute; (F) look-out procedures; (G) missed approach and fly on.				
(xvi) Exercise 15: Operating at low level: (A) use of burner, whisper burner and parachute; (B) look-out procedures; (C) avoidance of low level obstacles; (D) avoidance of protection areas; (E) landowner relations.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(xvii) Exercise 16: Landing in different wind conditions: (A) pre-landing checks; (B) passenger pre-landing briefing; (C) selection of field; (D) turbulences (in the case of landings with high wind speed only); (E) use of burner and pilot lights; (F) use of parachute and turning vents (if applicable); (G) look-out procedures; (H) dragging and deflation; (I) landowner relations; (J) airmanship.				
(xviii) Exercise 17: First solo: (A) supervised flight preparation; (B) instructor's briefing, observation of flight and de-briefing.				
<b>(d) Syllabus of flight instruction (gas balloon)</b>				
(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; (vi) applicability of the exercises to the balloon type.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(2) Each of the exercises involves the need for the pilot-under-training to be aware of the needs of good airmanship and look-out, which should be emphasised at all times.				
(i) Exercise 1: Familiarisation with the balloon: (A) characteristics of the balloon; (B) the components or systems; (C) instruments and equipment; (D) use of checklist(s) and procedures.				
(ii) Exercise 2: Preparation for flight: (A) documentation and equipment (B) weather forecast and actuals; (C) flight planning: (a) NOTAMs; (b) airspace structure; (c) sensitive areas (for example nature protection areas); (d) expected track and distance; (e) pre-flight picture; (f) possible landing fields. (D) launch field: (a) permission; (b) behaviour; (c) adjacent fields. (E) load calculations.				
(iii) Exercise 3: Crew and passenger briefing: (A) clothing; (B) crew briefings; (C) passenger briefing.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(iv) Exercise 4: Assembly and layout: (A) crowd control; (B) rigging envelope and basket (balloon with net); (C) rigging envelope and basket (netless balloon); (D) ballast check.				
(v) Exercise 5: Inflation: (A) crowd control; (B) inflation procedure according to manufacturer's flight manual; (C) avoiding electrostatic discharge.				
(vi) Exercise 6: Take-off in different wind conditions: (A) pre take-off checks and briefings; (B) prepare for controlled climb; (C) 'hands off and hands on' procedure for ground crew; (D) assessment of wind and obstacles; (E) preparation for false lift.				
(vii) Exercise 7: Climb to level flight: (A) climb with a predetermined rate of climb; (B) look-out procedures; (C) maximum rate of climb according to manufacturer's flight manual; (D) levelling off at selected altitude.				
(viii) Exercise 8: Level flight: (A) maintaining level flight by: (a) use of instruments only; (b) use of visual references only; (c) all available means. (B) use of parachute or valve.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(ix) Exercise 9: Descent to level flight: (A) descent with a predetermined rate of descent; (B) fast descent; (C) look-out procedures; (D) maximum rate of descent according to manufacturer's flight manual; (E) use of parachute or valve; (F) levelling off at selected altitude.				
(x) Exercise 10: Emergencies: (A) closed appendix during take-off and climb; (B) envelope damage in-flight; (C) parachute or valve failure; (D) contact with electrical power lines; (E) obstacle avoidance; (F) escape drills, location and use of emergency equipment.				
(xi) Exercise 11: Navigation: (A) map selection; (B) plotting expected track; (C) marking positions and time; (D) calculation of distance, speed and ballast consumption; (E) ceiling limitations (ATC, weather and ballast); (F) planning ahead; (G) monitoring of weather development and acting so; (H) monitoring of ballast consumption; (I) ATC liaison (if applicable); (J) communication with retrieve crew; (K) use of GNSS (if applicable).				





Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(xii) Exercise 12: Ballast management: (A) minimum ballast; (B) arrangement and securing of ballast; (C) ballast requirement and expected ballast consumption; (D) ballast reserves.				
(xiii) Exercise 13: Approach from low level: (A) pre-landing checks; (B) passenger pre-landing checks; (C) selection of field; (D) use of ballast and parachute or valve; (E) use of trail rope (if applicable); (F) look-out procedures; (G) missed approach and fly on.				
(xiv) Exercise 14: Approach from high level: (A) pre-landing checks; (B) passenger pre-landing checks; (C) selection of field; (D) rate of descent; (E) use of ballast and parachute or valve; (F) use of trail rope (if applicable); (G) look-out procedures; (H) missed approach and fly on.				
(xv) Exercise 15: Operating at low level: (A) use of ballast and parachute or valve; (B) look-out procedures; (C) avoidance of low level obstacle;				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
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BPL		N/A <input type="checkbox"/>		
AMC1 FCL.110.B; FCL.210.B	Organization reference	RESULTS		
		S	U	N/A
(D) avoidance of protection areas; (E) landowner relations.				
(xvi) Exercise 16: Landing in different wind conditions: (A) pre-landing checks; (B) passenger pre-landing briefing; (C) selection of field; (D) turbulences (in the case of landings with high wind speed only); (E) use of ballast and parachute or valve; (F) look-out procedures; (G) use of rip panel; (H) dragging; (I) deflation; (J) avoiding electrostatic discharge; (K) landowner relations.				
(xvii) Exercise 17: First solo: Note: the exercises 1 to 16 have to be completed and the student must have achieved a safe and competent level before the first solo flight takes place. (A) supervised flight preparation; (B) instructor's briefing, observation of flight and de-briefing.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
BPL course approval*

FLIGHT INSTRUCTION FOR THE EXTENSION OF PRIVILEGES TO TETHERED FLIGHTS		N/A <input type="checkbox"/>		
AMC1 FCL.130.B; FCL.220.B	Organization reference	RESULTS		
		S	U	N/A
(a) The aim of the flight instruction is to qualify LAPL(B) or <b>BPL</b> holders to perform tethered flights.				
(b) The flying exercise should cover the following training items: (1) ground preparations; (2) weather suitability; (3) tether points: (i) upwind; (ii) downwind. (4) tether ropes (three point system); (5) maximum all-up-weight limitation; (6) crowd control; (7) pre take-off checks and briefings; (8) heating for controlled lift off; (9) 'hands off and hands on' procedure for ground crew; (10) assessment of lift; (11) assessment of wind and obstacles; (12) take-off and controlled climb (at least up to 60 ft – 20m).				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
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THEORETICAL KNOWLEDGE INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC1 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(a) The aim of the flight instruction is to qualify LAPL(B) or BPL holders to exercise the privileges on a different class of balloons.				
(b) The following classes are recognised: (1) hot-air balloons; (2) gas balloons; (3) hot-air airships.				
(c) The ATO should issue a certificate of satisfactory completion of the instruction to licence endorsement.				
(d) Theoretical knowledge The theoretical knowledge syllabus should cover the revision or explanation of: (1) principles of flight: (i) operating limitations; (ii) loading limitations. (2) operational procedures: (i) special operational procedures and hazards; (ii) emergency procedures. (3) flight performance and planning: (i) mass considerations; (ii) loading; (iii) performance (hot-air balloon, gas balloon or hot-air airship); (iv) flight planning; (v) fuel planning; (vi) flight monitoring. (4) aircraft general knowledge: (i) system designs, loads, stresses and maintenance;				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

THEORETICAL KNOWLEDGE INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC1 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(ii) envelope; (iii) burner (only extension to hot-air balloon or airship); (iv) fuel cylinders (except gas balloon); (v) basket or gondola; (vi) lifting or burning gas; (vii) ballast (only gas balloon); (viii) engine (only hot-air airship); (ix) instruments and indication systems; (x) emergency equipment.				

FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(a) This additional syllabus of flight instruction should be used for the extension of privileges for LAPL(B) and BPL - hot-air balloon to hot-air airship.				
(b) The prerequisite for the extension of privileges to hot-air airships is a valid BPL or LAPL for hot-air balloons because a hot-air airship with a failed engine must be handled in a similar manner as a hot-air balloon. The conversion training has to concentrate therefore on the added complication of the engine, its controls and the different operating limitations of a hot-air airship.				
(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.				
(2) The flying exercises should cover the revision or explanation of the following exercises:				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(i) Exercise 1: Familiarisation with the hot-air airship: (A) characteristics of the hot-air airship; (B) the components or systems; (C) instruments and equipment; (D) use of checklist(s) and procedures.				
(ii) Exercise 2: Preparation for flight: (A) documentation and equipment; (B) weather forecast and actuals; (C) flight planning: (a) NOTAMs; (b) airspace structure; (c) sensitive areas; (d) expected track and distance; (e) pre-flight picture; (f) possible landing fields. (D) launch field: (a) permission; (b) behaviour; (c) field selection; (d) adjacent fields. (E) load and fuel calculations.				
(iii) Exercise 3: Crew and passenger briefing: (A) clothing; (B) crew briefing; (C) passenger briefing.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(iv) Exercise 4: Assembly and layout: (A) crowd control; (B) rigging envelope, gondola, burner and engine; (C) burner test; (D) pre-inflation checks.				
(v) Exercise 5: Inflation: (A) crowd control; (B) cold inflation: (a) use of restraint line; (b) use of the inflation fan. (C) hot inflation.				
(vi) Exercise 6: Engine: (A) identification of main parts and controls; (B) familiarisation with operation and checking of the engine; (C) engine checks before take-off.				
(vii) Exercise 7: Pressurisation: (A) pressurisation fan operation; (B) super pressure and balance between pressure and temperature; (C) pressure limitations.				
(viii) Exercise 8: Take-off: (A) before take-off checks and briefings; (B) heating for controlled climb; (C) procedure for ground crew; (D) assessment of wind and obstacles.				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(ix) Exercise 9: Climb to level flight: (A) climbing with a predetermined rate of climb; (B) effect on envelope temperature and pressure; (C) maximum rate of climb according to manufacturer's flight manual; (D) level off at selected altitude.				
(x) Exercise 10: Level flight: (A) maintaining level flight by: (a) use of instruments only; (b) use of visual references only; (c) all available means. (B) maintaining level flight at different air speeds by taking aerodynamic lift into account.				
(xi) Exercise 11: Descent to level flight: (A) descent with a predetermined rate of descent; (B) maximum rate of descent according to manufacturer's flight manual; (C) levelling off at selected altitude.				
(xii) Exercise 12: Emergencies - systems: (A) engine failure; (B) pressurisation failure; (C) rudder failure; (D) pilot light failure; (E) burner failure, valve leaks, flame out and re-light; (F) gas leaks; (G) envelope over temperature; (H) envelope damage in-flight.				





Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
*Application / Compliance Checklist for  
 BPL course approval*

FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(xiii) Exercise 12B: Other emergencies: (A) fire extinguishers; (B) fire on ground; (C) fire in the air; (D) contact with electrical power lines; (E) obstacle avoidance; (F) escape drills, location and use of emergency equipment.				
(xiv) Exercise 13: Navigation: (A) map selection and preparation; (B) plotting and steering expected track; (C) marking positions and time; (D) calculation of distance, speed and fuel consumption; (E) ceiling limitations (ATC, weather and envelope temperature); (F) planning ahead; (G) monitoring of weather development and acting so; (H) monitoring of fuel and envelope temperature or pressure; (I) ATC liaison (if applicable); (J) communication with ground crew; (K) use of GNSS (if applicable).				
(xv) Exercise 14: Fuel management: (A) engine arrangement and tank system; (B) cylinder arrangement and burner systems; (C) pilot light supply (vapour or liquid); (D) fuel requirement and expected fuel consumption for engine and burner; (E) fuel state and pressure;				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
 BPL tečaja osposobljavanja  
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FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(F) fuel reserves; (G) cylinder and petrol tank contents gauge.				
(xvi) Exercise 15: Approach and go-around: (A) pre-landing checks; (B) selection of field into wind; (C) use of burner and engine; (D) look-out procedures; (E) missed approach and go-around.				
(xvii) Exercise 16: Approach with simulated engine failure: (A) pre-landing checks; (B) selection of field; (C) use of burner; (D) look-out procedures; (E) missed approach and go-around.				
(xviii) Exercise 17: Operating at low level: (A) use of burner and engine; (B) look-out procedures; (C) avoidance of low level obstacles; (D) avoidance of sensitive areas (nature protection areas) or landowner relations.				
(xix) Exercise 18: Steering: (A) assessment of wind; (B) correcting for wind to steer a given course.				
(xx) Exercise 19: Final landing: (A) pre-landing checks; (B) use of burner and engine;				



Croatian Civil Aviation Agency

Zahtjev/Lista usklađenosti za odobrenje  
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FLIGHT INSTRUCTION FOR THE EXTENSION TO ANOTHER BALLOON CLASS: LAPL(B) AND BPL		N/A <input type="checkbox"/>		
AMC2 FCL.135.B; FCL.225.B	Organization reference	RESULTS		
		S	U	N/A
(C) look-out; (D) deflation; (E) landowner relations.				

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.