

**HONG KONG
CIVIL AVIATION DEPARTMENT**

APPLICATION FOR THE INCLUSION OF INSTRUMENT RATING IN A HONG KONG PILOT'S LICENCE

IMPORTANT All applicable sections in this form must be completed before it will be accepted for processing.

PART A PERSONAL PARTICULARS OF APPLICANT (in BLOCK CAPITALS)

Full Name (Surname first) _____

License Type and Number _____

Name of Operator _____

PART B APPLICATION

I apply to have the Instrument Rating of the aircraft type being tested on included in my Pilot's Licence.

I certify that all particulars given on this form 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 certificate, licence, approval, permission, exemption or other document 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 (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 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 licences 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 to submit to / collect from the Civil Aviation Department any licences, certificates, forms and supportive documents in relation to my licence application(s). I understand that in order for the Operator to properly discharge their safety oversight responsibility under CAP. 448C, the Operator may in the process collect any information, including test and examination results, expiry dates, etc., as contained therein my Pilot's licences, certificates and the related documents.

Applicant's Signature _____ Date _____

PART C SUMMARY OF FLIGHT TEST RESULTS (To be completed by the examiner)

IRT Section	Date of Test	Aircraft Type	Aircraft Registration or Simulator Code	Time of Departure	Time of Arrival	Block Time	Results	Examiner's Signature
1							PASS / FAIL	
2							PASS / FAIL	
3							PASS / FAIL	
4							PASS / FAIL	
5							PASS / FAIL	

PART D FLIGHT TEST REPORT (to be completed by the examiner)

I, being a person duly authorised to conduct such instrument rating flight test(s), hereby certify that I have flown in an aircraft or approved flight simulator of the aircraft type(s) being applied for with the applicant at the controls and that the applicant has carried out satisfactorily and unassisted, 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 FLIGHT PREPARATION		
1. External checks for test conducted in aircraft only	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER: (NAME IN CAPITALS ONCE)
2. Pre-flight checks	PASS / FAIL	
3. Instruments / radios checked and set	PASS / FAIL	
4. FMS initialised / flight plan inserted	PASS / FAIL	

NAME OF APPLICANT : _____

SECTION 2 TAKE-OFF & CLIMB		
1. Instrument / radio check during taxiing	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Taxi / take-off checks	PASS / FAIL	
3. Take-off roll / rotation / initial climb	PASS / FAIL	
4. Acceleration / clean-up	PASS / FAIL	
5. After take-off checks	PASS / FAIL	
6. Thrust / speed control	PASS / FAIL	
7. Flight path control	PASS / FAIL	
8. FMS – programme / monitor	PASS / FAIL	
9. ATC – Compliance with clearance	PASS / FAIL	
10. ATC – Liaison / position reporting	PASS / FAIL	
11. Altimeter settings	PASS / FAIL	
12. Ice protection	PASS / FAIL	
SECTION 3 EN-ROUTE		
1. Identification of nav aids	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Track-keeping	PASS / FAIL	
3. Thrust / speed control	PASS / FAIL	
4. Flight path control	PASS / FAIL	
5. FMS – programme / monitor	PASS / FAIL	
6. ATC – Compliance with clearance	PASS / FAIL	
7. ATC – Liaison / position reporting	PASS / FAIL	
8. Altimeter settings	PASS / FAIL	
9. Ice protection	PASS / FAIL	
SECTION 4 HOLDING		
1. FMS – programme / monitor	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Entry procedure	PASS / FAIL	
3. Timing / drift allowance / inbound track	PASS / FAIL	
SECTION 5 ILS APPROACH & MISSED APPROACH		
1. Descent / approach checks	PASS / FAIL	SIGNATURE & LICENCE NUMBER OF AUTHORISED EXAMINER:
2. Identification of nav aids	PASS / FAIL	
3. Intermediate procedure	PASS / FAIL	
4. Landing checks	PASS / FAIL	
5. ILS approach path to decision height	PASS / FAIL	
6. Action at decision height	PASS / FAIL	
7. Acceleration / clean-up	PASS / FAIL	
8. Go-around checks	PASS / FAIL	
9. Thrust / speed control	PASS / FAIL	
10. Flight path control	PASS / FAIL	
11. FMS – programme / monitor	PASS / FAIL	
12. ATC – Compliance with clearance	PASS / FAIL	
13. ATC – Liaison / position reporting	PASS / FAIL	
14. Altimeter settings	PASS / FAIL	
15. Ice protection	PASS / FAIL	

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.

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