



Croatian Civil Aviation Agency

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

LIC-GM-007

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CONTENT:

A.	APPLICATION FOR THEORETICAL KNOWLEDGE EXAMINATION	2
1.	INITIAL APPLICATION FOR THEORETICAL KNOWLEDGE EXAMINATION	2
2.	EACH SUBSEQUENT APPLICATION	2
B.	RELEVANT INFORMATION REGARDING THEORETICAL KNOWLEDGE EXAMINATION PROCESS	3
1.	PLACE OF CONDUCTING THE EXAMINATION	3
2.	PERMITTED EXAMINATION EQUIPMENT	3
3.	PROHIBITED ACTIONS DURING THE EXAMINATION	4
4.	CRITERIA FOR SUCCESSFULLY PASSED EXAMINATION	4
5.	CONTENT OF THE THEORETICAL EXAMINATION PAPER AND WRITING TIME FOR EACH MODULE	4
C.	CONTACT DATA	5

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

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 LIC-FRM-221 or LIC-FRM-222 (all forms are available at CCAA website: www.ccaa.hr, under *Forms*). Along with the application form, the candidate should submit the 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 (ATO/DTO should fill out the applicable form: LIC-FRM-281 or LIC-FRM-282),
- 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 Approval 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 Approval, for any reason, it will be served to them at the examination, at their first sitting. If the candidate does not come to the sitting, the Approval will be published on the CCAA's notice board and will be considered delivered to the applicant.

The application should be submitted **no later than** 15 days before the candidate's first sitting. Module/s (exam/s) can be cancelled **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 exam.

Candidates can cancel the exam via e-mail fclispiti@ccaa.hr.

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

2. Each subsequent application

For each subsequent application, the candidate shall apply via e-mail fclispiti@ccaa.hr no later than 15 days before the sitting as per the Decision for the theoretical knowledge examination. The application must consist of:

- Personal data: name, surname, place of residence, date of birth and pilot licence number (if applicable)
- List of all modules (exam/s) the candidate would like to apply for the planned sitting, attempt of the sitting, and attempt of each module.

Exams can be canceled only before the schedule is published. After that it is **not possible** to cancel exams anymore.

Example of each subsequent application:

Dear,

I would like to apply for theoretical knowledge examination for ATPL(A) for the sitting 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: 01st January 1987.

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

This is my 2nd sitting.

I would like to apply for the next modules:

010 Air Law and ATC Procedures (1st attempt)

070 Operational Procedures (2nd attempt)

091 VFR Communications (4th attempt)

Best regards,

Marko Marković

If a candidate does not show up at the exam or sitting, and has not cancelled the exam/s previously, those exams will be considered as failed.

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 in Almeria center, Ulica grada Vukovara 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 5 days before the start of the exam sitting.

2. Permitted examination equipment

The exams will be conducted on a computer. All candidates will receive user instructions for taking module/s (exam/s) on the computer. The CCAA will provide all the materials (annexes) needed for taking the exams.

Candidate may have a plotter, a compass, a ruler and an electronic calculator with four basic calculation functions and a memory function. The candidate may not use any other calculator, memory device, mobile phone, 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 the candidate violates the rules of examination process (e.g. is caught cheating, etc.) the exam shall be stopped. This particular exam or the exam as a whole will be considered as failed. The candidate may 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, Liechtenstein, Norway or Iceland.

4. Criteria for successfully passed examination

A pass mark for successfully passing theoretical knowledge examination module is 75%. There are no negative points. All of the required examination papers should be successfully completed within the period of 18 months starting from the last day of a month in which the candidate had first attended the exams.

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 (excluding PPL examination) or in the period of 18 months, they shall retake the entire set of examination.

Before retaking the theoretical knowledge examinations, the candidate shall attend 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)	CB- IR(A) and EIR
010 Air Law	1:00	0:45	0:45	1:00	0:45	0:45	0:45	0:30
021 Airframe/Systems/Power plant	2:00	1:30	XX	2:00	2:00	1:30	XX	XX
022 Instrumentation	1:30	1:00	0:30	1:30	1:30	1:00	0:30	0:20
031 Mass and Balance	1:15	1:00	XX	1:15	1:15	1:00	XX	XX
032 Performance (A)	2:00	1:15	XX	XX	XX	XX	XX	XX
033 Flight Planning and Monitoring	2:00	1:30	1:15	2:00	1:30	1:30	1:15	1:00
034 Performance (H)	XX	XX	XX	1:15	1:15	0:45	XX	XX
040 Human Performance	1:30	1:00	1:00	1:30	1:30	1:00	1:00	0:30
050 Meteorology	2:00	1:30	1:30	2:00	2:00	1:30	1:30	0:50
061 General Navigation	2:15	2:00	XX	2:15	2:15	2:00	XX	XX
062 Radio Navigation	1:30	0:30	1:00	1:30	1:00	0:30	1:00	0:40
070 Operational Procedures	1:15	1:00	XX	1:15	1:00	0:45	XX	XX
081 Principles of Flight (A)	1:30	1:15	XX	XX	XX	XX	XX	XX
082 Principles of Flight (H)	XX	XX	XX	1:15	1:15	1:15	XX	XX
090 Communication	1:00	1:00	1:00	1:00	1:00	1:00	1:00	1:00

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 of an ATPL or a CPL licence and IR rating is provided in English language only. PPL examination is provided in both English and Croatian.

C. CONTACT DATA

For all inquiries and information, contact Licensing Department via phone or e-mail: fclicspiti@ccaa.hr.