







THEORETICAL KNOWLEDGE EXAMINATIONS

PROCEDURE MANAGEMENT

	Name	Title	Date	Signature
Prepared by	C. Fleres	Licencing Inspector	23 DEC. 2020	
Validated by :	M. Huizer	Head of Licencing	22 DEC. 2020	
	L. Kremer	Quality and Compliance Manager	23 DEC. 2020	
	M. Dec	Head of Legal Department	01.12.21	
	S. Vallance	Technical Director	23 DEC. 2020	
Approved by	P. Jaeger	Director of Civil Aviation	23 DEC. 2020	

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00	Initial Edition	24/03/2017
01	Revision following update of the Aircrew Regulation (Commission Implementing Regulations EU 2019/1747 and 2020/359) as well as the publication of the Regulations regarding sailplane licences (Commission Implementing Regulation EU 2020/358) and balloon licences (Commission Implementing Regulation EU 2020/357)	23 DEC. 2020
02		
03		



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1 INTRODUCTION

1.1 PURPOSE OF THE DOCUMENT

The present document is introduced in order to establish the DAC procedure for the organisation and supervision of theoretical knowledge examinations for the issue of a CPL, ATPL, Instrument Rating (including CB-IR and EIR), LAPL, PPL, SPL, or BPL, in order to be compliant with the requirements of the "Aircrew Regulation", and the Regulations regarding Balloon and Sailplane licences as well as their AMCs and Guidance Material.

The present document revokes and replaces the Circulaires BL 2010-3 and BL 2010-4.

1.2 TERMINOLOGY

Abbreviations:

- A** - Aeroplane
- ATO** - Approved Training Organisation
- ATPL** - Airline Transport Pilot Licence
- B** - Balloon
- BPL** - Balloon Pilot Licence
- CPL** - Commercial Pilot Licence
- DTO** - Declared Training Organisation
- ECQB** – European Central Question Bank
- H** - Helicopter
- ICAO** - International Civil Aviation Organisation
- IFR** - Instrument Flight Rules
- IR** - Instrument Rating
- LAPL** - Light Aircraft Pilot Licence
- PIC** - Pilot-In-Command
- PPL** - Private Pilot Licence
- S** - Sailplane
- SEP** - Single-engine Piston
- SPL** - Sailplane Pilot Licence
- VFR** - Visual Flight Rules



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1.3 REFERENCES

References	Titre
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) 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
3.	Commission Implementing Regulation (EU) 2018/1976 of 14 December 2018 laying down detailed rules for the operation of sailplanes pursuant to Regulation (EU) 2018/1139 of the European Parliament and of the Council, as amended and the related Acceptable Means of Compliance and Guidance Material
4.	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
5.	Procédure DAC-LIC 801 concerning the levying of taxes and fees for aircrew, cabin crew and AML personnel
6.	Procédure DAC-LIC 002 - limitation, suspension ou révocation des licences et qualifications associées du personnel de conduite des aéronefs et des membres d'équipage de cabine « Aircrew Regulation »
7.	Form DAC-LIC 202-01 Application form for theoretical knowledge examinations
8.	Form DAC-LIC 202-02 Pro-forma for NAA reporting of examination results
9.	Document DAC-LIC 202-03 - Arrêté de la commission des examens chargée de recevoir les épreuves théoriques des élèves et pilotes d'aviation.

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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		✓
Mirjam HUIZER	Head of Licencing	✓	
	Licencing Department Inspectors		✓
	DAC Website		✓

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

2.1 GENERALITIES

2.1.1 *Organisation of theoretical knowledge examinations*

Theoretical knowledge examinations are organised by the Licencing Department under the responsibility of a "Commission d'examen" (examination board), instituted through ministerial decree.

All theoretical knowledge examinations described in the present procedure take place under the control and responsibility of the Direction de l'Aviation Civile.

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2.1.2 Application to participate in an exam session

Applicants shall take the entire set of examinations for a specific licence or rating under the responsibility of one Member State.

Applicants shall only take the examination when recommended by the Approved Training Organisation (ATO) or Declared Training Organisation (DTO) responsible for their training, once they have completed the appropriate elements of the training course of theoretical knowledge instruction to a satisfactory standard.

For theoretical knowledge examinations in view of the conversion of a licence, the recommendation is not mandatory.

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


Applications for initial as well as complementary examinations shall be made using the form "DAC-LIC 221-01 - Application form for participation in theoretical knowledge examinations". This application has to be countersigned by an instructor, and by the Head of Training of the ATO / DTO or their deputy, who shall confirm that the candidate has received the required instruction in accordance with the aforementioned Commission Regulations (EU) No 1178/2011 / (EU) No 2020/357 or (EU) No 2020/358. Only duly and completely filled-in applications shall be accepted.

The applications have to be submitted to the DAC Licencing Department by post, fax or e-mail at least 10 working days before the date of the exam session. The original hardcopies have to be received by the Licencing Department before the exam session.

Proof of payment has to be provided at the latest on the day of the exam session. Refer to the national regulation on taxes and fees currently in force, and the Procedure DAC-LIC 801 for details. If proof of payment cannot be provided, the candidate will be excluded from the exam session.

The examinations are performed in English. However, questionnaires for PPL(A) and SPL "pen and paper" examinations are also available in French, and questionnaires for computer-based PPL, BPL and SPL examinations are available in German. The choice of the language has to be indicated on the application form.

The examination board will notify the candidate(s) by individual letter, indicating the exact place, date and time of the exam session, as well as the material that may be used during the exam session.

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2.1.3 General procedure

2.1.3.1 Pass rates

In order to pass, the candidate has to achieve at least 75% of the marks allocated to each subject.

There is no penalty marking. Marks are attributed for correct answers. Questions without answers are considered to be incorrect.

Unless otherwise determined, an applicant has successfully completed the required theoretical knowledge examination for the appropriate pilot licence or rating when he/she has passed all the required examination papers within a period of 18 months counted from the end of the calendar month when the applicant first attempted an examination.

If an applicant for the ATPL theoretical knowledge examination, or for the issue of a commercial pilot licence (CPL), an instrument rating (IR) or an en route instrument rating (EIR) has failed to pass one of the theoretical knowledge examination papers within four attempts, or has failed to pass all papers within either six sittings or within 18 months, he or she shall retake the complete set of theoretical knowledge examination papers.

If applicants for the issue of a light aircraft pilot licence (LAPL), a private pilot licence (PPL), a sailplane pilot licence (SPL) or a balloon pilot licence (BPL) have failed to pass one of the theoretical knowledge examination papers within four attempts or have failed to pass all papers within 18 months, they shall retake the complete set of theoretical knowledge examination papers.

A candidate who has failed the examination will have to retake the examination according to the conditions for initial participation.

Before re-taking the examinations, the applicant shall undertake further training at an ATO / DTO. The extent and scope of the training needed shall be determined by the training organisation, based on the needs of the applicant.

2.1.3.2 Fraud

Before the start of the session, all candidates have to provide an official document proving their identity.

Any fraud or attempt at fraud during the examination, as well as not respecting the legal procedures of the examination entails the cancellation of the subject concerned, or of the entire examination. The candidate who has committed the fraud shall be banned from presenting an application for participation in an examination for one year, counting from the date of the fraud. Candidates are not allowed to talk to anybody except the invigilators during the examination.

If a second attempt at fraud is discovered, the candidate shall be excluded from theoretical knowledge examinations in Luxembourg for life.

Cases of suspected fraud will be treated by the Commission spéciale des licences in accordance with its dedicated procedure DAC-LIC 002.

2.1.3.3 Complementary sessions

For the initial participation, the candidate shall attempt all subjects foreseen for that session, as described below.

The candidate will be awarded a partial pass if he or she passes at least one subject in their initial session.

Candidates who have not passed all subjects during the initial session may present themselves to complementary sessions. These sessions will cover all subjects a candidate has not yet passed. For examinations split into blocks, the candidate shall complete both blocks before presenting him/herself for one or more complementary session(s), covering all failed subjects from both blocks.

2.1.3.4 Validity of theoretical knowledge examinations

The successful completion of the theoretical knowledge examinations will be valid for the issue of a commercial pilot licence, or an instrument rating (IR) for a period of 36 months.

The successful completion of the theoretical knowledge examinations will be valid for a period of 24 months for the issue of a LAPL, a private pilot licence, a sailplane pilot licence or a balloon pilot licence.

These periods are counted from the day on which the pilots have successfully completed the theoretical knowledge examination.

The completion of the airline transport pilot licence (ATPL) theoretical knowledge examinations will remain valid for the issue of an ATPL for a period of 7 years from the last validity date of:


- an IR entered in the licence; or
- in the case of helicopters, a helicopter's type rating entered in that licence.

2.1.3.5 Equipment permitted

All examination papers, associated documents and additional papers handed out to the applicants for the examination must be handed back to the invigilator at the end of the examination.

Only the examination paper, specific documentation and tools needed for the examination shall be available to the applicant during the examination.

Applicants may use the following equipment during an examination: pencil, eraser and sharpener, a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions; mechanical navigation slide-rule (DR calculator); protractor; compasses and dividers; ruler, 1/500.000 Benelux VFR map, navigation maps from the GSPRM if needed.

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Applicants may use a non-aviation-specific translation dictionary.

Except for the equipment specified above, applicants shall not use any electronic equipment during the examination, including mobile phones, Bluetooth equipment, MP3 players, cameras, PDAs, smart watches and any other device for recording or communication. These devices have to be packed away or handed over on request of the invigilator before the beginning of the examination.

3 SPECIFIC PROCEDURES FOR THEORETICAL KNOWLEDGE EXAMINATIONS

3.1 "PEN AND PAPER" EXAMINATIONS

"Pen and paper" based examinations are currently available for PPL(A) and SPL only.

They cover nine branches, and shall be completed in one 4-hour session, the exact location and time of which shall be notified at least 5 working days in advance. The exam is composed of at least 120 multiple choice questions in total.

The paper-based exam sessions shall take place at the dates fixed by the DAC at the beginning of each calendar year. Between 4 and 6 sessions will be fixed per year.

The exam subjects are the following:

Common subjects for SPL:

- Air law,
- Human performance,
- Meteorology,
- Communications;

Specific subjects:

- Principles of flight,
- Operational procedures,
- Flight performance and planning,
- Aircraft general knowledge related to sailplanes, and
- Navigation.

Common subjects for PPL(A):

- Air law,
- Human performance,
- Meteorology,

- Communications;
- Navigation.

Specific subjects:

- Principles of flight,
- Operational procedures,
- Flight performance and planning, and
- Aircraft general knowledge

Subject :	Number of questions		Duration
	PPL(A)	SPL	
Air Law and ATC procedures	16	12	4 hours
Principles of Flight	16	16	
Aircraft General Knowledge	12	12	
Flight Performance and Planning	16	12	
Human Performance and Limitations	12	12	
Meteorology	12	16	
Navigation	16	12	
Operational Procedures	12	16	
Communications	12	12	
Total	124	120	

The number of questions is identical for the French and the English version of the questionnaire.

For paper-based examinations, a member of the examination board provides each candidate with a questionnaire containing the questions on the subjects mentioned above for each licence requested, the respective answer grids, and two pieces of scrap paper.

For each multiple-choice question, up to 4 possible answers will be indicated, of which a single one will be correct. The candidate shall blacken the boxes corresponding to the correct answers on the answer grids. One single answer per question may be chosen.

For each session, the questions will be provided by a member of the examination board, who will also invigilate the session. However, a member of the examination board may invite, if necessary, any person working for DAC or ALSA to invigilate theoretical knowledge examinations. An invigilator must be present in the examination room at all times.

Each student is allocated a questionnaire, taking care that no student shall receive the same questionnaire twice, in case of re-sits.

The questions are reviewed by the examination board if needed. The questions are accessible only to the members of the examination board.



Examinations will be held in a meeting room at the DAC premises. A maximum of 13 applicants may be accepted per session. If necessary, 2 sessions may be organised per day.

In order to avoid cheating, only one applicant shall be seated per table.

The correction of the exams is done by the examination board, which will notify the candidates and their ATO / DTO in writing.

3.2 COMPUTER-BASED EXAMINATIONS

Computer-based examinations are available for LAPL, PPL, BPL, SPL, IR (including CB-IR), CPL and ATPL as applicable for the respective categories of aircraft.

For IR (including CB-IR), CPL and ATPL examinations, the questions are provided through the European Central Question Bank (ECQB).

Exam sessions will be organised on demand.

A member of the examination board provides each candidate with a document containing their personal login and password and several pieces of scrap paper.

For each multiple-choice question, up to 4 possible answers will be indicated, of which a single one will be correct. The candidate shall tick the cases corresponding to the correct answers. One single answer per question may be chosen.

3.2.1 *Examination subjects:*

3.2.1.1 The examination subjects for the ATPL theoretical knowledge examination are the following:

- Air Law,
- Aircraft General Knowledge — Airframe/Systems/Power plant,
- Aircraft General Knowledge — Instrumentation,
- Mass and Balance,
- Performance,
- Flight Planning and Monitoring,
- Human Performance,
- Meteorology,
- General Navigation,
- Radio Navigation,
- Operational Procedures,
- Principles of Flight,
- VFR Communications,

— IFR Communications

3.2.1.2 The examination subjects for the CPL theoretical knowledge examination are the following :

- Air Law,
- Aircraft General Knowledge — Airframe/Systems/Powerplant,
- Aircraft General Knowledge — Instrumentation,
- Mass and Balance,
- Performance,
- Flight Planning and Monitoring,
- Human Performance,
- Meteorology,
- General Navigation,
- Radio Navigation,
- Operational Procedures,
- Principles of Flight,
- Visual Flight Rules (VFR) Communications.

3.2.1.3 The examination subjects for the IR, and CB-IR theoretical knowledge examination are the following :

- Air Law,
- Aircraft General Knowledge — Instrumentation,
- Flight Performance and Monitoring,
- Human Performance,
- Meteorology,
- Radio Navigation,
- IFR Communications.

3.2.1.4 The examination subjects for LAPL and PPL / BPL / SPL examinations are the following:

Common subjects for LAPL(A), LAPL(H), PPL(A) and PPL(H):

- Air law,
- Human performance,
- Meteorology,
- Communications, and



— Navigation.

Specific subjects:

- Principles of flight,
- Operational procedures,
- Flight performance and planning,
- Aircraft general knowledge

Common subjects for BPL and SPL:

- Air law,
- Human performance,
- Meteorology,
- Communications;

Specific subjects:

- Principles of flight,
- Operational procedures,
- Flight performance and planning,
- Aircraft general knowledge related to sailplanes / balloons, and
- Navigation.

3.2.2 Contents of theoretical training


Please refer to AMC1 FCL.210; FCL.215 for the subject matter to be studied for the theoretical examination for the LAPL(A) and LAPL(H), as well as the PPL(A) and PPL(H), and to AMC1 FCL.115; FCL.120 for the subject matter to be studied for the theoretical examination for the LAPL (S) and LAPL(B), the SPL and the BPL.

Please refer to AMC1 FCL.310; FCL.515 (b); FCL.615 (b) for the subject matter to be studied for the theoretical examination for the IR(A), IR(H), CPL(A), CPL(H), ATPL(A) and ATPL(H).

Please refer to Appendix 3 to Commission Regulation (EU) No 1178/2011 for the content of the training courses for the issue of a CPL and an ATPL.

Please refer to Appendix 6 to Commission Regulation (EU) No 1178/2011 for the content of the training courses for the issue of an Instrument Rating.

Please refer to AMC2 ARA.FCL.300(b) for the subject matter to be studied for the CB-IR and EIR theoretical examination.

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3.2.3 Structure of the examination

The 14 subjects of the ATPL theoretical knowledge examination may be taken all in one 4- day session, or split into two “blocks” of 2 days each, each covering more or less half the subjects. The choice of subjects per day is left to the candidate.

The 13 subjects of the CPL theoretical knowledge examination may be taken all in one 4- day session, or split into two “blocks” of 2 days each, each covering more or less half the subjects. The choice of subjects per day is left to the candidate.

The 7 subjects of the IR or CB-IR theoretical knowledge examination may be taken in one or two days. The choice of subjects per day is left to the candidate.

All 9 subjects of a LAPL, PPL, BPL or SPL examination shall be taken in one day.

A candidate shall attempt all subjects of an IR or CB-IR examination or all subjects of one block of the CPL or ATPL examinations within 10 consecutive days.

The duration and number of questions for each subject are defined in AMC1 ARA.FCL.300(b) - Examination procedures.

For complementary sessions, all failed subjects shall be attempted once within one or two sessions, with the total of the examination days not exceeding 4 days, depending on the number of subjects.

3.3 SECURITY OF EXAM QUESTIONS AND INVIGILATION DURING THE EXAMINATION


The confidentiality of the questions must be rigorously observed.

If necessary, the president of the examination board (Document DAC-LIC 202-03) calls a meeting of the board in order to clarify details on the organisation of the examination.

For each session, the log-in data will be provided by a member of the examination board, who will also invigilate the session. However, a member of the examination board may, if necessary, invite any person working for DAC or ALSA to invigilate theoretical knowledge examinations. An invigilator must be present in the examination room at all times.

The questions to be asked for each session are randomly chosen from the latest version of the EASA ECQB (for IR, CPL and ATPL), respectively the exam provider’s database (for LAPL, PPL, SPL and BPL), and compiled into exam questionnaires by the provider for online examinations.

Before the initial sitting, the candidate receives an introduction to the online examination system by a member of the examination board, who is available for any questions the candidate might have.

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3.4 EXAMINATION ROOM FOR THEORETICAL KNOWLEDGE EXAMINATIONS

Examinations are held in a meeting room on level -1 of the DAC premises. This room is equipped with computers, set up in a way that candidates cannot see each other's computer screens, as well as a printer.

The computers have a dedicated user login for examinations, and internet use is limited to the website of the examination provider.

3.5 EXAMINATION RESULTS

The online examinations system will automatically correct the examination and provide a result. The result is validated by the examination board and communicated to the candidates and the ATO / DTO in writing.

For examinations split into blocks, the candidate shall receive a notification of examination results after each block has been completed, and, if applicable, a result after each complementary session has been taken, as well as a final result when all subjects have been passed.

3.6 CENTRAL RESULTS REPORTING SYSTEM

Examination results may be reported by DAC to the Central Results reporting system managed by EASA.

The report shall include:


- The type, level and date of the examination
- The number of candidates per subject
- Marks per subject and average marks
- The percentage of candidates having passed the examination
- The analysis will be sent to the LST for information.

The form DAC-LIC 202-02 – PRO-FORMA FOR NAA REPORTING OF EASA EXAMINATION RESULTS shall be used.

3.7 CREDITING FOR THEORETICAL KNOWLEDGE

3.7.1 CPL

1. An applicant for a CPL holding a CPL in another category of aircraft shall have received theoretical knowledge bridge instruction on an approved course according to the differences identified between the CPL syllabi for different aircraft categories.
2. The applicant shall pass theoretical knowledge examinations as defined in Part-FCL for the following subjects in the appropriate aircraft category:

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021 — Aircraft General Knowledge: Airframe and Systems, Electrics, Power plant, Emergency Equipment,

022 — Aircraft General Knowledge: Instrumentation,

032/034 — Performance Aeroplanes or Helicopters, as applicable,

070 — Operational Procedures, and

080 — Principles of Flight.

3. An applicant for a CPL having passed the relevant theoretical examinations for an IR in the same category of aircraft is credited towards the theoretical knowledge requirements in the following subjects:

- Human Performance,
- Meteorology.

3.7.2 ATPL

1. An applicant for an ATPL holding an ATPL in another category of aircraft shall have received theoretical knowledge bridge instruction at an ATO according to the differences identified between the ATPL syllabi for different aircraft categories.

2. The applicant shall pass theoretical knowledge examinations as defined in Part-FCL for the following subjects in the appropriate aircraft category:

021 — Aircraft General Knowledge: Airframe and Systems, Electrics, Power plant, Emergency Equipment,

022 — Aircraft General Knowledge: Instrumentation,

032/034 — Performance,

070 — Operational Procedures, and


080 — Principles of Flight.

3. An applicant for an ATPL(A) having passed the relevant theoretical examination for a CPL(A) is credited towards the theoretical knowledge requirements in subject VFR Communications.

4. An applicant for an ATPL(H), having passed the relevant theoretical examinations for a CPL(H) is credited towards the theoretical knowledge requirements in the following subjects:

- Air Law,
- Principles of Flight (Helicopter),
- VFR Communications.

5. An applicant for an ATPL(A) having passed the relevant theoretical examination for an IR(A) is credited towards the theoretical knowledge requirements in subject IFR Communications.

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6. An applicant for an ATPL(H) with an IR(H), having passed the relevant theoretical examinations for a CPL(H) is credited towards the theoretical knowledge requirements in the following subjects:

- Principles of Flight (Helicopter),
- VFR Communications.

3.7.3 IR

1. An applicant for an IR having passed the relevant theoretical examinations for a CPL in the same aircraft category is credited towards the theoretical knowledge requirements in the following subjects:

- Human Performance,
- Meteorology.

2. An applicant for an IR(H) having passed the relevant theoretical examinations for an ATPL(H) VFR is required to pass the following examination subjects:

- Air Law,
- Flight Planning and Flight Monitoring,
- Radio Navigation,
- IFR Communications.

3.7.4 LAPL / PPL

For the issue of a LAPL, the holder of a LAPL in another category of aircraft shall be fully credited with theoretical knowledge on the common subjects established in point FCL.120 (see point 3.2.1.4. above).

For the issue of a LAPL or a PPL, holders of a PPL, CPL or ATPL in another category of aircraft shall be fully credited with theoretical knowledge on the common subjects established in point 3.2.1.4. This credit shall also apply to applicants for an LAPL or a PPL who hold a BPL or an SPL except that the subject 'navigation' shall not be credited.

For the issue of a BPL or an SPL, holders of a licence in another category of aircraft shall be fully credited with theoretical knowledge on the common subjects established in point 3.2.1.4.;

For the issue of a PPL, the holder of a LAPL in the same category of aircraft shall be credited in full towards the theoretical knowledge instruction and examination requirements.

Notwithstanding the above, for the issue of a LAPL(A), holders of an SPL with TMG extension shall demonstrate an adequate level of theoretical knowledge for the SEP(land) class in accordance with FCL.135.A(a)(2).

