

## Part 1 – APLIKIMI /APPLICATION

**Shënim 1:** Eshtë një shkelje për një person të bëj, prokure, ose të marrë pjese në bërjen e një përfaqësimi të rremë për qëllim të përfimit të lëshimit, validimit, zgjatjes ose ri-lëshimit të një license ose lëshimit rivalidimit ose rinjohjes të një Kategorizimi, autorizimi ose certificate, qoftë për atë person ose ndonjë person tjetër.

**NOTE 1:** It is an offence for a person to make, procure to be made, or assist in making any false representations for the purpose of procuring for any reason the issue, validation, extension or re-issue of a licence or the issue, renewal or revalidation of a rating, authorisation or certificate, whether for that person or any other person.

**Shënim 2:** Urdhri i Ministrit Nr. 218, date 29.12.2023 i cili trasnpozon Rregulloren e BE Nr 723/2020 si edhe Urdhri i Ministrit Nr.178, datë 20.12.2023, i ndryshuar i cili implementon Rregulloren e BE Nr.1178/2011 (e amenduar), i cili trasnpozon Rregulloren e BE Nr 723/2020 kërkon që një individ të ketë të gjithë licensat e trajtuara nga Autoriteti i Aviacionit Civil i cili mban rekordet e tij Mjeksore (Part MED.A.030 dhe FCL .015). **Nëse Rekordet tuaja mjeksore nuk mbahen nga Autoriteti i Aviacionit Civil Shqiptar, aplikimi juaj do të refuzohet.**

**NOTE 2:** Minister Order No.. 218, date 29.12.2023 transposing Commission Regulation (EU) No. 723 /2020 and Minister Order No. 178, date 20.12.2023, amended, transposing (EU) No. 1178/2011 (as amended) transposed in Albania, requires that an individual has all of their licences administered by the National Aviation Authority that holds their medical records (Part MED.A.030 and FCL.015). **If your medical records are not held by the AAC, your application will be rejected.**

Ju lutem plotësoni me **SHKRIM KAPITAL** mbasi te lexoni shënimet udhëzuese bashkëlidhur kësaj forme.

*Please complete the form in BLOCK CAPITALS having read the guidance notes attached to this form.*

1. TË DHËNAT PERSONALE TE APLIKANTIT 1. APPLICANT'S PERSONAL DETAILS		Të plotësohet nga aplikanti To be completed by the applicant	
Mbiemër Surname		Emri Name	
Titulli Title		Dita e lindjes Date of Birth (dd/mm/yyyy)	
Kombësia/ Nationality		Vendi i lindjes Place of Birth	
Adresa Permanent address			
Kodi postar/ Post code		Kontakt/Contact Nr.Tel./Tel. No:	
Adresa e korespondencës/ Address for correspondence		Celular/Mobile Nr.Tel./Tel. No:	
Kodi postar/ Post code		E-mail:	

2. CERTIFIKATA MJEKSORE 2. MEDICAL CERTIFICATE				Të plotësohet nga aplikanti To be completed by the applicant		
Shteti i Lëshimit State of Issue	Klasa Class	Data e ekzaminimit Date of examination	Data e skadencës së Expiry Date	Emri i AME AME Name	AME Nr. AME No.	Limitimeve Limitations

**3. AFTËSIA E GJUHES ANGLEZE**  
 ENGLISH LANGUAGE PROFICIENCY (ELP)

Të plotësohet nga aplikanti  
 To be completed by the applicant

Data e vleresimit të ELP Date of ELP Assessment	Niveli i arritur Level achieved	Emri i Ekzaminuesit/LTB Name of Examiner or LTB	Numri i Ekzaminuesit/LTB Examiner or LTB Number

**TESTIMI I NJOHURIVE TEORIKE**  
**4. THEORETICAL KNOWLEDGE EXAMINATIONS**

Të plotësohet nga aplikanti  
 To be completed by the applicant

Lënda e provimit teorik Subject of theoretical examination:	Data e provimit të kaluar Date of passed exam	Rezultati (%) Result (%)	Autoriteti kompetent përgjegjës për provimin Competent authority responsible for examination
Ligji Ajror / Air Law			
Performanca Njerëzore / Human Performance			

**4. KOHA TOTALE E FLUTURIMIT**  
**TOTAL FLYING EXPERIENCE**

Të plotësohet nga aplikanti  
 To be completed by the applicant

EXPERIENCE	Completed	Part-FCL Minimum
Koha Totale e fluturimit si pilot Helikopteri Total flight time as a pilot of Helicopters		100 hours

**5. DEKLARATË APLIKANTI**  
**APPLICANT'S DECLARATION**

Të plotësohet nga aplikanti  
 To be completed by the applicant

Unë deklaroj se:

- 1) Unë nuk mbaj një licencë Pjesa-FCL të lëshuar nga një shtet tjeter Anëtar i EASA-s;
- 2) Unë nuk kam aplikuar për një licencë PJESA-FCL të ekuipazhit të fluturimit në një shtet tjeter anëtar;
- 3) Unë kurrë nuk kam mbajtur një licencë të ekuipazhit të fluturimit, lëshuar nga një shtet Anëtar, i cila është revokuar apo pezulluar.

Unë deklaroj se informacionet e dhëna në këtë formular janë të vërteta dhe të sakta për më të mirën e njojurive dhe besimit tim.

I hereby declare that: -

- 1) I do not hold a Part-FCL licence issued by another EASA Member State;
- 2) I have not applied for a Part-FCL flight crew licence in another Member State;
- 3) I have never held a flight crew licence, issued by another Member State, which was revoked or suspended.

I further declare that the information given in this form is true and correct to the best of my knowledge and beliefs.

Firma e Aplikantit:

Signature of Applicant:



## PPL(H) CONVERSION FROM ICAO ANNEX I LICENCE

PRIVATE PILOT LICENCE - HELICOPTER  
APPLICATION & SKILL TEST REPORT FORM

### Part 2 – RAPORI I EKZAMINESIT PËR TESTIN E AFTËSISË / SKILL TEST REPORT FORM

Emri i ekzaminuesit të fluturimit:

Name of Flight examiner

FE(H) No.

Autoriteti Kompetent

Competent Authority

#### 1 DEKLARIME PËR EKZAMINESIT DECLARATION OF EXAMINER

Të plotësohet nga ekzaminuesit të fluturimit  
To be completed by the Flight Examiner

Unë vërtetoj se i kam (FCL.1030(a)(2)) shqyrtuar të dhënat e trajnimit (si aplikohen) dhe librin e fluturimit të pilotit (ave) (emri) /

*I certify that I have, on the basis of FCL.1030(a)(2), examined the training records (as applicable) and pilot logbook(s) of:*

Click or tap here to enter text..

dhe se shënimet që përfshihen aty përbushin, tërësish, kriteret e kualifikimit, trajnimit dhe eksperiencës në për lëshimin fillestar të një License të Pilotit Privat (helikopter) nw pwrputhje me Part-FCL. Unë e kam bërë aplikantin të vetëdijshëm për pasojat e një informacioni jo të plotë, të pasaktë ose të rremë në lidhje me përvojën e fluturimit..

*and that the entries contained therein meet, in full, the qualification, training and experience requirements for the initial issue of a Part- FCL Private Pilot Licence (Helicopter). I have made the applicant aware of the consequences of providing incomplete, inaccurate, or false information related to his/her flight experience.*

#### 2 DETAJE TË FLUTURIMIT DETAILS OF FLIGHT(S)

Të plotësohet nga ekzaminuesit të fluturimit  
To be completed by the Flight Examiner

Date:	Aircraft type/model:	Registration:
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Departure aerodrome/site:	Destination aerodrome/site	Block off time:	Block on time:	No. of landings:	Flight time:

#### 3 REZULTATI I TESTIT TË AFTËSIVE RESULT OF TEST

Të plotësohet nga ekzaminuesit të fluturimit  
To be completed by the Flight Examiner

Përrshkimi i përbajtjes së testit të aftësive (intinerari, ushtrimet kryesore, vërejtjet) / Description of skill test content (route, main exercises, remarks):
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Rezultati i testit të aftësive: Result of test:	<input type="checkbox"/> PASS	<input type="checkbox"/> PARTIAL PASS	<input type="checkbox"/> FAIL
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Firma e ekzaminuesit: Signature of Flight Examiner:	Firma e Aplikantit: Signature of Applicant:
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**4 TEST I AFTËSIVE**  
**SKILL TEST [AMC2 FCL.235]**

Të plotësohet nga ekzaminuesit të fluturimit

To be completed by the Flight Examiner

Use of checklist, airmanship, control of helicopter by external visual reference, anti-icing procedures, etc. apply in all sections.

**Section 1 – PRE-FLIGHT OR POST-FLIGHT CHECKS AND PROCEDURES**

		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass	Fail	Pass	Fail	
a	Helicopter knowledge, (for example technical log, fuel, mass and balance, performance), flight planning, NOTAM and weather briefing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b	Pre-flight inspection or action, location of parts and purpose	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c	Cockpit inspection and starting procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d	Communication and navigation equipment checks, selecting and setting frequencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e	Pre-take-off procedure, R/T procedure and ATC compliance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f	Parking, shutdown and post-flight procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result of Section (circle as applicable)		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	

**Section 2 – HOVER MANOEUVRES, ADVANCED HANDLING AND CONFINED AREAS**

		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass	Fail	Pass	Fail	
a	Take-off and landing (lift-off and touch down)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b	Taxi and hover taxi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c	Stationary hover with head, cross or tail wind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d	Stationary hover turns, 360 ° left and right (spot turns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e	Forward, sideways and backwards hover manoeuvring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f	Simulated engine failure from the hover	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g	Quick stops into and downwind	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
h	Sloping ground or unprepared sites landings and take-offs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
i	Take-offs (various profiles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
j	Crosswind and downwind take-off (if practicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
k	Take-off at maximum take-off mass (actual or simulated)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
l	Approaches (various profiles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
m	Limited power take-off and landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
n	Autorotations (FE to select two items from: basic, range, low speed and 360° turns)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
o	Autorotative landing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
p	Practice forced landing with power recovery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
q	Power checks, reconnaissance technique, approach and departure technique	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Result of Section (circle as applicable)	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	
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<b>Section 3 – NAVIGATION - EN ROUTE PROCEDURES</b>						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass	Fail	Pass	Fail	
a	Navigation and orientation at various altitudes or heights and map reading	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b	Altitude or height, speed, heading control, observation of airspace and altimeter setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c	Monitoring of flight progress, flight log, fuel usage, endurance, ETA, assessment of track error and re-establishment of correct track and instrument monitoring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d	Observation of weather conditions and diversion planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e	Use of navigation aids (where available)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f	ATC liaison with due observance of regulations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result of Section (circle as applicable)		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	

<b>Section 4 – FLIGHT PROCEDURES AND MANOEUVRES</b>						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass	Fail	Pass	Fail	
a	Level flight, control of heading, altitude or height and speed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b	Climbing and descending turns to specified headings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c	Level turns with up to 30° bank, 180° to 360° left and right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d	Level turns 180° left and right by sole reference to instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Result of Section (circle as applicable)		<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	

<b>Section 5 – HOVER MANOEUVRES, ADVANCED HANDLING AND CONFINED AREAS</b>						
Note (1) Where the test is conducted on an ME helicopter, a simulated engine failure drill, including an SE approach and landing should be included in the test.						
		1 <sup>st</sup> Attempt		2 <sup>nd</sup> Attempt		Comments
		Pass	Fail	Pass	Fail	
a	Engine malfunctions, including governor failure, carburettor or engine icing and oil system, as appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b	Fuel system malfunction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c	Electrical system malfunction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d	Hydraulic system malfunction, including approach and landing without hydraulics, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e	Main rotor or anti-torque system malfunction (FFS or discussion only)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
f	Fire drills, including smoke control and removal, as applicable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

9	<p>Other abnormal and emergency procedures as outlined in an appropriate flight manual and with reference to Appendix 9 C to Part-FCL, sections 3 and 4, including for ME helicopters:</p> <p>(a) Simulated engine failure at take-off:</p> <p>(1) rejected take-off at or before TDP or safe forced landing at or before DPATO;            (2) shortly after TDP or DPATO.</p> <p>(b) Landing with simulated engine failure:</p> <p>(1) landing or go-around following engine failure before LDP or DPBL;            (2) following engine failure after LDP or safe forced landing after DPBL.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
	<b>Result of Section (circle as applicable)</b>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

### CONTENTS OF THE SKILL TEST FOR THE ISSUE OF A PPL(H)

The area and route to be flown should be chosen by the FE and all low level and hover work should be at an adequate aerodrome or site. Routes used for section 3 may end at the aerodrome of departure or at another aerodrome. The applicant should be responsible for the flight planning and should ensure that all equipment and documentation for the execution of the flight are on board. The navigation section of the test, as set out in this AMC should consist of at least three legs, each leg of a minimum duration of 10 minutes. The skill test may be conducted on two flights.

An applicant should indicate to the FE the checks and duties carried out, including the identification of radio facilities. Checks should be completed in accordance with the authorized checklist or pilot operating handbook for the helicopter on which the test is being taken. During pre-flight preparation for the test, the applicant is required to determine power settings and speeds. Performance data for take-off, approach and landing should be calculated by the applicant in compliance with the operations manual or flight manual for the helicopter used.

### FLIGHT TEST TOLERANCE

The applicant should demonstrate the ability to:

- (1) operate the helicopter within its limitations;
- (2) complete all manoeuvres with smoothness and accuracy;
- (3) exercise good judgement and airmanship;
- (4) apply aeronautical knowledge;
- (5) maintain control of the helicopter at all times in such a manner that the successful outcome of a procedure or manoeuvre is never seriously in doubt.

The following limits are for general guidance. The FE should make allowance for turbulent conditions and the handling qualities and performance of the helicopter used.

(1) height:

- (i) normal forward flight  $\pm 150$  ft
- (ii) with simulated major emergency  $\pm 200$  ft
- (iii) hovering IGE flight  $\pm 2$  ft

(2) heading or tracking of radio aids:

- (i) normal flight  $\pm 10^\circ$
- (ii) with simulated major emergency  $\pm 15^\circ$

(3) speed:

- (i) take-off approach – 10 knots/+15 knots
- (ii) all other flight regimes  $\pm 15$  knots

(4) ground drift:

- (i) take-off hover IGE  $\pm 3$  ft
- (ii) landing no sideways or backwards movement



**PPL(H) CONVERSION FROM ICAO ANNEX I LICENCE**  
PRIVATE PILOT LICENCE - HELICOPTER  
APPLICATION & SKILL TEST REPORT FORM

**PART 1 GUIDANCE NOTES, PAYMENT FORM & SUBMISSION INSTRUCTIONS**

**Guidance Notes for Part 1**

All sections of Part 1 of the application form must be completed by the applicant personally, except where indicated.

In order for the AAC to process the application as quickly as possible, it is important that the application form is completed correctly. Please complete the application form in conjunction with the following guidance notes.

**SECTION 1 – Applicant's Personal Details**

Please ensure that your First Name(s) are entered **exactly** as per the 'evidence of identity' document that you submit with your application - see Submission instructions at the end of this form.

The permanent address will be entered on your Part-FCL PPL(H) and will also be the address to which the licence will be sent. If you want the licence sent to an alternative address, please enter the details under the 'correspondence address'.

**SECTION 2 – Medical Certificate**

Please enter details of your valid Part-MED Class 1 or 2 Medical Certificate.

**SECTION 3 – English Language Proficiency (ELP)**

Please enter details of your ELP assessment.

**SECTION 4 – Theoretical Knowledge Examinations**

Please enter details of your theoretical knowledge examination completion for Air Law and Human Performance and enter data. If the examinations have not been passed with the AAC, the results will be verified as part of the licence issue process with the State under whose authority the exams were passed.

**SECTION 5 – Applicant's Declaration**

This section must be completed after reviewing all information entered on the application form. If you are unable to agree with any of the statements in the declaration, please contact the Personnel Licensing Office for further advice before submitting this application.

**PART 2 SKILL TEST REPORT FORM**

Part 2 shall be completely fulfilled and signed by the nominated examiner.

**Note:** Your application will not be processed until the AAC has received the completed original Part 2 of this form from the Examiner(s) in respect of all attempts at the PPL(H) skill test.

**INSTRUKSIONE PËR DORËZIMIN / SUBMISSION INSTRUCTIONS (SHIH SHËNIMET/SEE GUIDANCE NOTES)**

Dërgoni formularin tuaj të plotësuar në:  
Autoriteti i Aviacionit Civil, Drejtoria e Trajnimeve dhe Licensimit, Sektori i Licencimit të Personelit, Rr. Sulejman Delvina, pranë Parkut të Delegacioneve.

Ju lutemi bashkangjithni në vijim:

**Të gjithe librat e fluturimit të Pilotit**

*All pilot logbooks*

**Kopje te vlefshme të Certifikatës Mjeksore Part-MED klasi 1 ose 2**

*Copy of your valid Part-MED 1 or 2 Medical Certificate*

**Kopje të Pasaportës ose Kartës kombëtare të Identitetit si evidence te identitetit**

*Copy of your Passport or National Identity card as evidence of identity*

**Kopje te rezultateve tuaja të provimeve teorike**

*Copy of your theoretical knowledge examination results*

**Fatura e pagesës**

*Completed payment*

**Nëse është e Aplikueshme / If Applicable:**

- Kopje të ICAO PPL(H)/CPL(H) dhe certificate të vlefshme mjeksore (Konvertimi VETETM për Licensat ICAO).  
*Copy of ICAO PPL(H) / CPL(H) / ATPL(H) and validating medical certificate (ICAO licence conversions ONLY)*
- Niveli i vlerësimit të gjuhes Angleze nga ICAO nivel i IV.  
*English Language Proficiency Assessment ICAO level IV.*
- Kopje të licenses së Pilotit për ekzaminuesin e Fluturimit si edhe Autorizimin e Ekzaminuesit (nëse skill test ose testi i Aftësise është kryer me ekzaminues jo të certifikuar nga AAC Shqiptare).  
*Copy of the Flight Examiner's flight crew licence and examiner certificate (if skill test was completed with a non-AAC certificated Examiner).*

Ju lutem vini re se pamundësia ose dështimi për të paraqitur të gjithë dokumentacionin e kërkuar mund të rezultojë në një një kthim të aplikimit tuaj.

*Please note that failure to submit all required documentation may result in the return of your application.*