

**This page is not part of the application and is for your information only.
This page has not to be sent to the Belgian CAA.**

Record of versions

Version	Date of revision	Topics	Regulation
2.5	20/04/2021	Additional information about training	IR(EU)2020/2193

When to use this application form?

In case of applying for the issuance, revalidation or renewal of a type of class rating or revalidation or renewal of instrument rating.

Note: you will be exempted from the renewal procedure for a rating, if you hold the same class or type of aircraft valid on a pilot licence issued by a third country in accordance with Annex 1 to the Chicago Convention and if you are entitled to exercise the privileges of this rating. In this case, don't fill the present document, fill in this [one](#).

Which pages to fill in?

First page (Application – Details of the applicant – Address for correspondence – Declaration of applicant) has to be filled in systematically.

- If you wish to inform us about any changes in our personal details, please fill in the “2.2 Applicant details”. Otherwise fill in your personal licence number only, in the “2.1 Applicant details”.
- Address for correspondence – has to be filled in if the address for correspondence is different from your personal address
- Declaration of applicant – Please specify how you wish to receive your licence from BCAA.

Initial issue page – to add for the first time a rating to your licence

Flying experience

Fill in your flying experience when you apply for a multi engine or high performance aeroplane.

ATO/DTO Approved course certificate

You have to ask the Training Organisation to fill in this section when the training is completed. The ATO/DTO has to provide you with a completed “Appendix 9 - Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs” - describing the practical training you have performed. This section and Appendix 9 will be verified by the examiner BEFORE the test.

Confirmation of skill test.

This section will be filled in by the examiner after you have succeeded the practical test.

Revalidation and Renewal page – to revalidate or renew an existing rating of your licence

Flying experience

If you apply for the revalidation by experience of the SEP or TMG rating, fill in the “Flying experience for revalidation by experience for SEP or TMG”. No other section of the “Revalidation and Renewal” page has to be filled in this case.

ATO/DTO/Instructor Renewal Procedure

For renewing a rating, you have to start with an assessment with a trainer to determine if a refresher training is necessary.

- ATO may assess and train for any rating included in the organisation scope.
- DTO may assess and train for SEP(Land), SEP(Sea) and TMG only.
- Instructor may assess and train for SEP(Land), SEP(Sea) and TMG only and if the rating expired no more than 3 years ago.

You have to ask the trainer to fill in the Renewal Procedure section. If refresher training is necessary, the trainer has to provide you with a completed “Appendix 9 - Training, skill test and proficiency check for MPL, ATPL, type and class ratings, and proficiency check for IRs” - describing the practical training you have performed. This section and Appendix 9 will be verified by the examiner BEFORE the test.

Confirmation of skill test or Proficiency check.

This section will be filled in by the examiner after you have succeeded the practical test.

Supporting documentation

At the end of a section of this application form, you will find the documentation needed. Don't forget to add it to your application.

- Copy of your current licence (double sided)
- Copy of Part-ORA ATO/DTO approval certificate (if ATO/DTO is not approved by the Belgian CAA)
- Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)
- Copy of Part-FCL instructor's licence (for SEP or TMG revalidation by experience)

Remarks

Within 10 days after receipt of a skill test/proficiency check result, an appealable decision about the test/check results may be requested in writing to the Belgian Civil Aviation Authority.

Any incorrect information could disqualify the applicant from taking any examination or being granted a personnel licence, certificate, rating, authorisation or attestation. Furthermore, in case of obtaining the pilot licence, rating or certificate by falsification of submitted documentary evidence, in spite of the penalties susceptible to be imposed on the pilot, the decision of acceptance will be the object of a decision of immediate withdrawal.

Your logbooks have to be duly filled in, please read the instructions for use included in your Part-FCL logbook or consult the corresponding Acceptable Means of compliance (AMC1 FCL.050). Instruction time must be certified in your logbook by the appropriately rated or authorised instructor from whom it was received. Assessment of competence, skill test and proficiency check must be certified in your logbook by the appropriately rated or authorised examiner from whom it was taken.



AEROPLANES - Application form Issue / Revalidation / Renewal of class rating / type rating and Revalidation / Renewal of Instrument rating

First page

1.1 Application for class / type rating

to be completed by the applicant

I am applying for: Initial issue Revalidation Renewal

of a class rating on (please specify): Land Sea

of an aeroplane type rating on (please specify):

Single pilot and/or Multi pilot Co-pilot only Cruise relief co-pilot Cat II/III

1.2 Application for instrument rating

to be completed by the applicant

I am applying for: Revalidation or Renewal of IR(A) for SE-SP or ME-SP or MP.

2.1 Applicant details

to be completed by the applicant

Belgian licence number: BE.FCL.....A

2.2 Applicant details

to be completed by the applicant

Belgian national register of natural persons number:

Title: Name: First name(s):

Date of birth (dd/mm/yyyy): Nationality:

Town of birth: Country of birth:

Permanent address:

Town/Country: Postcode:

Telephone: Alternative telephone number:

E-mail:

Supporting documentation required with the application: Copy of your current licence (double-sided)

3. Address for correspondence (if different from above)

to be completed by the applicant

Postal address:

Town/Country: Postcode:

4. Declaration of applicant

to be completed by the applicant

I declare that the information provided on this form is correct.

I have fully reviewed all applicable guidance material and have submitted all of the necessary paperwork for my application to be considered.

I wish to pick up my licence from the BCAA during the opening hours.

I wish that BCAA send my licence to my postal address.

Signature (applicant):

Date:

Initial issue

Flying experience for initial issue of multi engine or high performance aeroplane

to be completed by the applicant

Flight time as PIC on aeroplanes:

Total flying experience:

Approved course certificate

to be completed by the training organisation (ATO or DTO)

I certify that (details of applicant)

has met the relevant requirements:

 advanced UPRT for MP aeroplane, SP HPA Complex or SP aeroplane operated in MP operations MCC for MP aeroplane or SP aeroplane operated in MP operations

and has satisfactorily completed a course of training for the initial issue of the following aeroplane type or class rating (please specify):

at a course including flight instruction* or at a Zero Flight Time Type rating (ZFTT) course**.

Date course started: Date course completed:

I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying experience requirements for the grant of the relevant aeroplane type or class rating in accordance with Part-FCL.

ATO/DTO:

ATO/DTO approval number:

Name of person having the rights to engage the responsibility of the ATO/DTO:

Signature: Date:

** flight training performed in the aeroplane or in a combination of aeroplane and FSTD**** flight training performed in Full Flight Simulator only*

Supporting documentation required with the application:

Copy of Part-ORA ATO/DTO approval certificate (if ATO/DTO is not approved by the Belgian CAA)

Confirmation of Skill test

to be completed by the examiner

I certify that (details of applicant)

has satisfactorily completed a demonstration of skill for initial issue of the following aeroplane type or class (please specify):

I further certify that I have verified the identity of the applicant and that the applicant complies with all the qualification, training and experience requirements for the grant of the rating for which the test or check is taken.

Name of examiner:

Examiner N°

Authorising competent authority:

Signature : Date:

Supporting documentation required with the application:

Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)

Note - Examiners are reminded that they must complete the skill test report form and submit a copy of it to Licensing department, within 14 working days from the skill test. The licence will not be issued to the applicant until the report form is received.

Revalidation and Renewal**Flying experience for revalidation by experience for SEP or TMG to be completed by the applicant**

Within the preceding 12 months:

Flight time in SEP or TMG class:	SEP(Land)	SEP(Sea)	TMG
Flight time as PIC in SEP or TMG class:	SEP(Land)	SEP(Sea)	TMG
Total take-offs and landings in SEP or TMG class:	SEP(Land) T/O L	SEP(Sea) T/O L	TMG T/O L
Refresher training with instructor:	Date(s)	Total flight time	

Supporting documentation required with the application:

Copy of Part-FCL instructor's licence

Renewal procedure to be completed by the training organisation (ATO or DTO) or by an instructor

I certify that (details of applicant)
 has been assessed about the level of proficiency to operate the following aeroplane type or class rating
 (please specify type)
 and consequently must not complete a refresher training or must complete a refresher training (fill in Refresher training).

Refresher training to be completed by the training organisation (ATO or DTO) or by an instructor

I certify that the applicant has completed the refresher training on (date)
 The refresher training has included IR(A)-SE-SP or IR(A)-ME-SP or IR(A)-MP training or no IR(A) training.
 I further certify that I have examined the applicants flying logbook and that the entries in them meet in full the flying
 experience requirements for the grant of the relevant aeroplane type or class rating in accordance with Part-FCL.

ATO/DTO:
 ATO/DTO approval N°
 Name of person having the rights to engage the responsibility
 of the ATO/DTO:
 Signature:
 Date:

Instructor:
 Instructor licence N°
 Signature:
 Date:

Supporting documentation required with the application:

Copy of Part-ORA ATO/DTO approval certificate or instructor licence (if ATO/DTO/instructor is not approved by the Belgian CAA)

Confirmation of Proficiency check to be completed by the examiner

I certify that (applicant) has:
 satisfactorily completed a proficiency check for revalidation or renewal
 of the following aeroplane type or class (please specify):
 satisfactorily completed a proficiency check for revalidation or renewal
 of the Instrument Rating IR(A) for SE-SP or ME-SP or MP.

I further certify that I have verified the identity of the applicant and that the applicant complies with all the qualification,
 training and experience requirements for the grant of the rating for which the test or check is taken.

Name of examiner: Examiner N°

Authorising competent authority:

Signature : Date:

Supporting documentation required with the application:

Copy of Part-FCL examiner's approval certificate (if examiner is not approved by the Belgian CAA)

Note - Examiners are reminded that they must complete the skill test report form and submit a copy of it to Licensing department, within 14 working days
 from the skill test. The licence will not be issued to the applicant until the report form is received.