



Croatian Civil Aviation Agency

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**Guidance material for theoretical  
knowledge examination for pilots  
(A/H) and for instrument rating (IR)**

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LIC-GM-007

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The Croatian Civil Aviation CCAA (here and after CCAA) informs candidates through this guidance materials about theoretical knowledge examination process for issuing pilot licence.

This guidance material refers to theoretical examinations for following licences/ratings:

- Air transport pilot licence – ATPL theory
- Commercial pilot licence – CPL theory
- Private pilot licence – PPL theory
- Instrument rating – IR theory

## A. APPLICATION FOR THEORETICAL KNOWLEDGE EXAMINATION

### 1. Initial application for theoretical knowledge examination:

Initial application for theoretical examination shall be submitted in official application form (all forms are available at CCAA website: [www.ccaa.hr](http://www.ccaa.hr), under *Forms*), and shall contain following documentation:

- a) certificate of successfully passed theoretical training from an ATO/DTO (approved training organization/ declared training organization),
- b) recommendation for theoretical knowledge examination issued by an ATO/DTO,
- c) copy of passport,
- d) proof of payment,
- e) copy of pilot licence (if the candidate already holds a licence)

After evaluating the submitted documentation, the Decision for the theoretical knowledge examination will be issued and sent to a candidate to the place of residence from the application form (or other address, if so indicated). If a candidate does not receive the Decision, for any reason, it will be served to him/her at examination, at the first sitting. If the candidate does not come at the sitting, the Decision will be published on CCAA's notice board and will be considered delivered to the applicant.

The application should be submitted **no later than** 15 days before publishing the schedule for that particular sitting. Module/s (exam/s) can be canceled **only** before the schedule is published. The schedule will be published 5 working days before the sitting. After the schedule has been published, it is no longer possible to cancel the applied module/s (exam/s).

Candidates can cancel the exam/s via e-mail [fclispiti@ccaa.hr](mailto:fclispiti@ccaa.hr).

The schedule with examination date and place of will be published on CCAA's website.

### 2. Each subsequent application

For each subsequent application, candidate shall apply via e-mail [fclispiti@ccaa.hr](mailto:fclispiti@ccaa.hr), or in writing CCAA, no later than 15 days before the schedule is published for that sitting. The application must consist of:

- Personal data: name, surname, place of residence, date of birth and pilot licence no. (if applicable)
- List of all modules (exam/s) which a candidate would like to apply for the planned sitting, attempt of the sitting, and attempt of each module.

Module/s (exam/s) can be canceled only before the schedule is published. After that it is **not possible** to cancel module/s (exam/s) or the whole sitting anymore.

Example of each subsequent application:

Dear,

I would like to apply for theoretical knowledge examination for ATPL(A) for the sitting in March (In the period from the dd.mm.yyyy until dd.mm.yyyy.)

**Name and surname:**

Marko Marković

**Address:** Ulica Ivana Ivanovića 1, 10 000 Zagreb

**Alternative address:** Ulica Pere Perića 2, 21 000 Split

**Date of birth:** 01<sup>st</sup> January 1987.

**Licence no:** HR.FCL.A XXX (if applicable)

This is my 2<sup>nd</sup> sitting.

I would like to apply for the next modules:

010 Air Law and ATC Procedures (1<sup>st</sup> attempt)

070 Operational Procedures (2<sup>nd</sup> attempt)

091 VFR Communications (4<sup>th</sup> attempt)

Best regards,

Marko Marković

For candidate who does not show up at the exam/s or sitting, and has not canceled the exam/s, it will be considered as a failure.

## **B. RELEVANT INFORMATION REGARDING THEORETICAL KNOWLEDGE EXAMINATION PROCESS**

### **1. Place where the theoretical knowledge examination is conducted**

Theoretical knowledge examination is conducted in the CCAA's classroom, at the Ulica grada Vukovara street 284, Zagreb. The exact place, date and time will be defined in the schedule for the sitting. The schedule will be published on CCAA's website during the week prior to the sitting (usually Monday).

### **2. Permitted examination equipment**

The exams will be conducted using computer. All candidates will receive user instructions for taking module/s (exam/s) on the computer. The CCAA will provide all the relevant materials (annexes), relevant for writing exams. Candidate may have a plotter, a divider, a ruler and an electronic calculator with four basic calculation and a memory functions. The candidate may not use any other calculator, memory device, mobile phone, smart watches, Bluetooth equipment, MP3 player, camera (digital and analogue), PDA, "smart" watches or any other device that can be used for communication or recording.

### 3. Prohibited actions during the examination

During the examination it is prohibited to speak with any other person, except the member of the examination committee - the examiner.

If candidate violates rules of examination process (e.g. is caught cheating, etc.) the exam shall be stopped and considered as a fail, and candidate will be prohibited from taking exams for the following 12 months. Except at the CCAA, the candidate won't be able to take exams in any other EU member state, Switzerland, Lichtenstain, Norway or Iceland.

### 4. Criteria for successfully passed examination

A passmark for successfully passing theoretical knowledge examination module is 75%. There is no penalty marking. All the required examination papers should be successfully completed within the period of 18 months.

If a candidate has failed to pass any of the theoretical knowledge examination modules within 4 attempts, or has failed to pass all modules within either 6 sittings or in the period of 18 months, he/she shall re-take the complete set of examination.

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

### 5. Content of the theoretical examination paper and writing time for each module

Module	Writing time (hours)						
	ATPL(A)	CPL(A)	IR(A)	ATPL(H)+ IR	ATPL(H)	CPL(H)	IR(H)
010 Air Law	1:00	0:45	0:45	1:00	0:45	0:45	0:45
021 Airframe/Systems/Power plant	2:00	1:30	XX	2:00	2:00	1:30	XX
022 Instrumentation	1:30	1:00	0:30	1:30	1:30	1:00	0:30
031 Mass and Balance	1:00	1:00	XX	1:00	1:00	1:00	XX
032 Performance	1:00	0:45	XX	XX	XX	XX	XX
033 Flight Planning and Monitoring(A)	2:00	1:30	1:30	2:00	1:30	1:30	1:30
034 Flight Planning and Monitoring(H)	XX	XX	XX	1:00	1:00	0:45	XX
040 Human Performance	1:00	0:45	0:45	1:00	1:00	0:45	0:45
050 Meteorology	2:00	1:30	1:30	2:00	2:00	1:30	1:30
061 General Navigation	2:00	1:30	XX	2:00	2:00	1:30	XX
062 Radio Navigation	1:30	0:30	1:00	1:30	1:00	0:30	1:00
070 Operational Procedures	1:15	0:45	XX	1:00	1:00	0:45	XX
081 Principles of Flight (A)	1:00	0:45	XX	XX	XX	XX	XX
082 Principles of Flight (H)	XX	XX	XX	1:00	1:00	1:00	XX
091 VFR Communications	0:30	0:30	XX	0:30	0:30	0:30	XX
092 IFR Communications	0:30	XX	0:30	0:30	XX	XX	0:30

**Remark:** Modules marked with XX are not examined in the specified category of training program

Module	Writing time (hours)
	PPL(A)
01 - Air Law	0:45
02 - Human Performance	0:40
03 - Meteorology	0:45
04 - Communications	0:30
05 - Principles of Flight	0:45
06 - Operational Procedures	0:30
07 - Flight Performance and Planning	1:00
08 - Aircraft General Knowledge	1:00
09 - Navigation	1:00

The theoretical knowledge examination for issuing ATPL, CPL or PPL licence and IR rating is provided in English language only.

### **C. CONTACT DATA**

For all inquiries and information, contact Licensing Department via phone or e-mail: [fclispiti@ccaa.hr](mailto:fclispiti@ccaa.hr).