

**Application and Report Form for Malta NPPL General Skill test/Proficiency Check /
Revalidation by experience / Acceptance of a Third Country NPPL / Revalidation / Renewal**
issued under the Air Navigation Act and associated Regulatory Instruments pursuant to Article 5



Civil Aviation Directorate, Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021, Malta. Tel: +356 2555 5665 cadpel.tm@transport.gov.mt www.transport.gov.mt

WARNING TO ALL APPLICANTS – Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

Data Protection Notice - All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by Transport Malta, as well as the steps that are taken to protect such information.

First Malta NPPL Licence: If this is an application for the first Malta NPPL licence, in the Licence Number box insert the number on the Malta Medical Certificate.

**Application for Malta NPPL General Skill test/ Proficiency
Check / Revalidation / Renewal / Revalidation by experience**

Licence No.

To be completed by applicant

SEE SUBMISSION INSTRUCTIONS AT THE END OF THIS FORM

Aeroplane (SEP/Microlight) Helicopter Other (see page*) _____

Land Sea

Gen Skill test/Renewal Revalidation by Prof Check Removal of Restriction

Revalidation by Experience (A) & (H) *Appendix 1* NPPL Microlight *Appendix 1*

Third Country Validation *Appendix 2* Addition of Sea rating *Appendix 3*

Repetition of Failed / Partial Pass test / Check from date: _____

Last Name and First Name: _____

Date of Birth dd/mm/yyyy: _____ (min age 17) Nationality: _____

Place and Country of Birth: _____

email: _____

Address: _____

Telephone Number (Home): _____ (Mobile): _____

For Conversion:

Type of licence held: _____ State of Issue: _____

Malta Medical Certificate: Class 1 / 2 / LAPL valid until: _____

English Language Proficiency: Level: _____ (≥4) Valid until: _____

Flight Radio Telephony Operator Licence: _____

I declare that the above information and personal details are correct to my knowledge and provided documentation.

Signature of Applicant: _____ Date of Signature: _____

- (a) *Annex I aircraft are non-EASA certified aircraft and are handled under national rules.
- (b) Annex I include:
 - (i) microlight aircraft;
 - (ii) single engine amateur built aircraft with a Permit to fly;
 - (iii) ex-military single engine aircraft;
 - (iv) vintage aircraft that meets specific criteria for date and design of manufacture;
 - (v) aircraft built or modified for scientific or novel purposes,
- (c) and, for (ii) to (v) aeroplanes having a maximum take-off mass of no more than 2000kg,
- and (i) to (v)
- (d) a maximum of two (2) seats.

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Application for Malta NPPL General Skill test/ Proficiency Check / Revalidation / Renewal / Revalidation by Experience

Licence No. _____

Complete for Issue or Renewal of Expired rating:

To be completed by the FI

Name of Applicant: _____

Initial/Lapsed (>5 years) rating

Renewal (<5 years) on _____ (date)

For Initial Issue of Rating

Theoretical training

Theoretical knowledge examinations started on date: _____ (<24 months from Initial Exam)

Theory Examination (Pass mark 75%)

Air Law	
Aircraft Technical	
Meteorology	
Navigation	
Human Factors	
Communications	
Principles of Flight	

English Language Proficiency assessment carried out on _____ Level _____ (≥4)

Radio Telephony examination carried out on _____

Required training before General Skill Test Unrestricted

Dual flight instruction in Hours: _____ (Min 15 hrs).

**Pilot in command flight experience on aeroplanes hours: _____ (Min 10 hrs).

Navigation hours general: _____ (Min 5 hrs).

Required training before skill test Restricted

Dual flight instruction in Hours: _____ (Min 8 hrs).

**Pilot in command flight experience on aeroplanes hours: _____ (Min 7 hrs).

** Includes General Skill Test hours when the result is a Pass.

Recommendation for General Skill Test - The Head of Training confirms that the applicant has completed the training required by the approved syllabus and recommends the applicant for the General Skill test.

The Head of Training confirms that the candidate has been trained according to the approved syllabus and assures the level of proficiency required.

Head of Training: _____ Licence Number: _____

Location & date: _____ Signature: _____

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Check form NPPL

Licence No.

General Skill test / Proficiency Check ^^^

PREPARATION FOR FLIGHT	Initials/ Date	Autorotation (H)	Initials/ Date
Weather suitability / NOTAM check		Autorotation from the hover (H)	
Aircraft documents check		Autorotation from height (H)	
Weight and performance calculation		FORCED LANDING WITHOUT POWER	
Fuel state		Checks & Procedure	
Pre-flight inspection		PRECAUTIONARY LANDING	
Booking out & airfield procedures		Checks & Procedure	
STARTING, TAXIING AND PRE-DEPARTURE CHECKS		OPERATION AT MINIMUM LEVEL	
Pre-start checks		Procedure	
Post-start checks		AERODROME JOINING	
Taxiing techniques and checks		Procedure and awareness	
Pre-departure / power checks		CIRCUIT JOINING PROCEDURES	
TAKE-OFF AND DEPARTURE		Standard join / ***Overhead join	
Pre-take-off checks (*vital actions)		APPROACH AND LANDING	
During and post-take-off checks		Pre-landing checks	
Normal take-off (A)(H) & Hover (H)		Glide approach and use of sideslip (A)	
Assessment of crosswind & crosswind take-off		Powered approach / ****Performance landing	
**Performance take-offs		Assessment of crosswind & crosswind landing	
Aerodrome departure procedures		Checks after landing	
NAVIGATION, ORIENTATION		Slope landing (H)	
Recognition of features		MISSED APPROACH & GO-AROUND	
Assessment of heading		Checks & Procedure	
GENERAL HANDLING		SIMULATED EMERGENCIES	
Climbing		Engine fire in the air/on the ground	
Straight and Level flight		Cabin fire in the air/on the ground	
Descending use of power, flap, spoiler (A)		^^Engine failure after take-off	
Descending use of power (H)		Other simulated emergencies	
Turning - Level			
Turning - Climbing		ENGINES AND SYSTEMS HANDLING	
Turning - Descending		Use and management throughout	
Turning at high angles of bank		AIRMANSHIP AND AWARENESS	
UNUSUAL ATTITUDES (A) (H)		Lookout	
Recovery from spiral dives (A) (H)		Positioning, restricted airspace, hazards, weather	
Recovery from steep climbing turns (A) (H)		Aerodrome discipline & procedures	
Recovery from the Vortex Ring (H)		ACTION AFTER FLIGHT	
STALLING (A)		Engine shut down	
Checks before stalling		Parking and security aircraft	
^Recovery at the incipient stage		Recording flight details	
Recovery from developed stall in straight flight			
Recovery from developed stall - In turning flight			
Recovery from developed stall - In approach configuration			

NOTES:

Aeroplane (A).

Helicopter (H).

*The Vital Actions may be carried out before start-up.

**Performance Take-off – Short or Soft Field take-off at Examiner’s discretion.

***Overhead join – A verbal description is acceptable.

****Powered Approach – Short or Soft Field approach at Examiner’s discretion (A).

^ Depends on aircraft – A verbal description may be acceptable.

^^ Simulated at a safe altitude.

^^^ Select items from list which require special attention

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**Result of General Skill test /
Proficiency check
Details and Result of the Check**

Licence No: _____

To be Completed by the Examiner/Instructor

Details of Check

Name of Applicant: _____

Initial General Skill Test Proficiency Check

Aircraft: _____ Flight School/Training Organisation: _____

A/C Registration No: 9H- _____

Place of Departure: _____ Destination: _____

Date of Check: _____ # of Landings: _____

Blocks Off: _____ Blocks On: _____ Block time: _____

Result of the test:

* delete as necessary

PASS*	FAIL*	PARTIAL PASS*
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I have been informed of the test result.

Signature of Applicant: _____

New Expiry date: _____

Examiner Remarks: _____

I hereby declare that I have established communication with the applicant without language barriers. I made the applicant aware of the consequences of providing incomplete, inaccurate or false information. I verified that the applicant complies with the qualification, training and experience requirements of the ANA. I confirm that all required manoeuvres and exercises have been completed, as well as the oral theoretical examination, where applicable and in compliance with the provision of the ANA. I also declare that I have reviewed and applied the national procedures and requirements of the applicant's competent authority.

Last and First Name of Examiner: _____ Examiner Certificate number: _____

Signature of Examiner: _____ Date of Signature: _____

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A. GENERAL

1. Applicants for a general skill test shall have received instruction in the same aircraft to be used in the test. All the flight training shall be conducted in the aircraft.
2. Failure to achieve a pass in all sections of the test in two attempts will require further training.
3. There is no limit to the number of general skill tests that may be attempted.

CONTENT OF THE TRAINING, SKILL TEST/PROFICIENCY CHECK

4. The syllabus, skill test and proficiency check may be reduced to give credit for previous experience on similar aircraft types.
5. Except in the case of skill tests for the issue of the NPPL, credit may be given for skill test items common to other types or variants where the pilots are qualified.

CONDUCT OF THE TEST/CHECK

6. The examiner may choose between different skill test or proficiency check scenarios containing simulated relevant operations.
7. During the proficiency check, the examiner shall verify that holders of the class or type rating maintain an adequate level of theoretical knowledge.
8. Should applicants choose to terminate a skill test for reasons considered inadequate by the examiner, they shall retake the entire skill test. If the test is terminated for reasons considered adequate by the examiner, only those sections not completed shall be tested in a further flight.
9. At the discretion of the examiner, any manoeuvre or procedure of the test may be repeated once by the applicants. The examiner may stop the test at any stage if it is considered that the applicants' demonstration of flying skill requires a complete retest.
10. Applicants shall be required to fly the aircraft from a position where the PIC functions, as relevant, can be performed. Under single-pilot conditions, the test shall be performed as if there was no other crew member present.
11. During pre-flight preparation for the test, applicants are required to determine power settings and speeds. Applicants shall indicate to the examiner the checks and duties carried out, including the identification of radio facilities. Checks shall be completed in accordance with the checklist for the aircraft on which the test is being taken. Performance data for take-off, approach and landing shall be calculated by applicants in compliance with the Pilot Operating Handbook.
12. The examiner shall take no part in the operation of the aircraft except where intervention is necessary in the interests of safety or to avoid unacceptable delay to other traffic.

B. Specific requirements for the aeroplane category

PASS MARKS

Applicants shall pass all sections of the skill test or proficiency check. Failure in any item of a section will cause applicants to fail the entire section. If they fail only one section, they shall repeat only that section. Failure in more than one section will require applicants to repeat the entire test or check. Failure in any section in the case of a retest or recheck, including those sections that have been passed on a previous attempt, will require applicants to repeat the entire test or check again.

FLIGHT TEST TOLERANCE

The applicant shall demonstrate the ability to:

- (a) operate the aeroplane within its limitations;
- (b) complete all manoeuvres with smoothness and accuracy;
- (c) exercise good judgement and airmanship;
- (d) apply aeronautical knowledge;
- (e) maintain control of the aeroplane at all times in such a manner that the successful outcome of a procedure or manoeuvre is always assured;
- (f) understand and apply crew coordination and incapacitation procedures, if applicable; and
- (g) communicate effectively with the other crew members, if applicable.

The following limits shall apply, corrected to make allowance for turbulent conditions and the handling qualities and performance of the aeroplane used:

Height: Normal flight $\pm 150\text{ft}$

Heading: $\pm 5^\circ$

Speed: Take-off and approach $\pm 15/-5$ knots
All other flight regimes ± 15 knots

**Appendix 1
Revalidation by Experience (A) & (H)
Complete if applicable**

Licence No:

To be Completed by the Examiner

Name of Applicant: _____

Annex I aircraft

I checked the applicant's logbook on _____ (date dd/mm/yyyy) and confirm that within the **12 months preceding the flight on the type of Annex I aircraft to be flown (example: 3 axis, weight shift, seaplane or other)**, the applicant completed at least:

(a) 6 hours of flight time (A), 4 hours of flight time (H), including

(b) 4 hours as PIC (A), 2 hours as PIC (H), and

(c) Refresher training of at least 1 hour of total flight time on each type with a Flight Examiner approved by TMCAD to fly the class/type

on _____ (date/s);

I have revalidated the applicant's licence and it is now valid until _____ (2 years)

Last and First Name of Examiner: _____

Examiner Licence number: _____

Signature of Examiner: _____ Date of Signature: _____

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Appendix 2

Licence/Medical No: *

Validation of foreign NPPL Aeroplane, Helicopter or Annex I Pilot Licences

To be completed by applicant

**For first Malta licence use number on Malta Medical certificate*

State of licence issue: _____

Flight Radiotelephony Operator Licence Practical test: Passed on: _____

English Language Proficiency: Level _____ (≥4) Valid until: _____

Five hours of local flight orientation training completed on: _____

May include the National Private Pilot Licence General Skill test if result is a PASS

General Skill Test passed on _____ (dd/mm/yyyy)

Total training hours:

Dual: _____

Student PIC/Solo: _____

After attaining licence

PIC: _____

and

Total Navigation _____ (including flight training)

I declare that the above information and personal details are correct to my knowledge and provided documentation.

Signature of Applicant: _____ Date of Signature: _____ (dd/mm/yyyy)

Appendix 3

Seaplane Rating

Licence/Medical No: *

To be completed by applicant

**For first Malta licence use number on Malta Medical certificate*

State of licence issue: _____

Flight Radiotelephony Operator Licence Practical test: Passed on _____

English Language Proficiency: Level: _____ (≥4) Valid until: _____

Five hours of Seaplane flight orientation training completed on: _____

May include the National Private Pilot Licence General Skill test if result is a PASS

General Skill Test passed on (if applicable) _____ (dd/mm/yyyy)

Total training hours:

Dual: _____

Student PIC/Solo: _____

I declare that the above information and personal details are correct to my knowledge and provided documentation.

Signature of Applicant: _____ Date of Signature: _____ (dd/mm/yyyy)

Submission Instructions

Send completed form to: **Personnel Licensing Section, Civil Aviation Directorate, Transport Malta, Malta Transport Centre, Pantar Road, Lija LJA 2021, Malta**

Respective Addenda have to be printed and completed if necessary.

Documents Required:

1. Copy of the Malta ID Card (both sides) or Passport
(Original has to be presented before licence is collected / Not required if the applicant already holds a Malta licence).
2. Copy of the Part-Medical Certificate
3. Log Book – All flight instruction etc. must be counter-signed by the instructor
4. Copy of Flight School Approval Certificate where instruction was given if not issued by TMCAD.
5. Copy of English Language Proficiency Certificate.

It is important to send all the documents to avoid a delay in the issue of the rating.

Transport Malta – Civil Aviation Directorate Bank Details:

Bank Name: Bank of Valletta
Bank Branch: Naxxar
Bank Address: 38, Triq tal-Labour, Naxxar NXR 9020
Bank's BIC Code: VALLMTMT
Sort Code: 22013
Account Holder: Transport Malta – Civil Aviation Directorate
Account No: 12000580013
IBAN No: MT13VALL 22013 0000 000 12000 5800 13

Fee: The applicable fee in the Malta Air Navigation Act / Scheme of Charges on the Transport Malta website has to be submitted with the application.

Queries: If you need additional information send an email to cadpel.tm@transport.gov.mt to the attention of **Personnel Licensing Section, Transport Malta Civil Aviation Directorate** - including your contact telephone number.

Send completed form to: cadpel.tm@transport.gov.mt

Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA2021 is the Data Controller for the purpose of the Data Protection Act CAP. 586 and General Data Protection Regulation (EU) 2016/679 (GDPR). This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. The information we collect and how we use it

- 1.1. From this application form Transport Malta collects different types of information which information is that required by Law and is used explicitly for your particular application. It is to be noted that if the required information is not provided the said application cannot be processed.
- 1.2. The primary purpose for collecting information is mainly to process the application for the service being applied for, however, your personal information may also be used for related purposes that amongst other include: sending notifications, renewal of licence/certificate after expiry period, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.

2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below:
 - Any third party offering assistance in providing the required service;
 - Any law enforcement body who may have any reasonable requirement to access your personal information;
 - Third party entities responsible for the data processing contracted by Transport Malta.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
 - a. the right for information;
 - b. the right to access;
 - c. the right to rectification;
 - d. the right to erasure;
 - e. the right to restrict processing;
 - f. the right to object to processing;
 - g. the right to data portability;
 - h. the right to complain to a supervisory authority; and
 - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

4. Retention period

- 4.1. Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.
- 4.2. Once the service related to your application is provided, we will retain your information for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the purpose indicated herein.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with applicable law.

6. Governing Law

All data collected in this form is processed in accordance with the Privacy Laws that include General Data Protection Regulation (EU) 2016/679 and Chapter 586 of the Laws of Malta (Data Protection Act).

7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to civil.aviation@transport.gov.mt