



***PRACTICAL EXAMINATIONS FOR THE ISSUE OF
LICENCES AND THE ISSUE AND REVALIDATION /
RENEWAL OF RATINGS IN ACCORDANCE WITH
PART-FCL, PART-BFCL AND PART-SFCL***

PROCEDURE MANAGEMENT

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REVISIONS

REVISION NR	CHANGE IDENTIFICATION	DATE
00	Initial Edition	27/03/2017
01	Clarification of procedures for allocation of examiners for skill tests (c§.2; §3.1; §6.1)	04/09/2017
02	Insertion of procedures for the oversight of LIFUS (EASA finding LU#20652) and the new AMC1 FCL.625(c) IR – Validity, revalidation, and renewal	28/03/2018
03	Update of rating renewal requirements/distribution list	08/01/2019
04	Update following the publication of Regulations (EU) 2019-1747, 2020/359, 2020/357 and 2020/358	23/12/2020
05	Update following the publication of Commission Implementing Regulation (EU) 2020/2193 of 16 December 2020 amending Regulation (EU) No 1178/2011	17/05/2021



06	Updating of DAC Logo, name of procedure, and amendments of Commission implementing regulation (EU) 2024/2076	05/10/2024
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1 INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

This document describes the DAC procedures for practical examinations in view of the issue of a licence as well as for the issue, the revalidation or the renewal of instrument, class or type ratings in accordance with Part-FCL, Part BFCL or Part-SFCL in order to be fully compliant with the requirements of the applicable European Regulations, to facilitate and describe the appropriate administrative process and to keep a close follow-up of the licences and ratings issued by DAC Luxembourg.

1.2 TERMINOLOGY

Aeroplane required to be operated with a copilot: A type of aeroplane that is required to be operated with a co-pilot as specified in the flight manual or by the air operator certificate.

ALSA S.A.: Luxembourg Aviation Safety Agency, responsible for accounting, as well as inspections, audits, studies, surveys, and training of all kinds in the field of safety and security of civil aviation.

Category (of aircraft): Categorisation of aircraft according to specified basic characteristics, e.g., aeroplane, helicopter, glider, free balloon.

Conversion (of a licence): The issue of a Part-FCL licence based on a licence issued by a non-EASA State.

Co-pilot: A pilot operating other than as pilot-in-command, an aircraft for which more than one pilot is required under the list of types of aeroplanes or the type certification of the aircraft, or the operational regulations under which the flight is conducted, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a licence or rating.

Credit: Recognition of alternative means or prior qualifications.

Cross-Country: A flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures.



Dual instruction time: Flight time or instrument ground time during which a person receives flight instruction from a properly authorised instructor.

Evidence-based training (EBT) operator: an organisation that holds an air operator certificate (AOC) in accordance with Annex III (Part-ORO) to Commission Regulation (EU) No 965/2012 and that has implemented an EBT programme approved by the competent authority, in accordance with the provisions of that Regulation.

EBT practical assessment: a method for assessing performance that serves to verify the integrated performance of competencies. It takes place in either a simulated or an operational environment.

Flight time: The total time from the moment an aircraft first moves for the purpose of flying until the moment it finally comes to rest at the end of the flight.

Instrument time: Instrument flight time or instrument ground time.

Instrument flight time: Time during which a pilot is controlling an aircraft in flight solely by reference to instruments.

Instrument ground time: The time during which a pilot receives instruction in simulated instrument flight in flight simulation training devices (FSTDs).

Line flying under supervision (LIFUS) means line flying after an approved zero flight time type rating training course or the line flying required by an operational suitability data (OSD) report.

Multi-crew co-operation: The functioning of the flight crew as a team of co-operating members led by the pilot-in-command.

Multi-pilot aeroplanes: Aeroplanes certified for operation with a minimum crew of at least two pilots.

Night: The period between the end of evening civil twilight and the beginning of morning civil twilight or such other period between sunset and sunrise as may be prescribed by the appropriate authority.

Other training devices (OTD): Training aids other than FSTDs which provide means for training where a complete flight deck environment is not necessary.

Pilot-in-command (PIC): The pilot is designated as being in command and charged with the safe conduct of the flight.

Pilot-in-command under supervision: Co-pilot performing, under the supervision of the pilot-in-command, the duties, and functions of a pilot-in-command, provided that the method of supervision employed is acceptable to the Authority.

Private pilot: A pilot who holds a licence which prohibits the piloting of aircraft in operations for which remuneration is given.

Professional pilot: A pilot who holds a licence which permits the piloting of aircraft in operations for which remuneration is given.

Proficiency checks: Demonstrations of skill to revalidate or renew ratings, including such oral examination as may be required.

Rating: An entry in a licence stating special conditions, privileges, or limitations of that licence.



Renewal: The administrative action taken after a rating or approval has lapsed that renews the privileges of the rating or approval for a further specified period consequent upon the fulfilment of specified requirements.

Revalidation: The administrative action taken within the period of validity of a rating or approval that allows the holder to continue to exercise the privileges of a rating or approval for a further specified period consequent upon the fulfilment of specified requirements.

Route sector: A flight comprising take-off, departure, cruise of not less than 15 minutes, arrival, approach, and landing phases.

Single-pilot aeroplanes: Aeroplanes certificated for operation by one pilot.

Skill tests: Skill tests are demonstrations of skill for an initial licence or rating issue, including such oral examination as the examiner may require.

Solo flight time: Flight time during which a student pilot is the sole occupant of an aircraft.

Student pilot-in-command (SPIC): Flight time during which the flight instructor will only observe the student acting as pilot-in-command and shall not influence or control the flight of the aircraft.

Touring Motor Glider (TMG): A motor glider having a certificate of airworthiness issued or accepted by an EASA Member State having an integrally mounted, non-retractable engine and a non-retractable propeller plus those listed in the class and type rating list. It shall be capable of taking off and climbing under its own power according to its flight manual.

Type (of aircraft): All aircraft of the same basic design, including all modifications except those modifications which result in a change of handling, flight characteristics or flight crew complement.

1.3 REFERENCES

NR	TITLE
1.	Commission Regulation (EU) No 1178/2011 of 3 November 2011 laying down technical requirements and administrative procedures related to civil aviation aircrew pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended, and their Acceptable Means of Compliance and Guidance Material
2.	Commission Regulation (EU) No 965/2012 of 5 October 2012 laying down technical requirements and administrative procedures related to air operations pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended, and the related "Acceptable Means of Compliance" and "Guidance Material"
3.	Commission Regulation (EU) No 2018/395 of 13 March 2018 laying down detailed rules for the operation of balloons pursuant to Regulation (EC) No 216/2008 of the European Parliament and of the Council, as amended, and the related Acceptable Means of Compliance and Guidance Material



4.	Commission Implementing Regulation (EU) No 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) No 2018/1139 of the European Parliament and of the Council, as amended, and the related Acceptable Means of Compliance and Guidance Material
5.	Loi modifiée du 31 janvier 1948 relative à la réglementation de la navigation aérienne
6.	Loi modifiée du 19 mai 1999 ayant pour objet a) de réglementer l'accès au marché de l'assistance en escale à l'aéroport de Luxembourg, b) de créer un cadre réglementaire dans le domaine de la sûreté de l'aviation civile, et c) d'instituer une Direction de l'Aviation Civile
7.	Procédure DAC-LIC 102- Procédure for the manual endorsement of rating revalidations on DAC Luxembourg Part-FCL licences
8.	EASA Flight Examiner Manual
9.	Document DAC-LIC 401-01 List of DAC examiners
10.	Document DAC-LIC 401-04 Guidelines for practical examination fees
11.	Document DAC-LIC 401-05 Checklist for examiners
12.	Form DAC-LIC 111-01 Class/type rating/training/skill test and proficiency check form on single-pilot aeroplanes except for high-performance complex aeroplanes
13.	Application forms for a LAPL: Airplane: Form DAC-LIC 111-02 A Helicopter: Form DAC-LIC 111-02 H
14.	Form DAC-LIC 111-03 Application form for an SPL
15.	Form DAC-LIC 111-04 Application form for a BPL
16.	Application forms for a PPL: Airplane: Form DAC-LIC 111-05 A Helicopter: Form DAC-LIC 111-05 H
17.	Application forms for a modular CPL: Airplane: Form DAC-LIC 111-06 A Helicopter: Form DAC-LIC 111-06 H
18.	Application forms for an integrated course CPL: Airplane: Form DAC-LIC 111-07 A Helicopter: Form DAC-LIC 111-07 H
19.	Application forms for an ATPL: Airplane: Form DAC-LIC 111-08 A Helicopter Category: Form DAC-LIC 111-08 H
20.	Application forms for an IR: Airplane: Form DAC-LIC 111-09 A Form DAC-LIC 111-09 ACB Helicopter: Form DAC-LIC 111-09 H
21.	Skill Test form for the issue of a LAPL Airplane: Form DAC-LIC 111-10 A Helicopter: Form DAC-LIC 111- 10 H



22.	Form DAC-LIC 111-11 Skill Test form for the issue of an SPL Form DAC-LIC 111-11B Skill Test form for the issue of an SPL on TMG
23.	Form DAC-LIC 111-12 Skill Test form for the issue of a BPL – Hot-Air Balloon Form DAC-LIC 111-12G Skill Test form for the issue of a BPL – Gas Balloon Form DAC-LIC 111-12AS Skill Test form for the issue of a BPL - Airship
24.	Skill Test form for the issue of a PPL: Airplane: Form DAC-LIC 111-13A Helicopter: Form DAC-LIC 111-13H
25.	Skill Test form for the issue of a CPL: Airplane: Form DAC-LIC 111-14A Helicopter: Form DAC-LIC 111-14H
26.	Form DAC-LIC 111-15 Application and report form ATPL, type rating, training, skill test and proficiency check for helicopters (H)
27.	Form DAC-LIC 111-16 Form for ATPL/ MPL type rating /skill test and proficiency check on multi-engine multi-pilot aeroplanes and single-pilot high-performance complex aeroplanes
28.	Skill Test form for the issue of an Instrument Rating: Airplane: Form DAC-LIC 111-17A Helicopter: Form DAC-LIC 111-17H
29.	Form DAC-LIC 111-18 Instructor recommendation form for the renewal of a rating
30.	Form DAC-LIC 111-18B Instructor recommendation form for the renewal of an instrument rating
31.	Form DAC-LIC 111-19 Request for the revalidation of a SEP(A) land / TMG class rating

1.4 DISTRIBUTION LIST

Name	Function	Signed Copy	Electronic Copy
Pierre JAEGER	Director of Civil Aviation		✓
Laurent KREMER	Quality & Compliance Manager		✓
Stéphane VALLANCE	Technical Director		✓
Fränk KRAUS	Administrative Director		✓
Maria DEC	Head of Legal Department		✓
Stéphanie THEISEN	Data Protection Officer		✓
Olivier FAURIS	Head of Licencing	✓	
	Licencing Department Inspectors		✓
	DAC Website		✓



1.5 DATA PROTECTION

All personal data collected and processed following this procedure will be handled in compliance with the General Data Protection Regulation (GDPR) and applicable Luxembourg data protection laws. DAC Luxembourg is committed to protecting the privacy and confidentiality of personal information.

2 GENERAL

Candidates may directly contact examiners to schedule all check flights except skill tests. However, upon request, the DAC Licensing Department can recommend a suitable examiner for a specific check flight.

For skill tests, the DAC will issue a written convocation, including the examiner's name and contact details, to both the applicant and the examiner via email. If the skill test is conducted within an AOC, the Licensing Department will confirm the notification electronically.

Examiners must submit a notification at least two business days in advance, providing their name, the candidate's name, the type of test, the proposed date, the aircraft, or Flight Training Device (FSTD), and the location. Additionally, non-DAC examiners must provide copies of their license, Examiner certificate and medical certificate (except for SFIs and SFEs) and proof of having consulted the Examiner Difference Document (EDD) or received the DAC briefing. The Licensing Department will then formally confirm acceptance of the skill test via email.

Candidates are responsible for providing the aircraft for check flights. Proof of payment as per Luxembourgish tax and fee regulations (Règlement grand-ducal du 1 août 2018 instituant la perception de taxes et de redevances relatives aux licences, qualifications et reconnaissance de licences du personnel de conduite d'aéronefs et du personnel d'entretien d'aéronefs) are to be submitted to the DAC before the issue of a license.

2.1 MANUAL ENDORSEMENT

Only DAC Luxembourg examiners who have been formally authorized may manually endorse Luxembourgish licenses for passed revalidation proficiency checks. First issues of licenses or ratings, as well as renewals, cannot be manually endorsed.

Examiners who are not certified by DAC Luxembourg are not permitted to endorse any Luxembourgish licenses.

When a manual endorsement is performed, a copy of both sides of the endorsed license must be included in the revalidation file submitted to DAC.

If an examiner conducts the instructor flight required for the revalidation of a SEP(A) land class rating or a TMG rating using flight experience, they may also endorse the license.

In cases of cross-crediting for the revalidation of an IR, the examiner must verify that the requirements of Appendix 8 to Part-FCL are met. An excerpt from the candidate's logbook documenting this must be included in the file.

For detailed information on manual endorsement procedures, please refer to Procedure DAC-LIC 102.



2.2 SPECIAL ARRANGEMENTS FOR AOC HOLDERS

AOC holders utilising their company TREs, or non-DAC Luxembourg authorised TREs as per FCL.1015(c) must provide DAC Luxembourg with the pilot's name, as well as the date and location of the check flight, at least 48 hours before the scheduled date. This notification allows DAC Luxembourg to fulfil its monitoring and oversight responsibilities.

If the check is conducted by a non-DAC TRE, AOC holders must submit copies of the examiner's Part-FCL license, medical certificate, and examiner authorisation. For the first examination conducted by that examiner for a holder of a Luxembourgish license, the confirmation of receipt (Letter of Confirmation, available online from [<https://dac.gouvernement.lu/dam-assets/documents/licences/confirmation.pdf>]) of the DAC Luxembourg Information for non-DAC examiners in accordance with FCL.1015.(c) published on the DAC website, [<https://dac.gouvernement.lu/en/demarches/demarches-licence/informations-examineurs-non-luxembourgeois.html>] must also be provided.

3 ISSUE OF A LICENCE

3.1 GENERAL

Before undertaking a skill test for the issuance of a license, rating, or certificate, applicants must have passed the required theoretical knowledge examination and completed all necessary training.

The training organisation or individual responsible for the training must recommend the applicant for the skill test upon completion of the training. The application must be submitted to the DAC Licensing Department at least two business days before the anticipated date of the skill test. Only after the DAC Licensing Department has confirmed that the application is complete and acceptable, will the candidate receive a confirmation and may contact the assigned examiner to schedule the skill test.

Applicants for a LAPL, BPL, SPL, or PPL must demonstrate, as PIC on the appropriate aircraft category, the ability to perform relevant procedures and manoeuvres with a level of competency appropriate to the privileges applied for. An applicant for the skill test must have received flight instruction on the same class or type of aircraft or group of balloons to be used for the skill test.

The skill test will be divided into distinct sections representing all relevant phases of flight appropriate to the category of aircraft flown.

Failure in any item of a section will result in failure of the entire section. If the applicant fails only one section, they must repeat only that section. Failure in more than one section will result in failure of the entire test.

When repeating the entire test, failure in any section, including those previously passed, will result in failure of the entire test.

Failure to achieve a pass in all sections of the test within two attempts will necessitate further training.



If an applicant chooses to terminate a skill test for reasons deemed inadequate by the examiner, they must retake the entire skill test. If the test is terminated for reasons considered adequate by the examiner, only the uncompleted sections need to be retested in a subsequent flight.

Any manoeuvre or procedure may be repeated once at the examiner's discretion. In such cases, the examiner will make a note on the first page of the check form or a separate piece of paper.

The examiner may stop the test at any stage if the applicant's demonstrated flying skill warrants a complete re-test.

Applicants should be required to fly the aircraft from a position where the PIC functions can be performed, conducting the test as if there were no other crew member on board. Responsibility for the flight, however, remains that of the examiner.

To assess the candidate's preparedness for the skill test, the examiner will inspect the candidate's training records before the test.

The examiner will not interfere with the operation of the aircraft except if necessary for safety or to avoid unreasonable delays to other traffic.

3.2 LAPL(A) / LAPL(H)

Applicants for a Light Aircraft Pilot License (LAPL) must provide evidence of compliance with the requirements outlined in Subpart B of Part FCL.

Candidates shall submit the relevant DAC Luxembourg application form (Form DAC-LIC 111-02 A/ Form DAC-LIC 111-02 H), detailing their practical training and signed by the responsible flight instructor and the Head of Training of the Approved Training Organisation (ATO) or Declared Training Organization (DTO). The confirmation of the solo cross-country flight (if applicable) must also be included, along with the candidate's medical certificate and a copy of the latest page of their logbook.

If the candidate has completed part of their training outside of Luxembourg, they must submit the relevant training documentation, ATO certificate / DTO documentation, and/or certificates of passed theoretical knowledge examinations issued by an EASA Member State's civil aviation authority.

The skill test will be arranged and conducted following Chapter 6 of this document.

For the specific requirements of the skill test and flight test tolerance guidelines, please refer to:

- LAPL(A): AMC1 FCL.125
- LAPL(H): AMC2 FCL.125



3.3 PPL(A) / PPL(H) / SPL / BPL

Applicants for a Private Pilot License (PPL), Balloon Pilot License (BPL), or Sailplane Pilot License (SPL) must provide evidence of compliance with the respective Subpart C of Part-FCL, Subpart BPL of Part-BFCL, or Subpart SPL of Part-SFCL.

Candidates shall submit the relevant DAC Luxembourg application form (DAC-LIC 111-05 A, DAC-LIC 111-05 H, DAC-LIC 111-03, or DAC-LIC 111-04), detailing their practical training and signed by the responsible flight instructor and ATO/DTO Head of Training. The solo cross-country flight confirmation (if applicable) must also be included, along with the candidate's medical certificate and a copy of the latest logbook page.

If any training was completed outside Luxembourg, relevant training documentation, ATO certificate / DTO documentation, and/or certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State.

The Skill Test shall be arranged and performed following Chapter 6 of the present document.

For the contents of the skill test and the flight test tolerance guidelines, please refer to:

- For PPL(A): AMC1 FCL.235
- For PPL(H): AMC2 FCL.235
- For SPL: AMC1 SFCL.145 SPL
- For BPL: AMC1 BFCL.145 BPL

3.4 CPL(A) / CPL(H)

Applicants for a Commercial Pilot License (CPL) must provide evidence of compliance with Part-FCL Subpart D and Appendix 3. The CPL skill test content is outlined in Commission Regulation (EU) No 1178/2011, Appendix 4.

Candidates shall submit the relevant DAC Luxembourg application form (DAC-LIC 111-06 A/H for modular courses, DAC-LIC 111-07 A/H for integrated courses), detailing practical training and signed by the responsible flight instructor and ATO Head of Training. The solo cross-country flight confirmation must also be included.

If any training was completed outside Luxembourg, relevant training documentation, ATO certificate, and/or certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State must be submitted.

3.5 ATPL(A) / ATPL(H)

Applicants for an Airline Transport Pilot License (ATPL) must provide evidence of compliance with Part-FCL Subpart F and Appendix 3. The ATPL skill test content is outlined in Commission Regulation (EU) No 1178/2011, Appendix 9, paragraph 6.

Candidates shall submit the relevant DAC Luxembourg application form (DAC-LIC 111-08 A/H), detailing their flight experience per FCL.510.A or FCL.510.H (as applicable), and signed by a nominated representative of the employing airline, if applicable.

If any theoretical knowledge examinations were completed outside Luxembourg, EASA Member State authority-issued certificates must be submitted. The skill test will be arranged and conducted per Chapter 6 of this document.



4 ISSUE / REVALIDATION / RENEWAL OF AN INSTRUMENT RATING

4.1 ISSUE OF AN INSTRUMENT RATING

Applicants for an Instrument Rating (IR) must provide evidence of compliance with Part-FCL Subpart G and Appendix 6. The IR skill test content is outlined in Commission Regulation (EU) No 1178/2011, Appendix 7.

Candidates shall submit the relevant DAC Luxembourg application form (DAC-LIC 111-09 A, DAC-LIC 111-09 ACB, or DAC-LIC 111-09 H), detailing practical training and signed by the responsible flight instructor and ATO Head of Training.

If any training was completed outside Luxembourg, relevant training documentation, ATO certificate, and/or certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State must be submitted.

The skill test will be arranged and conducted following Chapter 6 of this document.

Note: Applicants who have completed a skill test for a multi-engine IR in a single-pilot multi-engine aircraft requiring a class rating will also be issued a single-engine IR for the corresponding single-engine aircraft class or type ratings they hold.

4.2 REVALIDATION OF AN INSTRUMENT RATING

4.2.1 IR(A)

Applicants for the revalidation of an Instrument Rating (IR(A)) must pass a proficiency check per Part-FCL Appendix 9 when combined with a class or type rating revalidation.

When not combined with a class or type rating revalidation:

- For single-pilot aeroplanes, complete Section 3b and relevant parts of Section 1 of the Part-FCL Appendix 9 proficiency check.
- For multi-engine aeroplanes, complete Section 6 of the Part-FCL Appendix 9 proficiency check for single-pilot aeroplanes, by sole reference to instruments.

An FNPT II/III or FTD 1/2 representing the relevant aircraft class or type may be used for the Instrument Rating (IR) proficiency check if it is not combined with a class rating revalidation. However, at least each alternate IR proficiency check under the above-stated conditions must be performed in an actual aircraft.

Cross-crediting will be applied per Part-FCL Appendix 8.

4.2.2 IR(H)

Applicants for the revalidation of an Instrument Rating (IR(H)) for helicopters must complete a proficiency check as per Part-FCL Appendix 9 for the relevant helicopter type when combined with a type rating revalidation.

When not combined with a type rating revalidation, candidates must complete only Section 5 and relevant parts of Section 1 of the Part-FCL Appendix 9 proficiency check for the relevant helicopter type.



In such cases, an FTD 2/3 or FFS representing the relevant helicopter type may be used. However, at least each alternate proficiency check must be performed in an actual helicopter. Cross-crediting will be applied per Part-FCL Appendix 8.

4.3 RENEWAL OF AN INSTRUMENT RATING

Applicants for the renewal of an Instrument Rating (IR) must comply with the following:

1. **Assessment:** Undergo an assessment at an ATO or EBT operator approved for refresher training to determine the need for refresher training.
2. **Refresher Training:** Complete refresher training at the assessing organization if necessary.
3. **Proficiency Check or EBT Practical Assessment:** Pass a proficiency check per Part-FCL Appendix 9 or complete an EBT practical assessment following Part-FCL Appendix 10 for the relevant aircraft category. The EBT practical assessment may be combined with the refresher training.
4. **Class or Type Rating:** Hold the relevant class or type rating, unless otherwise specified.

If the IR has not been revalidated or renewed within the past seven years, applicants must retake the IR theoretical knowledge examination and skill test.

Holders of a valid IR on a pilot license issued by a third country per Annex 1 to the Chicago Convention are exempt from points 1 and 2 above when renewing IR privileges contained in Part FCL licenses issued under this Annex.

The proficiency check specified in point 3 above may be combined with a proficiency check for the renewal of the relevant class or type rating.

Refresher Training at an ATO

The objective of refresher training at an ATO is to reach the proficiency level required to pass the instrument rating proficiency check or skill test. The amount of training is determined on a case-by-case basis, considering:

- Applicant's experience
- Time elapsed since last using the rating's privileges.
- Aircraft complexity
- Current ratings on other aircraft types or classes
- Performance during a simulated proficiency check (if necessary)

The training duration increases with the time elapsed since last using the rating's privileges.

ATO Procedures

The ATO develops an individual training program based on its approved course and the applicant's specific needs. Theoretical knowledge instruction is included as necessary. The applicant's performance is reviewed during training, with additional instruction provided as necessary to meet proficiency check standards.



Training Completion Certificate

Upon successful completion, the ATO provides a training completion certificate (Instructor recommendation form; DAC-LIC 111-18 or DAC-LIC 111-18B) to the applicant. This certificate describes the evaluation factors and training received, stating that the training has been successfully completed. It has to be presented to the examiner before the proficiency check. After a successful proficiency check, the certificate and examiner report form are submitted to the competent authority.

Exemption

Considering the factors listed above, an ATO may determine that no refresher training is necessary if the applicant already possesses the required proficiency level. In such cases, the instructor's recommendation should include a statement with sufficient reasoning.

5 CLASS AND TYPE RATINGS

5.1 FIRST ISSUE OF A CLASS OR TYPE RATING

Applicants for the issuance of a class or type rating must provide evidence of compliance with Part-FCL Subpart H.

Candidates shall submit the completed skill test form (DAC-LIC 111-01 or DAC-LIC 111-16 for aeroplanes, or DAC-LIC 111-15 for helicopters) (as per Part-FCL Appendix 9), along with detailed training documentation, including the syllabus, course completion confirmation, MCC course (if required), UPRT course (as applicable), and EASA FSTD certificates (if applicable).

If any training was completed outside Luxembourg, ATO certificates /DTO documentation, FSTD certificates issued by an EASA Member State authority, as well as examiner, and instructor documentation must be submitted.

For ZFTT courses, as per AMC2 ORA.ATO.125 Training Program (k)(3)(iii), the rating must be endorsed on the pilot's license before the 'base training' session in the FFS.

5.1.1 LIFUS

As per ORO.FC.220(e)(1), candidates who have completed a ZFTT course must commence Line Induction Flying (LIFUS) within 21 days following the rating Skill Test.

If LIFUS does not start within 21 days, the candidate will receive a refresher session consisting of at least one circuit with a full-stop landing and five landings in varying conditions.

ATOs authorized to conduct ZFTT courses must provide evidence of LIFUS training and any necessary refresher training for their candidates to the DAC Licensing Department within one month of LIFUS completion.



5.2 REVALIDATION OF A RATING

5.2.1 Revalidation of a SEP(A) or TMG rating through flight experience

For revalidation of SEP(A) and TMG ratings in accordance with FCL.740.A(b)(1), candidates must provide the following: logbook copy, medical certificate, and DAC Luxembourg revalidation form (DAC-LIC 111-19).

A training flight of at least one hour with a Flight Instructor (FI) or Class Rating Instructor (CRI) is required. This flight may be replaced by another proficiency check or skill test. In this case, a copy of the respective check flight shall be included in the application file.

If the flight is conducted with an instructor licenced in another EU member state, a copy of their license must be included.

If the rating has expired, an application for revalidation through flight experience can only be submitted to DAC if all requirements were met before the expiry date. In this case, the rating will be valid for two years from the previous expiry date. Such applications are accepted for up to 12 months after the rating expiry date.

5.2.2 Revalidation of a class or type rating with a check flight (with a DAC Luxembourg Part-FCL examiner)

For revalidation of a class or type rating through a Proficiency Check, candidates must comply with FCL.740.A or FCL.740.H.

All arrangements for the Proficiency Check are the responsibility of the candidate and the examiner.

In addition to the Proficiency Check form (in accordance with the applicable section of Part-FCL Appendix 9), the candidate must provide a copy of their medical certificate and proof of payment (only if no manual endorsement is done).

5.2.3 Revalidation of a class or type rating with a check flight (with a non-DAC Luxembourg Part-FCL examiner)

Candidates wishing to complete their check flight with a non-DAC authorized Part-FCL examiner must ensure the examiner has received the DAC Luxembourg examiner information as per FCL.1015(c). This information is available on the DAC website.

DAC does not require prior notification for Proficiency Checks conducted by foreign examiners and will not issue any notifications.

In addition to the documents mentioned in 5.2.2., the examiner must include confirmation of receiving the DAC Luxembourg examiner information, along with copies of their license and medical certificate, in the file submitted to DAC.

5.2.4 Revalidation of a type rating for a single-engine helicopter through flight experience

Candidates wishing to revalidate a type rating for single-engine helicopters up to a maximum take-off mass of 3 175 kg through flight experience shall provide evidence of having completed



at least 6 hours of flight time as PIC on the relevant type of helicopter within the validity period of the type rating, and complete, within the 3 months immediately preceding the expiry date of the rating, a refresher training of at least 1 hour of total flight time with and to the satisfaction of an instructor.

Applicants may choose to complete the refresher training in the aircraft or an FSTD representing the relevant type, or in a combination of both.

A copy of the logbook must be provided as evidence.

If the flight is conducted with an instructor licenced in another EU member state Part-FCL licensed instructor or examiner, a copy of their license must be included.

Non-DAC examiners, as well as all instructors, are not authorized to manually endorse Luxembourgish licenses.

5.3 RENEWAL OF A RATING

For class or type rating renewals, applicants must comply with the following:

1. **Assessment:** Undergo an assessment at one of the following:

at an ATO;

at a DTO or an ATO, if the expired rating concerned a non-high-performance single-engine piston class rating, a TMG class rating or a single-engine type rating for helicopters referred to in point DTO. GEN.110(a)(2)(c) of Annex VIII;

at a DTO, at an ATO or with an instructor, if the rating expired no more than 3 years ago and the rating concerned a non-high-performance single-engine piston class rating or a TMG class rating;

at an EBT operator that is specifically approved for such refresher training;

2. **Refresher Training (if necessary):** Complete refresher training at the assessing organization or with an instructor.
3. **Proficiency Check or EBT Practical Assessment:** Pass a proficiency check following Part-FCL Appendix 9 or complete an EBT practical assessment following Part-FCL Appendix 10. The EBT practical assessment may be combined with the refresher training.

Exemptions:

- Pilots with a flight test rating who have completed 50 hours of total flight time or 10 hours of PIC flight time in test flights for the relevant aircraft type within the past year may apply for renewal and are exempted from points 1 and 2 stated above.
- Pilots with a valid rating for the same class or type of aircraft on a third-country license issued under Annex 1 to the Chicago Convention are exempted from points 1 and 2 stated above.

Refresher Training Requirements



The amount of refresher training is determined on a case-by-case basis by the ATO, DTO, or instructor, considering:

- Applicant's experience
- Time elapsed since last using the rating's privileges.
- Aircraft complexity
- Current ratings on other aircraft types or classes
- Performance during a simulated proficiency check (if necessary)

Training duration increases with time elapsed since last using the rating's privileges.

ATO/DTO/Instructor Procedures

The ATO, DTO, or instructor develops an individual training program based on the initial training for the rating, focusing on areas where the applicant needs the most improvement. With the exception of refresher training for ratings for non-high-performance single-engine piston class rating, a TMG class rating or a single-engine type rating for helicopters for which the maximum certified seat configuration does not exceed five seats, refresher training should include theoretical knowledge instruction, as necessary, such as for type-specific system failures in complex aircraft. The performance of the applicant should be reviewed during the training and additional instruction should be provided to the applicant, where necessary, to reach the standard required for the proficiency check.

Exemption

The ATO, DTO, or instructor may determine that no refresher training is necessary if the applicant already possesses the required proficiency level. In such cases, the instructor's recommendation should include a statement with sufficient reasoning.

Training Completion and Documentation

After successful completion of training or confirmation that no training is necessary, the ATO, DTO, or instructor completes the instructor recommendation form (DAC-LIC 111-18). This form describes the training program, evaluation of factors, training received, and a statement of successful completion. It has to be presented to the examiner before the proficiency check. Following the successful proficiency check, the instructor recommendation and examiner report form are to be submitted to the DAC.

Manual Endorsements

Renewals cannot be manually endorsed on Luxembourgish licenses.

6 EXAMINATION PROCEDURE

6.1 MINIMAL WEATHER CONDITIONS FOR EXAMINATIONS ON SP AIRCRAFT

Weather minima for examinations are as follows:

- **VFR Tests/Checks:** Suitable weather conditions for safe operation must prevail at the departure airport, departure route, enroute, air work, arrival route, and



6.5 APPLICATION FORMS

Only official documents issued by DAC Luxembourg, such as application forms and examiner reports, will be accepted. Exceptions may be granted on an individual basis.

6.6 POSTPONEMENT OF EXAMS

In the event of weather or technical issues requiring postponement, the examiner and candidate will jointly arrange a new date.

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destination airport. The visibility minimum is 5 kilometers, with a cloud base minimum of 1500 feet above ground level (AGL).

- **IR Tests/Checks with SEP Airplanes:** No cloud base below 1000 feet AGL is permitted along the planned route.

6.1.2. For all other aircraft categories, refer to the Aircraft Flight Manual (AFM), pilot's handbook, Aircraft Operations Manual (AOM), ATO's Operations Manual, and applicable legal minima.

6.2 DOCUMENTATION

Before the check flight, the examiner must verify the following documents:

- Valid identification
- Pilot license (if applicable)
- Part-MED Class 1, Class 2, or LAPL medical certificate
- Logbook
- Check forms.
- For first issues: Confirmation of passing theoretical and completing practical training for the requested rating or license.
- For renewals: Duly completed Instructor Recommendation

6.3 PRE-FLIGHT BRIEFING

For the briefing, the candidate must have the following information readily available:

- Navigational flight plan
- Meteorological bulletin
- NOTAMs
- Mass and balance data
- Performance calculations
- ATC flight plan
- Aircraft status and documentation
- Maintenance release

6.4 ORAL EXAMINATION

Except for skill tests and the Flight Instructor (FI) examination, no special preparation is required for the oral examination during the briefing.