

Form. No. PEL-FCL ICAO
 Initial Issue
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 Issue Date: 30/06/2023

**APPLICATION FORM AND COMPLIANCE LIST
 CONVERSION OF AN ICAO ANNEX I COMPLIANT
 LICENSE TO A PART-FCL LICENSE**

PPL / CPL / ATPL

Part 1 - APPLICATION

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.

Commission Regulation (EU) No. 1178/2011 (as amended), requires that an individual has all of their licenses administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and FCL.015).

If your medical records are not held by the HCAA, your application will be rejected.

DO NOT SUBMIT AN APPLICATION UNLESS YOU HOLD AN EU PART-MED CERTIFICATE OF THE APPROPRIATE CLASS AND YOUR MEDICAL RECORDS ARE HELD/TRANSFERRED TO THE HCAA. THEN ENSURE THAT YOU HAVE CONTACTED THE HCAA TO TRANSFER YOUR EXAM RESULTS AND VERIFY YOUR ICAO LICENCE BEFORE SUBMITTING YOUR APPLICATION TO CONVERT YOUR ICAO LICENCE

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

1. PERSONAL DETAILS

To be completed by applicant

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 Fax Number

2. DETAILS OF EXISTING FLIGHT CREW LICENCE(S) HELD

To be completed by the applicant

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

3. MEDICAL CERTIFICATE - Part MED.A.030 and FCL.015

To be completed by the applicant

EU27 Member State of Issue	Class	Date of Medical examination	Expiry Date of Class 2 privileges	AME Name, Medical Centre & Location	AME No.	Details of any Limitations / Endorsements	HCAA use	
							Records held by the HCAA	
							YES	NO

If medical records not held by HCAA Medical Section your application will be rejected and returned.



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4. PPL CONVERSION

To be completed by the applicant

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 for the issuing of the license being requested, the administration and maintenance of subsequent ratings and/or certificates 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.

Note: See guidance notes for further information on what is required

STEP 1, 2 & 3 shall be completed before submitting a full application.

Step 1: Medical Certificate: - Submit for PEL-FCL 100M if applicable.

Hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011

YES Details entered in Section 3. **Upload a copy of the medical certificate**

NO DO NOT SUBMIT APPLICATION Contact ams@hcaa.gov.gr

Step 2: License Verification: - Submit form PEL-FCL 120

Verification of an ICAO Annex I compliant license is to be made before an application can be made.

YES **I have verified my ICAO license with the HCAA**

NO DO NOT SUBMIT APPLICATION Contact the ICAO Annex I license issuing State Authority and follow their process for releasing the information to the HCAA and contact the HCAA to verify your ICAO Annex I license

Step 3: Theoretical Knowledge Requirements:

Pass a written examination in Air Law and Human Performance;

YES **Upload a copy of the ATO/DTO Approval and examination results**

NO DO NOT SUBMIT APPLICATION Complete the necessary examinations with an ATO/DTO and have the exams transferred to the HCAA before application

Step 4: English Language Proficiency

Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011;

YES Upload a copy of the completed **PEL-FCL 270** form and attached a copy of the EASA approved ELAB certificate

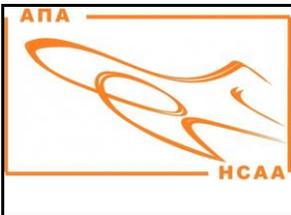
NO DO NOT SUBMIT APPLICATION Contact an English Language Assessor / EASA ELAB

Step 5: Requirements for The Issue of The Relevant Class or Type Rating

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H

YES Upload a copy of course completion certificate or applicable log book pages.

NO DO NOT SUBMIT APPLICATION Contact an ATO/DTO for required training as applicable



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Step 6: Experience Requirements

Have completed at least 100 hours of flight time as a pilot.

- YES** Submit your original log book/s (all log books shall be submitted)
- NO DO NOT SUBMIT APPLICATION** Complete the required flight hours

Step 7: PPL or BPL Skill Test as Applicable

Pass the PPL or BPL skill test, as relevant, in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, Annex III (Part-BFCL) to Regulation (EU) 2018/395 or Annex III (Part-SFCL) to Implementing Regulation (EU) 2018/1976;

- YES** Upload a copy of the completed **PEL-FCL 220(A)** or **PEL-FCL 220(H)** OR
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test

Applicant declaration:

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name

Signed:

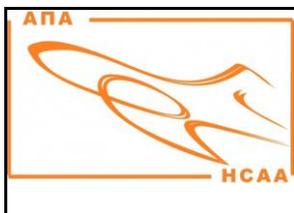
Date:

4.a PPL CONVERSION CHECKLIST

To be completed by the applicant

Once all the following are completed your application is ready for submission.

- Medical Certificate attached.
- License Verification requested - prior to application being made
- Copy of all the pages of the ICAO Annex I license you wish to convert attached.
- ICAO Annex I license issuing State Authority contacted to release information to HCAA
- Theoretical Knowledge Requirements - copy of the ATO/DTO approval and examination results attached. Verification requested prior to application being made
- English Language Proficiency - copy of the completed **PEL-FCL 270** attached and EASA approved ELAB certificate
- Requirements for The Issue of The Relevant Class or Type Rating - ATO/DTO approval and a copy of course completion certificate or applicable log book pages attached
- Experience Requirements – minimum of 100 hours of flight time as a pilot – Original log book/s (all log books attached)
- PPL or BPL Skill Test as Applicable completed - Attach a copy of the completed form as applicable_
- PEL-FCL 220A**
- PEL-FCL 220H**
- PEL-FCL 144**
- Upload a copy of your valid passport photo page
- Provided e-Administrative Fee Code- eparavolo



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PPL / CPL / ATPL

5. CPL CONVERSION

To be completed by the applicant

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 for the issuing of the license being requested, the administration and maintenance of subsequent ratings and/or certificates 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.

Note: See guidance notes for further information on what is required

STEP 1, 2 & 3 shall be completed before submitting a full application.

Step 1 Medical Certificate: - Upload form PEL-FCL 100M if applicable.

Hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011

YES Details entered in Section 3. Upload a copy of the medical certificate

NO **DO NOT SUBMIT APPLICATION** Contact ams@hcaa.gov.gr

Step 2 License Verification: - Submit form PEL-FCL 120

Verification of an ICAO Annex I compliant license is to be made before an application can be made.

YES I have verified my ICAO license with the HCAA

NO **DO NOT SUBMIT APPLICATION** Contact the ICAO Annex I license issuing State Authority and follow their process for releasing the information to the HCAA and contact the HCAA to verify your ICAO Annex I license

Step 3 Theoretical Knowledge Requirements:

Pass all written examination in accordance with FCL.310 CPL or FCL.515 ATPL as applicable;

YES Examination results have been verified and transferred into the HCAA

NO **DO NOT SUBMIT APPLICATION** Complete the necessary examinations and transfer the exams to the HCAA before application

Step 4: English Language Proficiency

Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011;

YES Upload a copy of the completed PEL-FCL 270 form and attached a copy of the EASA approved ELAB certificate

NO **DO NOT SUBMIT APPLICATION** Contact an English Language Assessor / EASA ELAB

Step 5: Requirements for The Issue of The Relevant Class or Type Rating / UPRT

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H

YES Upload a copy of course completion certificate.

NO **DO NOT SUBMIT APPLICATION** Contact an ATO for required training as applicable



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PPL / CPL / ATPL

Step 6: Experience Requirements

Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – see Annex 1, Appendix 3, Section E, para. 12, as amended.

- YES** Submit your original log book/s (all log books shall be submitted)
- NO DO NOT SUBMIT APPLICATION** Complete the required flight hours

Step 7: Instrument Rating / PBN

To convert an ME/IR, it is for the Head of Training of an ATO to determine any credit against an IR modular flying course.

Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

- YES** Upload a copy of course completion certificate, copy of course completion certificate for PBN training and completed PEL-FCL 1000 form if applicable.
- NO DO NOT SUBMIT APPLICATION** Contact an ATO for required training as applicable

Step 8: Multi-Crew Co-operation (MCC)

You will have to complete an MCC course if you intend to add a multi-pilot aircraft type rating to a CPL in the future. This is a standalone modular course that can be completed at your leisure provided you hold a ME/IR on the part-FCL CPL. No recognition is available of your ICAO MCC course completed.

- YES** Upload a copy of course completion certificate
- NO I understand I will have to complete MCC training before I can apply for an MPA type rating**

Step 9: CPL Skill Test

An applicant for a CPL shall pass a skill test in accordance with Appendix 4 to Annex I of Regulation (EU) No 1178/2011

- YES** Upload a copy of the completed PEL-FCL 320A or PEL-FCL 320H as applicable
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test

Step 10: Instrument Rating Skill Test

Applicants for an IR shall pass a skill test in accordance with Appendix 7 to Annex I of Regulation (EU) No 1178/2011

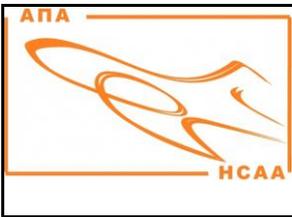
- YES** Upload a copy of the completed PEL-FCL 420A or PEL-FCL 540H as applicable
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test

Applicant declaration:

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name

Signed:..... Date:



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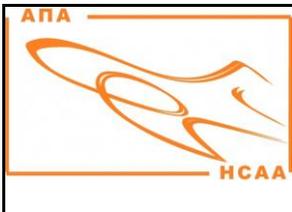
PPL / CPL / ATPL

5.a CPL CONVERSION CHECKLIST

To be completed by the applicant

Once all the following are completed your application is ready for submission.

- Medical Certificate attached.
- License Verification requested - prior to application being made
- Copy of all the pages of the ICAO Annex I license you wish to convert attached.
- ICAO Annex I license issuing State Authority contacted to release information to HCAA
- Theoretical Knowledge Requirements - copy of the ATO approval and examination results attached. Verification requested prior to application being made
- English Language Proficiency - copy of the completed **PEL-FCL 270** attached and EASA approved ELAB certificate
- Requirements for The Issue of The Relevant Class or Type Rating - ATO/DTO approval and a copy of course completion certificate or applicable log book pages attached
- Experience Requirements – I meet the experience requirements set out in the ‘Aircrew Regulation’ – see Annex 1, Appendix 3, Section E, para. 12, as amended – Original log book/s (all log books attached)
- Instrument Rating / PBN – Attach a copy of course completion certificate, copy of course completion certificate for PBN training and completed form **PEL-FCL 1000** if applicable.
- Multi-Crew Co-operation (MCC)
 - Completed – Course completion certificate attached
 - Not completed – I understand I will have to complete MCC training before I can apply for an MPA type rating
- CPL Skill Test as Applicable completed - Upload a copy of the completed form as applicable
 - PEL-FCL 320A**
 - PEL-FCL 320H**
- IR Skill Test as Applicable completed - Upload a copy of the completed form as applicable
 - PEL-FCL 420A**
 - PEL-FCL 540H**
- and
 - PEL-FCL 1000** if applicable
- Upload a copy of your valid passport photo page
- Provided valid payment details on the payment form



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PPL / CPL / ATPL

6. ATPL CONVERSION

To be completed by the applicant

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 for the issuing of the license being requested, the administration and maintenance of subsequent ratings and/or certificates 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.

Note: See guidance notes for further information

STEP 1, 2 & 3 shall be completed before submitting a full application.

Step 1: Medical Certificate: - Submit for PEL-FCL 100M if applicable.

Hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011

YES Details entered in Section 3. **Upload a copy of the medical certificate**

NO DO NOT SUBMIT APPLICATION Contact ams@hcaa.gov.gr

Step 2: Licence Verification: - Submit form PEL-FCL 120

Verification of an ICAO Annex I compliant license is to be made before an application can be made.

YES I have verified my ICAO license with the HCAA

NO DO NOT SUBMIT APPLICATION Contact the ICAO Annex I license issuing State Authority and follow their process for releasing the information to the HCAA and contact the HCAA to verify your ICAO Annex I license

Step 3: Theoretical Knowledge Requirements:

If you have in excess of 1500 hours total pilot time and have a current multi type rating, you are exempt from attending a ground course at an EASA approved ATO.

Pass all written examination in accordance with FCL.515 ATPL;

YES Examination results have been verified and transferred into the HCAA

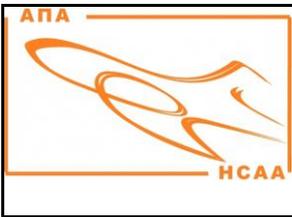
NO DO NOT SUBMIT APPLICATION Complete the necessary examinations and transfer the exams to the HCAA before application. Any theoretical knowledge credits claimed shall be within the 36 months period from when the examinations were all passed.

Step 4: English Language Proficiency

Demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011;

YES Upload a copy of the completed PEL-FCL 270 and attached a copy of the EASA approved ELAB certificate

NO DO NOT SUBMIT APPLICATION Contact an English Language Assessor / EASA ELAB



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PPL / CPL / ATPL

Step 5: Requirements for The Issue of The Relevant Class or Type Rating / UPRT

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H

- YES** You must hold a valid type rating for the type on your ICAO ATPL(A).
- NO DO NOT SUBMIT APPLICATION** Renew your ICAO Annex I type rating

Step 6: Experience Requirements

Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – Subpart F of Annex I to Regulation (EU) No 1178/2011, as amended.

- YES** Submit your original log book/s (all log books shall be submitted)
- NO DO NOT SUBMIT APPLICATION** Complete the required flight hours

Step 7: Instrument Rating / PBN

Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- d) the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- e) the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- f) the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

- YES** Upload a copy of course completion certificate for PBN training and completed form PEL-FCL 1000 if applicable.
- NO DO NOT SUBMIT APPLICATION** Contact an ATO for required training as applicable

Step 8: ATPL Skill Test

Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to Annex I of Regulation (EU) No 1178/2011 as amended. In accordance with Article 3 of Commission Delegated Regulation (EU) 2020/723 the third country license shall contain a valid type rating for the aircraft to be used for the ATPL skill test

- YES** Upload a copy of the completed
- PEL-FCL 540
 - PEL-FCL 540H
- and
- PEL-FCL 1000 if applicable
- NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test



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Step 9: ATPL Application

You must submit the application form along with all the required documents listed above (and listed on the back of the application form).

- YES** Upload a copy of the completed PEL-FCL 527 and ensure all items have been answered yes and all supporting information is attached
- NO DO NOT SUBMIT APPLICATION** Rectify/complete the non-compliant items

Applicant declaration:

I declare that the information given in this form is true and correct to the best of my knowledge and belief.

Name

Signed:

Date:



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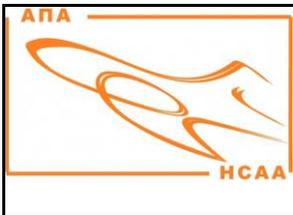
PPL / CPL / ATPL

6.a ATPL CONVERSION CHECKLIST

To be completed by the applicant

Once all the following are completed your application is ready for submission.

- Medical Certificate attached.
 - License Verification requested - prior to application being made
 - Copy of all the pages of the ICAO Annex I license you wish to convert attached.
 - ICAO Annex I license issuing State Authority contacted to release information to HCAA
 - Theoretical Knowledge Requirements - copy of the results attached. Verification requested prior to application being made
 - English Language Proficiency - copy of the completed **PEL-FCL 270** attached and EASA approved ELAB certificate
 - Requirements for The Issue of The Relevant Class or Type Rating – Attach evidence of a valid type rating for the type on your ICAO ATPL(A).
 - Experience Requirements – I meet the experience requirements set out in the ‘Aircrew Regulation’ – Subpart F of Annex I to Regulation (EU) No 1178/2011, as amended – Original log book/s (all log books attached)
 - Instrument Rating / PBN – Upload a copy of course completion certificate for PBN training and completed form PEL-FCL 1000 if applicable.
 - ATPL Skill Test as Applicable completed - Upload a copy of the completed form as applicable
 - YES** Upload a copy of the completed
 - PEL-FCL 540**
 - PEL-FCL 540H**and
 - PEL-FCL 1000** if applicable
 - NO DO NOT SUBMIT APPLICATION** Pass the applicable skill test
- ATPL Application - Upload a copy of the completed **PEL-FCL 527** & all supporting information
- Upload a copy of your valid passport photo page
- e-Administrative Fee Code-eparavolo



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GUIDANCE NOTES & SUBMISSION INSTRUCTIONS

Guidance Notes

All sections of the application form as applicable, must be completed by the applicant personally.

In order for the HCAA to process your application as quickly as possible, it is important that you complete the application form correctly. Follow the instructions related to the license you wish to convert. Submitting an application which is incomplete or has not met the instructions will be **rejected**. Please complete the form in conjunction with the following guidance notes.

COMPLETE FOR ALL APPLICATIONS

1. APPLICANT'S PERSONAL DETAILS

Please ensure that your First Name(s) are entered **exactly** as per the 'valid passport photo page' document that you submit with your application - see Conversion Checklist at the end of Section 4, 5 or 6 as applicable.

2. DETAILS OF EXISTING FLIGHT CREW LICENCE(S) HELD

Enter the details of the license/s you hold. Complete the details;

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

3. MEDICAL CERTIFICATE - Part MED.A.030 and FCL.015

Do not make an application if you do not hold an EU27 member State issued medical of the correct Class for the license applied for;

PPL = Class 2 medical
CPL = Class 1 medical
ATPL = Class 1 medical

If you have not been issued with an HCAA medical certificate you shall transfer your medical records to the HCAA medical section before making an application.

If medical records are not held by HCAA Medical Section your application will be rejected

4. PPL CONVERSION

STEP 1, 2 & 3 shall be completed before submitting a full application.

Step 1: Medical Certificate: - Submit for PEL-FCL 100M if applicable.

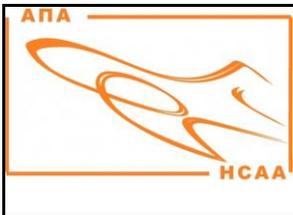
Before making an application, you shall hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011 and your medical records shall be held by the HCAA Medical Section.

Step 2: License Verification: - Upload form PEL-FCL 120

As part of the conversion process your ICAO Annex I Compliant License needs to be verified. Upload the form **PEL-FCL 120** as soon as possible so that the verification process can be started. You must also contact the ICAO Annex I license issuing State Authority and follow their process for releasing the information to the HCAA and contact the HCAA to verify your ICAO Annex I license

Step 3: Theoretical Knowledge Requirements:

You are required to pass a written examination in Air Law and Human Performance when converting a PPL license. Complete the necessary examinations with an ATO/DTO and have the examination results transferred to the HCAA before application



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Step 4: English Language Proficiency

You shall demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011. This is mandatory regardless if you already hold an ELP level on your ICAO Annex I compliant license. You must contact an English Language Assessor / EASA ELAB and submit the results of the English Language Assessment with your application using form PEL-FCL 270 form.

Step 5: Requirements for The Issue of The Relevant Class or Type Rating

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H. your chosen ATO/DTO will advise and provide any required training as applicable

Step 6: Experience Requirements

You shall have completed at least 100 hours of flight time as a pilot. Submit your original log book/s (all log books shall be submitted. If you have not completed the minimum flight hours experience, then you shall complete the required flight hours before submission.

Step 7: PPL or BPL Skill Test as Applicable

You shall pass the PPL or BPL skill test, as relevant, in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, Annex III (Part-BFCL) to Regulation (EU) 2018/395 or Annex III (Part-SFCL) to Implementing Regulation (EU) 2018/1976; Upload a copy of the completed;

- PPL (A) = **PEL-FCL 220**
- PPL (H) = **PEL-FCL 220H**

5. CPL CONVERSION

STEP 1, 2 & 3 shall be completed before submitting a full application.

Step 1: Medical Certificate: - Submit for PEL-FCL 100M if applicable.

Before making an application, you shall hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011 and your medical records shall be held by the HCAA Medical Section.

Step 2: License Verification: - Submit form PEL-FCL 120

As part of the conversion process your ICAO Annex I Compliant License needs to be verified. Submit the form **PEL-FCL 120** as soon as possible so that the verification process can be started. You must also contact the ICAO Annex I license issuing State Authority and follow their process for releasing the information to the HCAA and contact the HCAA to verify your ICAO Annex I license

Step 3: Theoretical Knowledge Requirements:

Pass all written examination in accordance with FCL.310 CPL or FCL.515 ATPL as applicable; Complete the necessary examinations with an ATO and have the examination results transferred to the HCAA before application

Step 4: English Language Proficiency

You shall demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011. This is mandatory regardless if you already hold an ELP level on your ICAO Annex I compliant license. You must contact an English Language Assessor / EASA ELAB and submit the results of the English Language Assessment with your application using form **PEL-FCL 270** form.

Step 5: Requirements for The Issue of The Relevant Class or Type Rating

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H. your chosen ATO/DTO will advise and provide any required training as applicable

Step 6: Experience Requirements

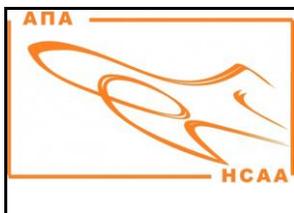
Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – see Annex 1, Appendix 3, Section E, para. 12, as amended. Submit your original log book/s (all log books shall be submitted. If you have not completed the minimum flight hours experience, then you shall complete the required flight hours before submission.

Step 7: Instrument Rating / PBN

To convert an ME/IR, it is for the Head of Training of an ATO to determine any credit against an IR modular flying course. Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

- a) the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- b) the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);



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c) the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

Upon completion of the required training upload a copy of course completion certificate, copy of course completion certificate for PBN training and completed form **PEL-FCL 1000** if applicable.

Step 8: Multi-Crew Co-operation (MCC)

You will have to complete an MCC course if you intend to add a multi-pilot aircraft type rating to a CPL in the future. This is a standalone modular course that can be completed at your leisure provided you hold a ME/IR on the part-FCL CPL. No recognition is available of your ICAO MCC course completed.

Step 9: CPL Skill Test

An applicant for a CPL shall pass a skill test in accordance with Appendix 4 to Annex I of Regulation (EU) No 1178/2011; Upload a copy of the completed;

- CPL(A) = **PEL-FCL 320A**
- CPL(H) = **PEL-FCL 320H**

Step 10: Instrument Rating Skill Test

Applicants for an IR shall pass a skill test in accordance with Appendix 7 to Annex I of Regulation (EU) No 1178/2011: Upload a copy of the completed;

- IR (A) = **PEL-FCL 420A**
- IR (H) = **PEL-FCL 420H**

6. ATPL CONVERSION

STEP 1, 2 & 3 shall be completed before submitting a full application.

Step 1: Medical Certificate: - Submit for **PEL-FCL 100M** if applicable.

Before making an application, you shall hold a medical certificate, as required and issued in accordance with Annex IV (Part-MED) to Regulation (EU) No 1178/2011 and your medical records shall be held by the HCAA Medical Section.

Step 2: License Verification: - Submit form **PEL-FCL 120**

As part of the conversion process your ICAO Annex I Compliant License needs to be verified. Submit the form **PEL-FCL 120** as soon as possible so that the verification process can be started. You must also contact the ICAO Annex I license issuing State Authority and follow their process for releasing the information to the HCAA and contact the HCAA to verify your ICAO Annex I license

Step 3: Theoretical Knowledge Requirements:

Pass all written examination in accordance with FCL.515 ATPL as applicable; Complete the necessary examinations with an ATO and have the examination results transferred to the HCAA before application

Step 4: English Language Proficiency

You shall demonstrate language proficiency in accordance with FCL.055 of Annex I (Part-FCL) to Regulation (EU) No 1178/2011. This is mandatory regardless if you already hold an ELP level on your ICAO Annex I compliant license. You must contact an English Language Assessor / EASA ELAB and submit the results of the English Language Assessment with your application using form **PEL-FCL 270** form.

Step 5: Requirements for The Issue of The Relevant Class or Type Rating / UPRT

Fulfil the requirements for the issue of the relevant class or type rating, in accordance with Subpart H. You must hold a valid type rating for the type on your ICAO ATPL(A). If you do not have a valid type rating on your ICAO Annex I compliant license you must renew your ICAO Annex I type rating before applying for a skills test.

Step 6: Experience Requirements

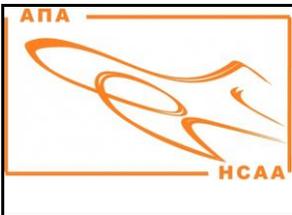
Flying experience; you shall meet the experience requirements set out in the 'Aircrew Regulation' – Subpart F of Annex I to Regulation (EU) No 1178/2011, as amended. Submit your original log book/s (all log books shall be submitted. If you have not completed the minimum flight hours experience, then you shall complete the required flight hours before submission.

Step 7: Instrument Rating / PBN

To convert an ME/IR, it is for the Head of Training of an ATO to determine any credit against an IR modular flying course. Article 4a - Performance-based navigation instrument rating privileges Regulation (EU) 2016/539 - PBN privileges shall be required for every IR.

A pilot shall be granted PBN privileges where he or she fulfils all of the following requirements:

a) the pilot has successfully completed a course of theoretical knowledge including PBN, in accordance with FCL.615 of Annex I (Part-FCL);



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- b) the pilot has successfully completed flying training including PBN, in accordance with FCL.615 of Annex I (Part-FCL);
- c) the pilot has successfully completed either a skill test in accordance with Appendix 7 to Annex I (Part-FCL) or a skill test or a proficiency check in accordance with Appendix 9 of Annex I (Part-FCL).

Upon completion of the required training upload a copy of course completion certificate, copy of course completion certificate for PBN training and completed form **PEL-FCL 1000** if applicable.

Step 8: ATPL Skill Test

Applicants for an ATPL(A) shall pass a skill test in accordance with Appendix 9 to Annex I of Regulation (EU) No 1178/2011 as amended. In accordance with Article 3 of Commission Delegated Regulation (EU) 2020/723 the third country license shall contain a valid type rating for the aircraft to be used for the ATPL skill test. Upload a copy of the completed;

- ATPL (A) = **PEL-FCL 500**
- ATPL (H) = **PEL-FCL 540H**

and

- **PEL-FCL 1000** if applicable

Step 9: ATPL Application

You must submit the application form along with all the required documents listed above (and listed on the back of the application form). Upload a copy of the completed **PEL-FCL 527** and ensure all items have been answered yes and all supporting information is attached