


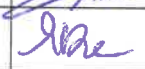




PRACTICAL EXAMINATIONS FOR THE ISSUE OF LICENCES AND THE ISSUE AND REVALIDATION / RENEWAL OF RATINGS IN ACCORDANCE WITH PART-FCL

PROCEDURE MANAGEMENT				
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REVISIONS		
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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 DEC. 2020

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1 INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

This document is established in order to describe the DAC procedure 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 "Aircrew Regulation", 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 on the basis of 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.

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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 is receiving flight instruction from a properly authorised instructor.

Flight time: The total time from the moment an aircraft first moves for the purpose of taking off 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: Time during which a pilot is receiving instruction in simulated instrument flight in synthetic 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 certificated 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 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, and including such oral examination as may be required.

Rating: An entry in a licence stating special conditions, privileges or limitations pertaining to 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 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- Procedure for the manual endorsement of rating revalidations on DAC Luxembourg Part-FCL licences
8.	JAA / 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 111-13 A Helicopter: Form DAC-LIC 111-13 H
25.	Skill Test form for the issue of a CPL: Airplane: Form DAC-LIC 111-14 A Helicopter: Form DAC-LIC 111-14 H
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 111-17 A Helicopter: Form DAC-LIC 111-17 H
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	Deputy Director		✓
Maria DEC	Head of Legal Department		✓
Stéphanie THEISEN	Data Protection Officer		✓
Mirjam HUIZER	Head of Licencing	✓	
	Licencing Department Inspectors		✓
	DAC Website		✓

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1.5 DATA PROTECTION

All personal data collected and required to be kept in the frame of this procedure will be handled in accordance with the current regulatory framework (European and National) on Data Protection.

2 GENERAL

The candidate is free to contact any examiner in order to arrange a date for all check flights except for skill tests.

However, if so requested, the DAC Licencing Department can recommend an examiner for a specific check flight.

For skill tests, DAC will issue a written convocation, stating the examiner's name and contact details, and send it to the applicant and the examiner by post and / or e-mail. For skill tests performed within an AOC, the Licencing Department will confirm the notification of the Skill Test by e-mail.

Non-DAC examiners shall send a notification by e-mail, at least two office days in advance, stating the examiner's name, the name of the candidate, type of test, date foreseen, aircraft / FSTD and location.

Furthermore, copies of the examiner's licence, medical and certificate (as applicable), and the confirmation of the EDD or the DAC briefing must be provided.

The Licencing Department will then formally confirm acceptance of the Skill Test by e-mail.

It is the candidate's responsibility to provide an aircraft for the check flight.

Proof of payment to ALSA in accordance with the applicable Luxembourgish regulation on taxes and fees, and to the examiner, must be provided to the examiner before any practical examination may take place.


2.1 MANUAL ENDORSEMENT

Only DAC Luxembourg examiners who have been specifically authorised accordingly may manually endorse Luxembourgish licences in case of a passed revalidation proficiency check. First issues of licences or ratings, as well as renewals may NOT be manually endorsed.

Examiners who are not certified by DAC Luxembourg may NOT endorse any Luxembourgish licences.

In case of manual endorsement, a copy of both sides of the endorsed licence has to be added to the revalidation file to be introduced to DAC.

If an examiner performs the instructor flight required to revalidate a SEP(A) land class rating or a TMG rating using flight experience, he/she may also endorse the licence.

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In case of cross-crediting for the revalidation of an IR, the examiner shall verify that the requirements of Appendix 8 to the "Aircrew Regulation" are met, and a respective excerpt of the candidate's logbook must be added to the file.

For further details concerning manual endorsement procedures, please refer to the dedicated Procedure DAC-LIC 102.

2.2 SPECIAL ARRANGEMENTS FOR AOC HOLDERS

AOCs making use of their own company TREs or non-DAC Luxembourg authorised TREs as per FCL.1015(c) are required to provide DAC Luxembourg with the name of the pilot as well as the date and location of the check flight at least 48 hours before the proposed date, in order to give the DAC the opportunity to fulfil its monitoring and supervision duties.

If the check is conducted by a non-DAC TRE, AOC holders have to join copies of the examiner's Part-FCL licence, medical certificate and examiner authorisation. For the first examination conducted by that examiner for a holder of a Luxembourgish licence, the confirmation of having received the DAC Luxembourg Information for non-DAC examiners also has to be provided.

3 ISSUE OF A LICENCE

3.1 GENERAL

First issues of licences or ratings may NOT be manually endorsed on Luxembourgish licences.

Before a skill test for the issue of a licence, rating or certificate is taken, the applicant shall have passed the required theoretical knowledge examination and completed all required training.

The applicant for a skill test shall be recommended for the test by the organisation/person responsible for the training, once the training has been completed. The application has to be handed in at the DAC Licensing Department at least 2 working days before the expected date of the skill test. After the DAC Licensing Department has confirmed that the application is complete and acceptable, the candidate will receive a convocation / confirmation as described above and may then contact the allocated examiner in order to arrange the skill test.

Applicants for a LAPL, BPL, SPL or PPL shall demonstrate through the completion of a skill test the ability to perform, as PIC on the appropriate aircraft category, the relevant procedures and manoeuvres with competency appropriate to the privileges granted. An applicant for the skill test shall 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 shall be divided into different sections, representing all the different phases of flight appropriate to the category of aircraft flown.

Failure in any item of a section will cause the applicant to fail the entire section. Failure in more than 1 section will cause the applicant to fail the entire test. If the applicant fails only 1 section, he/she shall repeat only that section.

When the test needs to be repeated, failure in any section, including those that have been passed on a previous attempt, will cause the applicant to fail the entire test.

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

If the applicant chooses to terminate a skill test for reasons considered inadequate by the examiner, the applicant should retake the entire skill test. If the test is terminated for reasons considered adequate by the examiner, only those sections not completed should be tested in a further flight.

Any manoeuvre or procedure of the test may be repeated once by the applicant, at the discretion of the examiner. In this case, the examiner shall make a note in the appropriate line on the first page of the check-form, or on a separate piece of paper.

The examiner may stop the test at any stage if it is considered that the applicant's demonstration of flying skill requires a complete retest.

An applicant should be required to fly the aircraft from a position where the PIC functions can be performed and to carry out the test as if there were no other crewmember on board. Responsibility for the flight should be allocated in accordance with national regulations.

In order to be able to assess if the candidate is sufficiently prepared to present the Skill Test, the examiner shall inspect the candidate's training records before the start of the Skill Test.

The examiner will not interfere with the operation of the aircraft except if necessary in the interest of safety or to avoid unacceptable delay to other traffic.


3.2 LAPL(A) / LAPL(H)

The applicant for a Light Aircraft Pilot Licence shall provide evidence of compliance with the requirements of Subpart B of Part-FCL.

The candidate shall apply using the respective 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 as well as the Head of Training of the ATO / DTO. The confirmation of the solo cross-country flight (if applicable for the licence requested) shall also be added to the application, as well as the candidate's medical certificate and a copy of the latest page of their logbook.

In case the candidate has performed a part of their training outside Luxembourg, the respective training documentation, ATO certificate / DTO documentation and / or certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State have to be submitted.

The Skill Test shall be arranged and performed in accordance with Chapter 6 of the present document.

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

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

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

The applicant for a Private Pilot Licence shall provide evidence of compliance with the requirements of Subpart C of Part-FCL.

The applicant for a Balloon Pilot Licence shall provide evidence of compliance with the requirements of Subpart BPL of Part-BFCL.

The applicant for a Sailplane Pilot Licence shall provide evidence of compliance with the requirements of Subpart SPL of Part-SFCL.

The candidate shall apply using the respective DAC Luxembourg application form (Form DAC-LIC 111-05 A / Form DAC-LIC 111- 05 H / Form DAC-LIC 111-03 / Form DAC-LIC 111- 04), detailing their practical training, and signed by the responsible flight instructor as well as the Head of Training of the ATO / DTO. The confirmation of the solo cross-country flight (if applicable for the licence requested) shall also be added to the application, as well as the candidate's medical certificate and a copy of the latest page of their logbook.

In case the candidate has performed a part of their training outside Luxembourg, the respective training documentation, ATO certificate / DTO documentation and / or certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State have to be submitted.

The Skill Test shall be arranged and performed in accordance with 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)

The applicant for a Commercial Pilot Licence shall provide evidence of compliance with the requirements of Subpart D as well as Appendix 3 of Part-FCL.

Please refer to Appendix 4 of Commission Regulation (EU) No 1178/2011 for the contents of the CPL skill test.

The candidate shall apply using the respective DAC Luxembourg application form (Form DAC-LIC 111- 06 A / Form DAC-LIC 111- 06 H for a modular course, Form DAC-LIC 111- 07 A / Form

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DAC-LIC 111- 07 H for an integrated course) detailing their practical training, and signed by the responsible flight instructor as well as the Head of Training of the ATO. The confirmation of the solo cross-country flight shall also be added to the application.

In case the candidate has performed a part of their training outside Luxembourg, the respective training documentation, ATO certificates and / or certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State have to be submitted.

The Skill Test shall be arranged and performed in accordance with Chapter 6 of the present document.

3.5 ATPL(A) /ATPL(H)

The applicant for an Airline Transport Pilot Licence shall provide evidence of compliance with the requirements of Subpart F as well as Appendix 3 of Part-FCL.

Please refer to paragraph 6 of Appendix 9 of Commission Regulation (EU) No 1178/2011 for the contents of the ATPL skill test.

The candidate shall apply using the respective DAC Luxembourg application form (Form DAC-LIC 111- 08 A / Form DAC-LIC 111- 08 H), detailing their flight experience in accordance with FCL.510.A, or FCL.510.H, respectively, and signed by a nominated person of the airline employing the pilot, if applicable.

In case the candidate has performed their examinations outside Luxembourg, the certificates of passed theoretical knowledge examinations issued by an Authority of an EASA Member State have to be submitted.

The Skill Test shall be arranged and performed in accordance with Chapter 6 of the present document.

4 ISSUE / REVALIDATION / RENEWAL OF AN INSTRUMENT RATING

4.1 ISSUE OF AN INSTRUMENT RATING

The applicant for an Instrument Rating shall provide evidence of compliance with the requirements of Subpart G as well as Appendix 6 of Part-FCL.

Please refer to Appendix 7 of Commission Regulation (EU) No 1178/2011 for the contents of the IR skill test.

The candidate shall apply using the respective DAC Luxembourg application form (Form DAC-LIC 111- 09 A / Form DAC-LIC 111- 09 ACB / Form DAC-LIC 111- 09 H), detailing their practical training, and signed by the responsible flight instructor as well as the Head of Training of the ATO.

In case the candidate has performed a part of their training outside Luxembourg, the respective training documentation, ATO certificates and / or certificates of passed theoretical

knowledge examinations issued by an Authority of an EASA Member State have to be submitted.

The Skill Test shall be arranged and performed in accordance with Chapter 6 of the present document.

Applicants who have completed a skill test for a multi-engine IR in a single-pilot multi-engine aeroplane for which a class rating is required shall also be issued with a single-engine IR for the single-engine aeroplane class or type ratings that they hold.

4.2 REVALIDATION OF AN INSTRUMENT RATING

4.2.1 IR(A)

Applicants for the revalidation of an IR(A) shall pass a proficiency check in accordance with Appendix 9 to Part-FCL, when combined with the revalidation of a class or type rating.

When not combined with the revalidation of a class or type rating, the applicant shall:

- (i) for single-pilot aeroplanes, complete section 3b and those parts of section 1 relevant to the intended flight, of the proficiency check prescribed in Appendix 9 to Part-FCL; and
- (ii) for multi-engine aeroplanes, complete section 6 of the proficiency check for single-pilot aeroplanes in accordance with Appendix 9 to Part-FCL by sole reference to instruments.

An FNPT II or an FFS representing the relevant class or type of aeroplane may be used in case the IR proficiency check is not combined with a revalidation, but at least each alternate proficiency check for the revalidation of an IR(A) in these circumstances shall be performed in an aeroplane.

Cross-credit shall be given in accordance with Appendix 8 to Part-FCL.


4.2.2 IR(H)

Applicants for the revalidation of an IR(H) shall complete a proficiency check in accordance with Appendix 9 to Part-FCL for the relevant type of helicopter when combined with the revalidation of a type rating.

When not combined with the revalidation of a type rating, the candidate shall complete only section 5 and the relevant parts of section 1 of the proficiency check established in Appendix 9 to Part-FCL for the relevant type of helicopter.

In this case, an FTD 2/3 or an FFS representing the relevant type of helicopter may be used, but at least each alternate proficiency check for the revalidation of an IR(H) in these circumstances shall be performed in a helicopter.

Cross-credit shall be given in accordance with Appendix 8 to Part-FCL.

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4.3 RENEWAL OF AN INSTRUMENT RATING

If an IR has expired, in order to renew their privileges, applicants shall comply with all of the following:

- Complete a refresher training at an ATO, if deemed necessary by the ATO to reach the level of proficiency needed to pass the instrument element of the skill test in accordance with Appendix 9 to Part-FCL;
- Pass a proficiency check in accordance with Appendix 9 to Part-FCL in the relevant aircraft category;
- Hold the relevant class or type rating unless otherwise specified in Part-FCL.
- If the IR has not been revalidated or renewed in the preceding 7 years, applicants for the IR shall pass again the IR theoretical knowledge examination and skill test.

Holders of a valid IR on a pilot licence issued by a third country in accordance with Annex 1 to the Chicago Convention shall be exempted from complying with the requirement to complete refresher training, and the 7-year limitation above when renewing the IR privileges contained in licences issued in accordance with Part-FCL.

The proficiency check mentioned above may be combined with a proficiency check performed for the renewal of the relevant class or type rating. The objective of the refresher training at an ATO is to reach the level of proficiency needed to pass the instrument rating proficiency check, or the instrument rating skill test, as applicable. The amount of refresher training needed shall be determined by the ATO on a case-by-case basis, taking into account the following factors:

- (1) the experience of the applicant;
- (2) the amount of time elapsed since the privileges of the rating were last used;
- (3) the complexity of the aircraft;
- (4) whether the applicant has a current rating on another aircraft type or class; and
- (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in a flight simulation training device (FSTD) or an aircraft of a relevant type or class.

The amount of training needed to reach the desired level of competency should increase with the time elapsed since the privileges of the rating were last used.

Once the ATO has determined the needs of the applicant, it shall develop an individual training programme based on the ATO's approved course for the rating and focusing on those aspects where the applicant has shown the greatest needs. Theoretical-knowledge instruction shall be included, as necessary. The performance of the applicant shall be reviewed during the training, and additional instruction should be provided where necessary to reach the standard required for the proficiency check.

After successful completion of the training, the ATO shall provide a training completion certificate to the applicant, (Form DAC-LIC 111-18B) which describes the evaluation of the factors listed above and the training received, and includes a statement that the training has been successfully completed. The training completion certificate shall be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate and examiner report form shall be submitted to DAC.

Taking into account the factors listed above, an ATO may also decide that the applicant already possesses the required level of proficiency and that no refresher training is necessary. In such a case, the certificate or other documental evidence referred to in above should contain a respective statement including sufficient reasoning.

If the renewal of the instrument rating is combined with the renewal of a type rating, the form DAC-LIC 111-18 may be used for both renewals.

5 CLASS AND TYPE RATINGS

5.1 FIRST ISSUE OF A CLASS OR TYPE RATING

The applicant for the issue of a class or type rating shall provide evidence of compliance with the requirements of Subpart H of Part-FCL.

Candidates shall provide DAC Luxembourg with the duly filled-in skill test form (Form DAC-LIC 111- 01 / Form DAC-LIC 111- 16 for airplanes, Form DAC-LIC 111- 15 for helicopters) (in accordance with Appendix 9 to Part-FCL), as well as the detailed documentation of their training course, including the training syllabus, confirmation of course completion, MCC course (if needed), EASA FSTD certificates (if applicable).

In case the candidate has performed a part of their training outside Luxembourg, ATO / DTO and FSTD certificates issued by an Authority of an EASA Member State, as well as examiner and instructor documentation have to be submitted.

In accordance with AMC2 ORA.ATO.125 Training programme (k)(3)(iii), for ZFTT courses, the rating has to be endorsed on the pilot's licence before the "base training" session in the FFS.

5.1.1 LIFUS

In accordance with ORO.FC.220(e)(1), candidates having completed a ZFTT course shall commence LIFUS within 21 days after the rating Skill Test.

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

ATOs holding privileges for ZFTT courses shall provide evidence of the LIFUS training and any applicable refresher training of their candidates to the DAC Licencing Department within one month after the LIFUS has been completed.

5.2 REVALIDATION OF A RATING

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

Revalidation in accordance with FCL.740.A(b)(1) for SEP(A) and TMG ratings: The candidate has to provide the following documents: copy of logbook, medical certificate, and DAC Luxembourg revalidation form for SEP(A)/ TMG (Form DAC-LIC 111- 19).

A training flight of at least one-hour's duration with a Flight Instructor (FI) or Class Rating Instructor (CRI) has to be performed. This flight may be replaced by any other proficiency check or skill test. In this case, a copy of the respective check flight must be added to the application file.

If the flight is performed with an instructor or examiner holding a foreign Part-FCL licence, a copy of it must be added to the file.

An application for a revalidation through flight experience may only be introduced to DAC after the expiry of the SEP(A) rating if the pilot has fulfilled all requirements before the expiry date of the rating. In this case, the rating will be valid for 2 years, counting from the previous expiry date. Such applications will be accepted for up to 12 months after the expiry date of the rating.

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

In case of a revalidation of a class or type rating through a Proficiency Check, the candidate shall comply with the requirements of FCL.740.A or FCL.740.H.

All arrangements for the Proficiency Check are up to the candidate and the examiner.


In addition to the Proficiency Check form (in accordance with the applicable section of Appendix 9 of Part-FCL), the candidate shall provide a copy of their medical as well as proof of payment.

For multi-engine class and type ratings, it must be noted that these may only be performed in an FNPT if the pilot can provide evidence of 10 route sectors on the respective class or type within the last 12 months. If the pilot has not completed enough route sectors, the proficiency check must be performed in an airplane or an FFS.

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

If a candidate wishes to perform his/her examination with a non-DAC authorised Part-FCL examiner, the examiner has to have received the DAC Luxembourg examiner information in accordance with FCL.1015(c). This information is available on the DAC website or through the EASA Examiner Differences Document, available on the EASA website.

DAC does not need to be notified in advance about Proficiency Checks conducted with foreign examiners, and will issue no notifications.

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In addition to the documents described in 5.2.2., the examiner shall add the confirmation of having received the information, as well as copies of his/her license, authorisation and medical certificate to the file to be sent to DAC.

Non-DAC examiners may NOT manually endorse Luxembourgish licences!

5.3 RENEWAL OF A RATING

For the renewal of a class or type rating the applicant shall complete a proficiency check in accordance with Appendix 9 to Part-FCL.

Prior to the proficiency check, refresher training must be completed if deemed necessary by the Training Organisation, in order to reach the level of proficiency to safely operate the relevant class or type of aircraft.

Holders of a valid rating for the same class or type of aircraft on a pilot licence issued by a third country in accordance with Annex 1 to the Chicago Convention, who are entitled to exercise the privileges of that rating, are exempt from the requirements to receive refresher training.

The applicant may take the training:


- at a DTO or at an ATO, if the expired rating is a 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;
- at a DTO, at an ATO or with an instructor, if the rating expired no more than three years before and only for a non-high-performance single-engine piston class rating or a TMG class rating.

The amount of refresher training needed shall be determined on a case-by-case basis by the ATO, the DTO or the instructor, as applicable, taking into account the following factors:

- (1) the experience of the applicant;
- (2) the amount of time elapsed since the privileges of the rating were last used;
- (3) the complexity of the aircraft;
- (4) whether the applicant has a current rating on another aircraft type or class; and
- (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in an FSTD or an aircraft of the relevant type or class.

It should be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the privileges of the rating were last used.

After having determined the needs of the applicant, the ATO, the DTO or the instructor, as applicable, should develop an individual training programme based on the initial training for the rating, focusing on the aspects where the applicant has shown the greatest needs.

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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.

Taking into account the factors listed above, the ATO, the DTO or the instructor, as applicable, may also decide that the applicant already possesses the required level of proficiency and that no refresher training is necessary. In such a case, the Instructor recommendation shall contain a respective statement including sufficient reasoning.

After successful completion of the training (or the confirmation that no training is necessary), the ATO, the DTO or the instructor, as applicable, shall complete the Instructor recommendation form (Form DAC-LIC 111- 18), and submit it to the DAC. The recommendation form shall contain a description of the training programme describing the evaluation of the factors listed above, the training received, and a statement that the training has been successfully completed.

The Instructor recommendation form shall be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the Instructor recommendation and the examiner report form shall be submitted to the DAC.

Renewals may NOT be manually endorsed on Luxembourgish licences.

6 EXAMINATION PROCEDURE

6.1 CONTACTING EXAMINERS


It is the candidate's responsibility to organise the flight with the Part-FCL examiner allocated to them by DAC.

6.2 TIME NECESSARY FOR CHECK FLIGHTS

Once the expected date has been defined, the candidate has to foresee a minimum of 3 hours for the check flight (to perform the flight preparation, briefing, min. 1h flight and de-briefing).

6.3 POSTPONEMENT OF EXAMS

If for weather or technical reasons, the examination has to be postponed, it is up to the examiner and the candidate to arrange a new date.

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6.3.1 Minimal weather conditions

The following weather minima apply for the examination:

- For **VFR tests/checks**, the weather conditions must be suitable for the correct and safe fulfilment at: departure airport, departure route, en route, air work, arrival route and destination airport/ visibility minimum 5km, cloud base min. 1500ft/AGL.
- For **IR tests/checks with SEP airplanes**: no ceiling below 1000ft/AGL along the planned route is acceptable.

For all other aircraft categories, check the AFM, pilot's handbook or AOM, the ATOs OPS Manual, and of course, the legal minima fully apply.

6.4 DOCUMENTATION

The following documentation must be made available to, and checked by the examiner before the check flight:

- valid ID,
- pilot licence (if applicable),
- Part-MED class 1 or 2 or LAPL medical certificate,
- logbook,
- check forms,
- in case of first issue: confirmation that the candidate passed the theoretical training/examination as well as the practical training required for the issue of the requested rating or licence,
- in case of a renewal, the duly completed Instructor Recommendation,
- proof of payment of the applicable fee to the examiner and/or to ALSA.

6.5 PRE-FLIGHT BRIEFING

For the briefing, the candidate has to have the following information available: Navigational flight plan, meteorological bulletin, NOTAMs, mass and balance document, performance calculations, ATC flight plan, aircraft status and documents, and the maintenance release.

6.6 ORAL EXAMINATION

Except for a skill test and the FI examination, no special preparation is needed for the oral examination during the briefing.

6.7 APPLICATION FORMS

Only official documents (application forms, examiner reports) issued by DAC Luxembourg shall be used. Derogations to these requirements may be given on an individual basis.

