

**This page is not part of the application and is for your information only.
This page has not to be sent to the Belgian CAA.**

Record of versions

Version number	Date of revision	Topics
0.1	01/04/2013	Initial version
1.0	01/03/2017	New layout

When to use this application form?

In case of applying for a Commercial Pilot Licence (CPL) or the first issuance of an Instrument rating (IR).

Which sections to fill in?

Section 1 – Application – has to be filled in systematically.

If you want to convert a valid ICAO licence or rating to a Belgian licence or rating, fill in the “1.2 Application” section

- In this case, you have to provide the details of your ICAO licence and provide us a copy of it.

Otherwise fill in the “1.1 Application” section only.

Section 2 – Details of the applicant – has to be filled in systematically.

If you wish to inform us of your personal details or of any changes in our personal details, please fill in the “2.2 Applicant details”.

Otherwise fill in your personal licence number only in the “2.1 Applicant details”.

Section 3 – Address for correspondence – has to be filled in if the address for correspondence is different from your personal address.

Section 4 – Medical fitness

You have to provide us with a copy of your medical certificate issued in conformity with Part-MED.

If you are not holding a Belgian issued medical certificate please contact the Belgian Aero-Medical Section at info.ams@mobilit.fgov.be.

Section 5 – Confirmation of theoretical knowledge examination – has to be filled in systematically.

You have to provide us with a certified copy of your examination results when the examinations were not taken with the Belgian CAA.

Section 6 – Description of the flying experience – has to be filled in in the case of CPL modular training and IR modular training.

As some trainings require a minimum flying experience as prerequisites, you have to demonstrate that you meet these minima.

Remark: your logbooks have to be duly filled in, please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050) or consult the corresponding information notice on our website.

Sections 7, 8 and 9 – ATO certification and recommendation – has to be filled in systematically.

You have to ask the Approved Training Organisation to fill in the adequate section when the training is completed.

This section will be verified by the examiner BEFORE the skill test.

Section 10 – Confirmation of skill test – has to be filled in systematically.

This section will be filled in by the examiner.

Section 11 – Declaration of applicant – has to be filled in systematically.

Please specify how you wish to receive your licence from BCAA.

Remarks

Within 10 days after receipt of a skill test/proficiency check result, an appealable decision about the test/check results may be requested in writing to the Belgian Civil Aviation Authority.

Any incorrect information could disqualify the applicant from taking any examination or being granted a personnel licence, certificate, rating, authorisation or attestation. Furthermore, in case of obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence, in spite of the penalties susceptible to be imposed on the pilot, the decision of acceptance will be the object of a decision of immediate withdrawal.

Instruction time must be certified in your logbook by the appropriately rated or authorised instructor from whom it was received.

Assessment of competence, skill test and proficiency check must be certified in your logbook by the appropriately rated or authorised examiner from whom it was taken.

HELICOPTERS - Application form
Part-FCL Commercial pilot licence / Instrument rating

Date of reception:

1.1 Application to be completed by the applicant

I am applying for the following helicopter licence or rating:

CPL IR

Helicopter type rating (please specify):

Type of course(s) completed (if any):

CPL modular IR modular

CPL integrated CPL/IR integrated

ATP integrated ATP/IR integrated

1.2 Application

Conversion of a valid ICAO licence or rating (if applicable):

ICAO CPL to CPL ICAO CPL/IR to CPL/IR ICAO IR to IR

Particulars of third country ICAO licence held

Issuing authority	Type/Class of licence	Licence number	Expiry date

Supporting documentation required with the application:

Authentication form of licence issued by the ICAO competent authority and copy of your valid ICAO licence

2.1 Applicant details to be completed by the applicant

Belgian licence number: BE.FCL.....H

2.2 Applicant details to be completed by the applicant

Belgian national register of natural persons number:

Title: Name: First name(s):

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent address:

Town/Country: Postcode:

Telephone: Alternative telephone number:

E-mail:

Supporting documentation required with the application:

Copy of your valid passport, EEA/EU national identity card or full EU photographic driving licence

3. Address for correspondence (if different from above) to be completed by the applicant

Postal address:

Town/Country: Postcode:

4. Medical fitness	to be completed by the applicant
Note: Your medical certificate must be valid on the licence or rating issue date.	
Supporting documentation required with the application:	Copy of Part-MED medical certificate (Class 1 or 2)

5. Confirmation of theoretical knowledge examination	to be completed by the applicant
I have taken my theoretical examination with the following competent authority:	
.....	
.....	
Supporting documentation required with the application:	Certified copy of theoretical knowledge examination results (if not taken with the Belgian CAA)

6.1 CPL modular training – Flying experience			to be completed by the applicant
	Hours claimed	Qualifying hours	CAA use only
Total hours flight time		185	
Flight time on helicopters as PIC		50	
Hours as PIC of other category of aircraft Hours as PIC of other categories of aircraft may count partially towards the total hours flight time.			
Cross-country flying on helicopters as PIC		10	
Date of solo cross-country flight no less than 185 km / 100 Nm during which full stop landing at two aerodromes different from the aerodrome of departure have been made			

6.2 IR modular training – Flying experience			to be completed by the applicant
	Hours claimed	Qualifying hours	CAA use only
Cross-country flight time as PIC of helicopters		10	
Hours as PIC of other categories of aircraft Hours as PIC of other categories of aircraft may count partially towards the total hours flight time.			
Total hours Cross-country flight time as PIC		50	
Supporting documentation required with the application:	Original flying logbooks Copy of your licence in other category of aircraft (if you have flight time as PIC in other category of aircraft)		

7. Integrated courses (ATP/IR or ATP for other integrated courses please contact BCAA)
to be completed by the approved training organisation

I certify that (applicant) has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot Licence with without instrument rating in accordance with Part-FCL.

Date course started: Date course completed:

The course consisted of: (refer to Part-FCL Appendix 3)

- hours dual visual flight instruction (including ground time) (MNM: 75 h)
- hours dual visual instruction in a FNPT II/III
- hours dual visual instruction in a FTD 2/3
- hours dual visual instruction in a FFS (level C/D)
- hours dual visual instruction in an aeroplane or TMG
- hours dual instrument instruction (including ground time) (MNM: 50 h)
- hours basic instrument instruction time (MNM: 10 h)
- hours IR training (MNM: 40 h)
- hours IR training in a multi-engine IFR-certificated helicopter (MNM: 10 h)
- hours instrument ground time in a FNPT II, FTD 2/3 or FFS (level C/D)
- hours instrument ground time in a FNPT I or an aeroplane
- hours MCC training (MNM: 15 h for MCC/IR or 10 h for MCC/VFR))
- hours as PIC (including SPIC) (MNM: 55 h)
- hours solo by day (MNM: 14 h)
- hours solo by night (MNM: 1 h)
- hours cross-country flight (including SPIC) (MNM: 50 h)
- hours cross-country as SPIC including a 100 NM cross-country flight on (date).....(MNM: 10 h)
- hours flight instruction at night (MNM: 5 h)
- hours dual flight instruction at night (MNM: 3 h)
- hours cross-country flight instruction at night (MNM: 1 h)
- solo night circuits, each circuit shall include a take-off and a landing (MNM: 5)

Approved training organisation (ATO): ATO approval N°

Competent authority issuing approval:

Name of person having the rights to engage the responsibility of the ATO:
.....

Signature: Date:

Supporting documentation required with the application:
Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

8. CPL Modular course or reduced modular training course details

to be completed by the approved training organisation

I certify that (applicant) has satisfactorily met the pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of a Commercial Pilot Licence.

Date course started: Date course completed:

The course consisted of: (refer to Part-FCL Appendix 3, Section K)

..... hours dual visual flight instruction (MNM: 20 h)

..... hours flight instruction at night (if applicable) (MNM: 5 h)

..... hours dual flight instruction at night (if applicable) (MNM: 3 h)

..... hours cross-country flight instruction at night (if applicable) (MNM: 1 h)

..... solo night circuits, each circuit shall include a take-off and a landing (if applicable) (MNM: 5)

..... hours instrument instruction (Including ground time and any credits) (MNM: 10 h)

..... hours instrument ground time in a FSTD (if applicable)

..... hours credit

(applicable for pilots holding a valid IR(A), IR(H) or converting an ICAO licence)

Approved training organisation (ATO): ATO approval N°

Competent authority issuing approval:

Name of person having the rights to engage the responsibility of the ATO:

Signature: Date:

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

9. IR modular course or reduced modular training course details

to be completed by the approved training organisation

I certify that (applicant) has satisfactorily met the pre-requisite requirements in accordance with Part-FCL prior to commencing a course of training and has satisfactorily completed a course of training in accordance with Part-FCL and the approved course curriculum. I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of an instrument rating.

Date course started: Date course completed:

The course consisted of: (refer to Part-FCL Appendix 6, Section B)

..... hours instrument time under instruction (including instrument ground time) (MNM: 50 h for SE/IR or 55 h for ME/IR)

..... hours instrument time in an IFR-certificated helicopter (MNM: 10 h)

..... hours instrument ground time in a FTD 2/3, FNPT II/III or FFS

..... hours instrument ground time in a FNPT I

..... hours instrument time in an aeroplane approved for the course

..... hours credit (applicable for pilots converting an ICAO licence)

Approved training organisation (ATO): ATO approval N°

Competent authority issuing approval:

Name of person having the rights to engage the responsibility of the ATO:

.....
Signature: Date:

Supporting documentation required with the application:

Copy of Part-ORA ATO approval certificate (if ATO is not approved by the Belgian CAA)

10. Confirmation of skill test	to be completed by the examiner
<p>I certify that (applicant) has satisfactorily completed a:</p> <p>CPL(H) skill test pass date: IR(H) skill test pass date:</p> <p>I further certify that I have verified the identity of the applicant and that the applicant complies with all the qualification, training and experience requirements for the grant of the licence or rating for which the skill test is taken.</p>	
CPL(H) skill test	
<p>Name of examiner: Examiner N°</p> <p>Authorising competent authority:</p> <p>Signature (examiner): Date:</p>	
IR(H) skill test	
<p>Name of examiner: Examiner N°</p> <p>Authorising competent authority:</p> <p>Signature (examiner): Date:</p>	
<p>Supporting documentation required with the application: Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)</p>	
<p>Note - Examiners are reminded that they must complete the skill test report form and submit a copy of it to Licensing department, within 14 working days from the skill test. Applicants are advised that the licence will not be issued until the corresponding skill test report form is received.</p>	

11. Declaration of applicant	to be completed by the applicant
<p>I declare that the information provided on this form is correct.</p> <p>I have fully reviewed all applicable guidance material and have submitted all of the necessary paperwork for my application to be considered.</p> <p><input type="checkbox"/> I wish to pick up my licence from the BCAA during the opening hours.</p> <p><input type="checkbox"/> I wish that BCAA send my licence to my postal address.</p> <p>Signature (applicant): Date:</p>	