



Croatian Civil Aviation Agency

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

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LIC-GM-007

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

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

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

## **A. APPLICATION FOR THE THEORETICAL KNOWLEDGE EXAMINATION**

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

Before the first exam sitting, the applicant has to apply to the CCAA for CCAA to determine that the applicant meets all requirements to approach to examination. The application has to be submitted no more than 15 days before the start of the exam sitting the applicant is applying for. The deadlines for all exam sittings are listed on the Schedule for the theoretical knowledge examination for pilots – published on CCAA's website.

Initial application for the theoretical examination should comprise of:

1. The application form LIC-FRM-221 or LIC-FRM-222 signed in ink by hand (all forms are available at CCAA website under [Forms](#)),
2. Copy of the certificate of successfully passed theoretical training from an ATO/DTO,
3. The 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) – ATO's/DTO's head of training should hand sign in ink and stamp the recommendation form. If the ATO/DTO is not certified by the CCAA, i.e. their certificate is issued in another EU member state, the candidate should submit a copy of their certificate,
4. Copy of passport,
5. Proof of payment,
6. Copy of a pilot's licence (if the candidate already holds a licence).

The applicant has to submit the application for the first examination sitting either in person at the CCAA's office or via post. Scanned documents sent via e-mail will not be accepted for the initial application.

After evaluating the submitted documentation, the Approval for the theoretical knowledge examination will be issued and will be served to them at the examination, at their first sitting. If the applicant does not attend the sitting, the Approval will be published on the CCAA's notice board and will be considered delivered to the applicant.

The application has to be submitted no more than 15 days before the start of the exam sitting the applicant is applying for. Exams 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.

Applicants can cancel the exam via e-mail [fcispiti@ccaa.hr](mailto:fcispiti@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 applicant should apply via e-mail [fcispiti@ccaa.hr](mailto:fcispiti@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 (exams) 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:

|  |
|--|
| <p>Dear,</p> <p>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.</p> <p><b>Name and surname:</b><br/>Marko Marković</p> <p><b>Address:</b> Ulica Ivana Ivanovića 1, 10 000 Zagreb</p> <p><b>Date of birth:</b> 01<sup>st</sup> January 1987.</p> <p><b>Licence no:</b> HR.FCL.A XXX (if applicable)</p> <p>This is my 2<sup>nd</sup> sitting.</p> <p>I would like to apply for the next modules:</p> <p>010 Air Law and ATC Procedures (1<sup>st</sup> attempt)<br/>070 Operational Procedures (2<sup>nd</sup> attempt)<br/>091 VFR Communications (4<sup>th</sup> attempt)</p> <p>Best regards,<br/>Marko Marković</p> |
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If a candidate does not attend a single exam or the whole 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 Buzinski krči 5, Buzin, 10010 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.

Applicants can use the following equipment during the examination:

1. a scientific, non-programmable, non-alphanumeric calculator without specific aviation functions;
2. mechanical navigation slide-rule (DR calculator);

3. protractor;
4. compasses and dividers;
5. ruler.

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 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, Liechtenstein, Norway or Iceland.**

### 4. Criteria for passing the examination

A pass mark for successfully passing an exam 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 applicant had first attended the exams.

Each PPL theory exam can be attempted 4 times.

Each ATPL, CPL or IR exam can be attempted 4 times and the entire examination has to be completed in 6 sittings.

If the applicant has failed to pass all required theoretical exams in the defined time period and in the defined number of attempts, they shall retake the entire set of examination.

Before retaking the theoretical knowledge examinations, the applicant 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 applicant.

### 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)+<br>IR | ATPL(H) | CPL(H) | IR(H) | CB-<br>IR(A)<br>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: [fclispiti@ccaa.hr](mailto:fclispiti@ccaa.hr).