

Important Notes for the Completion of Form DCA 607

1. The following system of notation of flight and simulator time is used to describe pilot's operating capacity and nature of flight:-

P1	Commander or pilot-in-command
P1 U/S	Co-pilot acting as pilot-in-command under the supervision of the pilot-in-command ^(Note 2)
P2	Co-pilot performing the duties as a required member of the operating crew under the direction of the pilot-in-command ^(Note 4)
P2X	Co-pilot with a P2X rating performing duties in the operating seat as a member of the crew under the direction of another properly qualified pilot
P U/T	Student pilot or qualified pilot undergoing training
Instrument	Instrument Flying ^(Note 3)
Simulator	Time obtained as a pilot under instruction in an approved Full Flight Simulator or Flight and Navigation Procedures Trainer
Cross-country	Time obtained as a pilot in a flight between a point of departure and a point of arrival following a pre-planned route using standard navigation procedures
2. A pilot claiming time spent as co-pilot performing the duties and functions of pilot-in-command, under the supervision of the pilot-in-command, i.e. P1 U/S, towards meeting the licence requirements should record with the flight time only if :-
 - (a) the flight was conducted in an aircraft having a type certificate which requires its flight crew to include not less than two pilots;
 - (b) he was responsible for checking the accuracy of the flight plan, loadsheet and fuel calculations for the flight;
 - (c) he ensured that all crew checks were carried out in accordance with the laid down operation procedures;
 - (d) throughout the flight he carried out all the duties and functions of pilot-in-command and conducted the take-off and the landing;
 - (e) he resolved all meteorological, communication and air traffic control problems;
 - (f) the pilot-in-command did not have to overrule any course of actions proposed or taken by the co-pilot; and
 - (g) certification, upon requested by the Civil Aviation Department, is obtained confirming that all the foregoing conditions were met.
3. The column headed Instrument is provided in order that flight time during which the holder manipulated the flying controls solely by reference to instruments, either under actual or properly simulated instrument flying conditions in flight may be recorded towards meeting the flying experience requirements for a licence.
4. For grant of ATPL(H) / CPL(H) / IR(H), flying experience obtained as P2 shall be counted at half rate towards meeting the flying experience requirements for a licence.
5. 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.
6. 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.

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