

Important Before completing this form please read the General Notes. Your attention is drawn to the provisions of the Air Navigation (Hong Kong) Order in respect of documents, records and the personal flying logbook. Completed applications should be sent to the Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong together with the licence and any fee payable.

Part A Personal particulars

Family name: _____ Given names: _____ HK licence number (if any): _____
 Nationality: _____ Date, place and country of birth: _____
 Mailing address: _____
 Telephone number: _____ Telephone number (office hours): _____

Part B Particulars of any foreign pilot licences held

Issuing authority	Licence type	Licence number	Expiry date
Radiotelephony Licence number: _____			

Part C Flying experience

Flight experience (Logbooks must be submitted)	Hours claimed		Normal qualifying minimal (see requirements document)	Official use
	Single-engine helicopters	Multi-engine helicopters		
Solo flight time as pilot of helicopters			10	
Five hours of cross-country solo flight time, including a 100 NM round-trip flight in the course of which landings at two different points shall be made			5* Date	
Experience as pilot undergoing flying training with a flying instructor in a dual-controlled helicopter			20	
Total experience as pilot of helicopters			40	

* 1 hour only required when licence is cross-country restricted.

Part D Application and Declaration

I apply for the initial grant of Private Pilot's Licence (Helicopters) and to have the helicopter type as specified in Part E included in the Aircraft Rating, Helicopters, of my Pilot's Licence. I certify that all particulars given on this form and documents provided in support of this application are true to the best of my knowledge and belief. I understand that it is an offence to make with intent to deceive any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificates, licences, approvals, permissions, exemptions or other documents and if doing so render myself liable on summary conviction to a fine and on conviction on indictment to a fine or imprisonment as specified in Article 91 of the Air Navigation (Hong Kong) Order 1995 (CAP. 448C).

I understand that the personal data provided by means of this form, including all the supporting documents included in the application, will be used by the Hong Kong Civil Aviation Department for the purposes mentioned in the Personal Data Collection Statement at the back of this form and any information as contained therein this form and my Pilot's licence(s) and certificates may be disclosed to Government bureaux and departments, aviation authorities of other Contracting States of the International Civil Aviation Organization and other organizations or agencies for the said purposes.

I hereby authorize the Operator and/or Training Organization to submit to / collect from the Hong Kong Civil Aviation Department any licences, certificates, forms and supporting documents in relation to my licence application(s). I understand that in order for the Operator and/or Training Organization to properly discharge their safety oversight responsibility under CAP. 448C, the Operator and/or Training Organization may in the process collect any information, including test and examination results, expiry dates, etc., as contained therein my Pilot's licence(s), certificates and the related documents.

I agree and consent to produce any documents or further particulars as required by Civil Aviation Department for the purpose of processing this application and for the carrying out of the provisions of CAP. 448C.

Applicant's name and signature: _____ Licence number (if any): _____ Date: _____

Part E Flight test report (To be completed by the examiner)

(i) Aircraft type	(ii) Registration(s)	(iii) Place of test(s)	(iv) Duration of test(s)	(v) Date(s)
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I, being a person duly authorised to conduct such Flight Test, hereby certify that I have flown in the aircraft type(s) with the applicant at the controls and that the applicant has carried out satisfactorily and unassisted (NOTE 1), under the conditions stated, the manoeuvres and drills against which my signature appears below, together with my name in BLOCK CAPITALS beneath the signature:

SECTION 1 PRE-FLIGHT KNOWLEDGE (FOR ROBINSON R22 / R44 / R66 ONLY)		
1. Low-G manoeuvres and recovery	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER: <i>(NAME IN CAPITALS ONCE)</i>
2. Mast bumping	PASS / FAIL	
3. Rotor RPM decay and low rotor RPM	PASS / FAIL	
4. Energy management	PASS / FAIL	
5. Loss of tail rotor effectiveness	PASS / FAIL	

SECTION 2 PREPARATION FOR FLIGHT		
1. Helicopter knowledge – tech log, fuel, mass and balance, performance, flight planning, NOTAM, weather briefing	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER: <i>(NAME IN CAPITALS ONCE)</i>
2. Pre-flight inspection / action, location of parts and purpose	PASS / FAIL	
3. Cockpit inspection, starting procedure	PASS / FAIL	
4. Communication and navigation equipment checks, selecting and setting frequencies	PASS / FAIL	
5. Pre take-off procedure, R/T procedure, ATC liaison / compliance	PASS / FAIL	
6. Parking, shutdown and post-flight procedures	PASS / FAIL	

SECTION 3 BASIC AIRCRAFT HANDLING		
1. Take-off and landing (lift-off and touch-down)	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Taxi, hover taxi	PASS / FAIL	
3. Stationary hover with head / cross / tail wind	PASS / FAIL	
4. Stationary hover turns, 360 degrees left and right (spot turns)	PASS / FAIL	
5. Forward, sideways and backwards hover manoeuvring	PASS / FAIL	
6. Simulated engine failure from the hover	PASS / FAIL	
7. Quick stops into and down wind	PASS / FAIL	
8. Sloping ground / unprepared sites landings and take-offs	PASS / FAIL	
9. Take-off's (various profiles)	PASS / FAIL	
10. Cross wind, downwind take-off (if practicable)	PASS / FAIL	
11. Take-off at maximum take-off mass (actual or simulated)	PASS / FAIL	
12. Approaches (various profiles)	PASS / FAIL	
13. Limited power take-off and landing	PASS / FAIL	
14. Autorotations (examiner to select 2 items from: basic, range, low speed and 360 degrees turns)	PASS / FAIL	
15. Practice forced landing with power recovery	PASS / FAIL	
16. Confined area power checks, reconnaissance technique, approach and departure technique	PASS / FAIL	

SECTION 3 BASIC AIRCRAFT HANDLING (CONTINUED)		
ABNORMAL AND EMERGENCY PROCEDURES <i>(SIMULATED WHERE APPROPRIATE)</i>	MINIMUM 4 ITEMS	
17. Engine malfunctions, including governor failure, carburetor / engine icing, oil system (as appropriate)	PASS / FAIL	
18. Fuel system malfunction	PASS / FAIL	
19. Electrical system malfunction	PASS / FAIL	
20. Hydraulic system malfunction, including approach and landing without hydraulics (as applicable)	PASS / FAIL	
21. Main rotor and or anti-torque system malfunction (FFS or discussion only)	PASS / FAIL	
22. Fire drills, including smoke control and removal (as applicable)	PASS / FAIL	
23. Other abnormal and emergency procedures as outlined in appropriate Flight Manual	PASS / FAIL	
24. Mandatory for test conducted on multi-engine helicopters only: (a) Simulated engine failure at take-off: (1) rejected take-off at or below TDP or safe forced landing at or before DPATO; (2) shortly after TDP or DPATO. (b) Landing with simulated engine failure: (1) landing or go-around following engine failure before LDP or DPBL; (2) following engine failure after LDP or safe forced landing after DPBL.	PASS / FAIL	

SECTION 4 NAVIGATION – ENROUTE PROCEDURES (see Note 5 of Part G)		
1. Navigation and orientation at various altitudes/heights, map reading	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Altitude/height, speed, heading control, observation of airspace, altimeter setting	PASS / FAIL	
3. Monitoring of flight progress, flight log, fuel usage, endurance, ETA, assessment of track error and re-establishment of correct track, instrument monitoring	PASS / FAIL	
4. Observation of weather conditions, diversion planning	PASS / FAIL	
5. Use of navigational aids (where available)	PASS / FAIL	
6. ATC liaison and observance of regulations, etc.	PASS / FAIL	

SECTION 5 FLIGHT PROCEDURES AND MANOEUVRES		
1. Level flight, control of heading, altitude / height and speed	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Climbing and descending, including turns onto specified headings	PASS / FAIL	
3. Level with up to 30 degrees bank, 180 degrees to 360 degrees left and right	PASS / FAIL	
4. Level turns 180 degrees left and right by sole reference to instruments	PASS / FAIL	

Part F Summary (to be completed by the examiner)

1. I certify that
- a) I have examined the student pilot's record that details the training schedule which this applicant has completed; and
 - b) I have carried out flight tests during which this applicant has demonstrated his/her ability to perform satisfactorily* and unassisted* the manoeuvres listed above (see Note 1)
- issue of a Private Pilot's Licence (Helicopters) with aircraft rating on the type flown

Examiner's name and signature: _____ Licence number: _____ Date: _____

2. I certify that the applicant has not met the required standard and I have handed a completed notice of failure form to him/her.
A copy of which is enclosed.

Examiner's name and signature: _____ Licence number: _____ Date: _____

Part G General notes

1. 'Satisfactorily' means that the applicant is in full control of the helicopter at all times, and that the successful outcome of a manoeuvre is never in doubt. 'Unassisted' means without verbal prompting or physical assistance with the flying controls.
2. Only persons holding written authorisation from the Civil Aviation Department in respect of the helicopter type used for this test may sign for the satisfactory completion of any test on this form.
3. Throughout the test the helicopter should be flown in accordance with the performance procedure specified in the Flight Manual or other Designated Document. When completing landings particular attention should be given to the correct approach and landing procedure to ensure that the scheduled landing distance will not be exceeded.
4. The form is to be accompanied as applicable by the following:
 - a) The appropriate fee for the issue/renewal of the licence or rating.
 - b) All personal flying logbooks and any flight crew licences held.
 - c) The Medical Certificate issued by a person approved by the Civil Aviation Department.
 - d) Certification that the qualifying cross-country has been completed if available.
 - e) Student pilot's record/training schedule.
 - f) One passport size photograph.
5. Due to airspace and geographical constraints in Hong Kong, applicant is not normally required to complete Section 4 of Part E and a cross-country restriction will be endorsed on licence. Please refer to CAD 54 Part 2 Chapter 2 regarding the removal of such restriction.

Personal Data Collection Statement

1. Purposes of Collection

The personal data provided by means of this form, including all the supporting documents included in the application, will be used by Civil Aviation Department for the following purposes:

- a. Processing of your application in this form;
- b. Carrying out relevant provisions of the Civil Aviation Ordinance (Chapter 448) and its subsidiary Orders / Regulations;
- c. Assisting in the enforcement of any other Ordinances and Regulations by other Government Bureaux and Departments;
- d. For communication purposes between Civil Aviation Department and yourself;
- e. For validation and verification of authenticity of your supporting documents in association with the application;
- f. For statistics and research purposes on the condition that the resulting statistics or results will not be made available in a form which will identify the data subjects.

It is obligatory for you to supply the personal data as required in this form. If you fail to supply the required data, we may not be able to process your application.

2. Classes of Transferees

The personal data you provided by means of this form may be disclosed to:

- a. Other Government Bureaux and Departments for the purposes mentioned in paragraph 1 above;
- b. Other Contracting States of the International Civil Aviation Organisation and Civil Aviation Authorities for the purpose mentioned in paragraph 1 above;
- c. Other organisations or agencies for execution of their duties as required by Civil Aviation Department.

3. Access to Personal Data

You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided by this form.

4. Enquiries

Enquiries concerning the personal data collected by means of this form, including the making of access and correction, should be addressed to :

Personnel Licensing Office
Flight Standards and Airworthiness Division
Civil Aviation Department Headquarters
1 Tung Fai Road
Hong Kong International Airport
Lantau, Hong Kong

(Attn.: Personnel Licensing Officer)

Anti-bribery Reminder

Anyone, while having dealings of any kind with the Civil Aviation Department (CAD), should not offer advantage to the CAD officers, or else he may commit an offence under section 4(1) and/or section 8 of the Prevention of Bribery Ordinance (Chapter 201 of Laws of Hong Kong), and be liable to a maximum penalty of a fine of \$500,000 and imprisonment for 7 years.

Application Channel

Completed application should be sent by email (plo@cad.gov.hk), by post or submitted in person to Personnel Licensing Office, Flight Standards and Airworthiness Division, Civil Aviation Department Headquarters, 1 Tung Fai Road, Lantau, Hong Kong. Your attention is drawn to the provisions of the Air Navigation (Hong Kong) Order 1995 in respect of documents, records and personal flying log book.