

Form. No. PEL-FCL 3305

Revision 2

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Revision Date: 04/11/2024

**HELLENIC CIVIL AVIATION AUTHORITY**  
**APPLICATION FORM FOR THEORETICAL**  
**KNOWLEDGE EXAMINATIONS**  
**PART-FCL IR (AEROPLANE & HELICOPTER)**

Please complete the form in **BLOCK CAPITALS** having read the guidance notes attached to this form.

APPLICATION FOR (Please ✓)

AEROPLANE

HELICOPTER

Tick if First Application

**1. PERSONAL DETAILS**

Surname ..... First Name(s) .....  
Title (Mr / Mrs / Ms etc) ..... Date of Birth (dd/mm/yyyy) .....  
Nationality ..... Place of Birth (Town) ..... (Country) .....  
Permanent address .....  
..... Postcode .....  
Contact Tel. No. .... Mobile Tel. No. ....  
E-mail address .....

**2. DETAILS OF FLIGHT CREW LICENCE(S) HELD (IF ANY)**

State of Issue	Type of License (e.g. PPL, CPL, MPL, ATPL etc)	Category of License (e.g. Aeroplane, Helicopter etc)	License No.	Expiry Date

**3. FLYING TRAINING ORGANISATION (FTO): THEORETICAL KNOWLEDGE COURSE CERTIFICATION**

Note – An initial Examination Application will not be accepted unless the ATO providing the applicant's Theoretical Knowledge Instruction completes this section

Course Number: \_\_\_\_\_ Integrated/Modular\* \_\_\_\_\_  
(\*delete as applicable)

Sponsor (If any) \_\_\_\_\_

Signed by FTO Head of Training (Or Deputy): \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**FLYING TRAINING ORGANISATION PROVIDING  
THEORETICAL KNOWLEDGE INSTRUCTION**

OFFICIAL STAMP



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**4. PART-FCL IR EXAMINATIONS**

Subject	ATTEMPT				*2 Passed
	*1 1st	2nd	3rd	4th	
(010) Air Law					
(022) Aircraft General Knowledge — Instrumentation					
(032) Flight Performance and Planning					
(040) Human Performance and Limitations					
(050) Meteorology					
(062) Navigation					
(90) Communications					
<b>Total Number of Examination applied for</b>					

**5. HCAA SUMMARY PRIVACY NOTICE**

How will we use your information?

The information you provide to us via this form will be used to enable us to carry out our regulatory duties including processing your application to sit examinations, the administration and maintenance of subsequent licenses and for enforcement purposes. We will not disclose any of your information to any organization without your explicit consent, except where we are obliged to do so under relevant EU and Hellenic legislation, or to comply with law enforcement agencies.

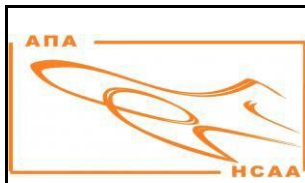
**6. DECLARATION**

I hereby declare that I have read this Application Form, including the guidance sections therein, and all the information given in this form is true and correct to the best of my knowledge and belief. I also declare that I have read and understood the Information Notice LIC 02/2023 “HCAA Examination Instructions for Candidates” available at the HCAA website: <http://hcaa.gov.gr/en>.

I understand and accept that various security methods are used during the exams including video monitoring and recording.

Signature ..... Date .....

It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a license or the issue, renewal or revalidation of a rating, authorization or certificate, whether for that person or any other person.



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## 7. GUIDANCE NOTES ON COMPLETION OF APPLICATION FORM

Please complete the Application Form in BLOCK CAPITALS

Examinations (Part 4 Application Form)

\*1 Please enter "√" in the "(1st 2nd, 3rd and 4th ATTEMPT)" box against the subject(s) you wish to take.

\*2 Enter the date if you passed the subject(s) on a previous attempt or write "Exempt" if you have been previously granted a written exemption(s) from a subject(s) by the Hellenic Civil Aviation Authority. (FCL.615 IR refers)

### FCL.025 Theoretical knowledge examinations for the issue of licenses

#### (a) Responsibilities of the applicant

(1) Applicants shall take the entire set of examinations for a specific license or rating under the responsibility of one Member State.

(2) Applicants shall only take the examination when recommended by the approved training organization (ATO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.

(3) The recommendation by an ATO shall be valid for 12 months. If the applicant has failed to attempt at least one theoretical knowledge examination paper within this period of validity, the need for further training shall be determined by the ATO, based on the needs of the applicant

### THEORETICAL KNOWLEDGE COURSE CERTIFICATION

This section is to be completed by the Head of Training of the ATO providing the applicant's Theoretical Knowledge Instruction and must be stamped with the ATO's official stamp.

If you are entitled, under Part-FCL.035(b), to sit the examinations without completing a course of ground studies, your application must be accompanied by a letter explaining how the necessary Theoretical Knowledge was acquired.

### SUBMISSION INSTRUCTIONS

Please, send your application along with the following attachments to [info@hcaa.gov.gr](mailto:info@hcaa.gov.gr) with the following

Subject: **PEL-TKE- (License Number if available & Last Name)**

- This completed Application Form
- A.T.O Certificate of Completion of Theoretical Knowledge
- Administrative Fee Code – eparavolo 3393 (Initial Examination) 3394 (Exam Resit)

**Application Forms should reach the Examination Unit at least 21 days before the examination date. Late applications may be refused.**