

Send to:
postmottak@caa.no (pdf format only) or
 Luftfartstilsynet
 Postboks 243
 8001 BODØ

May be used as a training completion certificate for renewal of IR, class- or type rating in accordance with FCL.625 IR(c) / AMC1 FCL.625(c) and FCL.740(b)(1)(2) / AMC1 FCL.740(b).

This form should be attached to the applicants PC form when sendt to CAA Norway.

Renewal of IR, class- or type rating

1. Test and licence endorsement (To be completed by the examiner)					
Type of test:		<input type="checkbox"/> IR rating	<input type="checkbox"/> Class rating	<input type="checkbox"/> Type rating	
Holder of:		<input type="checkbox"/> PPL	<input type="checkbox"/> CPL	<input type="checkbox"/> ATPL	Aircraft category: <input type="checkbox"/> Aeroplane <input type="checkbox"/> Helicopter

2. Personal details of applicant (To be completed by applicant)		
Licence number	Date of birth	State of issue
Last name	First name(s)	
Address	City and zipcode	
Phone	E-mail	
Date and signature of the applicant		

3. Before IR renewal (To be completed by the applicant)	
Date of last IR check	Time flown last 12 months before IR expiration
Ratings held	Employed by (if applicable)
Total IR time	Total flight time

4. Before class- / type rating renewal (To be completed by the applicant)	
Date of last PC	Class rating / Type rating to be renewed
Other ratings held	Total flight time
Time flown last 12 months on relevant class/type before expiration	Date of last flight on relevant class/type
Time flown on other type(s) during expiration of relevant class/type:	Type Time on type

5. Specify type of training conducted

(To be completed by the ATO/DTO or the instructor as applicable, see FCL.740 (b)(2) for further guidance)

6. Refresher training for the renewal of IR, class- or type rating received during period

(To be completed by the ATO/DTO or the instructor as applicable, see FCL.740 (b)(2) for further guidance)

From (dd.mm.yyyy)	To (dd.mm.yyyy)
ATO/DTO or the instructor *	Location
Signature head of training or instructor *	Name in capital letters

* Instructor if conducted outside ATO/DTO according to FCL.740(b)(2). If the instructor has a foreign licence, a copy of the instructors licence shall be sendt to CAA-Norway with this form.

**All attached copies shall be readable and in colour.
Please note that failure to submit all required documentation
may result in the return of your application**

Guidance for form NF-1099 Renewal of IR, class- or type rating

AMC1 FCL.625(c) IR – Validity, revalidation and renewal instruction

RENEWAL OF INSTRUMENT RATING AT AN APPROVED TRAINING ORGANISATION (ATO): REFRESHER TRAINING

(a) The objective of the refresher training at an ATO is to reach the level of proficiency needed to pass the instrument rating proficiency check, as described in Appendix 9, or the instrument rating skill test as described in Appendix 7 to Part-FCL, as applicable. The amount of refresher training needed should be determined by the ATO on a case-by-case basis, taking into account the following factors:

- (1) the experience of the applicant;
- (2) the amount of time elapsed since the privileges of the rating were last used;
- (3) the complexity of the aircraft;

(4) whether the applicant has a current rating on another aircraft type or class; and

(5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in a flight simulation training device (FSTD) or an aircraft of a relevant type or class.

The amount of training needed to reach the desired level of competency should increase with the time elapsed since the privileges of the rating were last used.

(b) Once the ATO has determined the needs of the applicant, it should develop an individual training programme based on the ATO's approved course for the rating and focusing on those aspects where the applicant has shown the greatest needs. Theoretical-knowledge instruction should be included, as necessary. The performance of the applicant should be reviewed during the training, and additional instruction should be provided where necessary to reach the standard required for the proficiency check.

(c) After successful completion of the training, the ATO should provide a training completion certificate to the applicant, which describes the evaluation of the factors listed under (a) above and the training received, and includes a statement that the training has been successfully completed. The training completion certificate should be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate and examiner report form should be submitted to the competent authority.

(d) Taking into account the factors listed in (a) above, an ATO may also decide that the applicant already possesses the required level of proficiency and that no refresher training is necessary. In such a case, the certificate or other documental evidence referred to in point

(c) above should contain a respective statement including sufficient reasoning.

AMC1 FCL.740(b) Validity and renewal of class- and type ratings

RENEWAL OF CLASS- AND TYPE RATINGS: REFRESHER TRAINING AT AN ATO, A DTO OR WITH AN INSTRUCTOR

(a) The objective of the refresher training is for the applicant to reach the level of proficiency necessary to safely operate the relevant type or class of aircraft. The amount of refresher training needed should be determined on a case-by-case basis by the ATO, the DTO or the instructor, as applicable, taking into account the following factors:

- (1) the experience of the applicant;
- (2) the amount of time elapsed since the privileges of the rating were last used;
- (3) the complexity of the aircraft;
- (4) whether the applicant has a current rating on another aircraft type or class; and
- (5) where considered necessary, the performance of the applicant during a simulated proficiency check for the rating in an FSTD or an aircraft of the relevant type or class.

It should be expected that the amount of training needed to reach the desired level of proficiency will increase analogously to the time elapsed since the privileges of the rating were last used.

(b) After having determined the needs of the applicant, the ATO, the DTO or the instructor, as applicable, should develop an individual training programme based on the initial training for the rating, focusing on the aspects where the applicant has shown the greatest needs.

(c) With the exception of refresher training for ratings for aircraft referred to in point FCL.740(b)(2)(i), refresher training should include theoretical knowledge instruction, as necessary, such as for type-specific system failures in complex aircraft. The performance of the applicant should be reviewed during the training and additional instruction should be provided to the applicant, where necessary, to reach the standard required for the proficiency check.

(d) After successful completion of the training, the ATO, the DTO or the instructor, as applicable, should issue the applicant with a training completion certificate or another document specified by the competent authority, describing the evaluation of the factors listed in (a), the training received, and a statement that the training has been successfully completed. The training completion certificate should be presented to the examiner prior to the proficiency check. Following the successful renewal of the rating, the training completion certificate or the other document specified by the competent authority and the examiner report form should be submitted to the competent authority.

(e) Taking into account the factors listed in (a) above, the ATO, the DTO or the instructor, as applicable, may also decide that the applicant already possesses the required level of proficiency and that no refresher training is necessary. In such a case, the certificate or other documental evidence referred to in (c) above should contain a respective statement including sufficient reasoning.

In order to process your application we need information about you.

Your personal data is required in order to issue renew instrument rating (IR), class- or type rating to correct person. Your personal data will be treated in accordance with regulation (EU) 2016/679 – General Data Protection Regulation (GDPR). Article 6 (1)(e), Civil Aviation Act § 5-3 regulation on certifying crewmember and EU-regulation no. 1178/2011 FCL.015 and MED. A.035 specifies the criteria on which your application will be processed.

Your personal data will be stored only as long as required for the purpose in which they were collected. You have the right to access your personal data, and, if necessary, have them corrected. If you believe that your personal data is not treated in accordance with the GDPR, you may appeal to the Norwegian Data Protection Authority.

The Civil Aviation Authority – Norway (CAA-N) is responsible for the processing of your application. Contact our data protection officer at personvernombud@caa.no.

All written inquiries to CAA-N are subject to the Archive Act and the Freedom of Information Act. The public's right to access information does not apply to personal data which is subject to confidentiality. Read our privacy policy [here](#).