

# Examiner Assessment of Competence

issued under the Commission Regulation (EU) No 1178/2011 as amended



Transport Malta

## Civil Aviation Directorate

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**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 granted to 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.

**Send completed form to:** Transport Malta - CAD, Personnel Licensing Section, Pantar Road Lija, LJA 2021, Malta

## Examiner Assessment of Competence

Examiner Applicant.  
Licence Type/No.

### To be completed by Examiner Applicant

FE(A)    CRE(A)    CRE(A)+IR Revalidation/Renewal    SFE(A)    SFE(A)+IR Revalidation/Renewal  
 IRE(A)    FIE(A)    TRE(A)    Initial    Revalidation    Renewal    MP OPS    SP OPS

### Examiner under supervision

Last and First Name: \_\_\_\_\_

Date of Expiry of Examiner Certificate (If applicable): \_\_\_\_\_

**TM CAD Approved Examiner Course completed**    Initial Standardisation    Refresher Seminar  
(Attach copy of certificate and copy of approval of a competent authority)

Place: \_\_\_\_\_ Date of course: \_\_\_\_\_

Signature: \_\_\_\_\_ Date of Signature: \_\_\_\_\_

### To be completed by Inspector or Senior Examiner

Type of aeroplane: \_\_\_\_\_  aeroplane  simulator

Location \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Pilot 1** Function in crew:  PIC    CO-PILOT    Inspector / Senior Examiner as a Dummy Pilot

Last and First Name: \_\_\_\_\_

Licence Number: \_\_\_\_\_ Type of test or check: \_\_\_\_\_

**Pilot 2** Function in crew:  PIC    CO-PILOT

Last and First Name: \_\_\_\_\_

Licence Number: \_\_\_\_\_ Type of test or check: \_\_\_\_\_

Departure/ Location: \_\_\_\_\_ Destination: \_\_\_\_\_ FSTD/ Type of Aeroplane: \_\_\_\_\_ FSTD ID / A/C Registration No: \_\_\_\_\_

Block On: \_\_\_\_\_ Block Off: \_\_\_\_\_ Block time: \_\_\_\_\_ # of Landings \_\_\_\_\_

Name of Inspector / Senior Examiner: \_\_\_\_\_

# Examiners assessment of competence

Examiner Licence No.

**To be completed by a CAD-TM Inspector or a Senior Examiner authorised by CAD-TM**

**1) Briefing of candidate**  Satisfactory  Unsatisfactory

Remarks

**2) Maintaining necessary level of communication with candidate**  Satisfactory  Unsatisfactory

Remarks

**3) Assessment**  Satisfactory  Unsatisfactory

Remarks

**4) Debriefing**  Satisfactory  Unsatisfactory

Remarks

**5) Recording and Documentation**  Satisfactory  Unsatisfactory

Remarks

**6) Knowledge of regulatory requirements associated with examiner function**  Satisfactory  Unsatisfactory

Remarks

**7) General**  Satisfactory  Unsatisfactory

Remarks *(Add additional pages as required)*

I, being an inspector/senior examiner authorised by Transport Malta Civil Aviation Directorate certify that the applicant has conducted under my supervision the conduct of a skill test, or proficiency check in the examiner role for which privileges are sought, including briefing, conduct of the skill test, proficiency check or assessment of competence, and assessment of the person to whom the test, check or assessment is given, debriefing and recording documentation

Result of the test:

**PASS\***     
  **FAIL\***     
 \* delete as necessary

Applicant's Signature:

Revalidation New Expiry date: \_\_\_\_\_

**Inspector/Examiner**

Last and First Name \_\_\_\_\_ Certificate number \_\_\_\_\_

Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

## Guidance

### 1) Briefing of candidate

- the objective of the flight;
- licensing checks, as necessary;
- freedom for the 'candidate' to ask questions;
- operating procedures to be followed (e.g. operators manual);
- weather assessment;
- operating capacity of 'candidate' and examiner;
- aims to be identified by 'candidate';
- simulated weather assumptions (e.g. icing and cloud base);
- use of screens (if applicable);
- contents of exercise to be performed;
- agreed speed and handling parameters (e.g. V-speeds, bank angle, approach minima);
- use of R/T;
- respective roles of 'candidate' and examiner (e.g. during emergency);
- administrative procedures (e.g. submission of flight plan).
- *Mass and Balance*
- *Simulator Differences*
- *Simulator unserviceability during exercise*
- *Use of A/P, F/D – manual flying requirements*
- *Task Sharing*

### 2) Maintaining necessary level of communication with candidate

- involvement of examiner in a MP operating environment;
- the need to give the 'candidate' precise instructions;
- responsibility for safe conduct of the flight;
- intervention by examiner, when necessary;
- use of screens;
- liaison with ATC and the need for concise, easily understood intentions;
- prompting the 'candidate' about required sequence of events (e.g. go-around);
- keeping brief, factual and unobtrusive notes.
- *Plan flight in real time*
- *Assessing technical/operational knowledge as well as handling skills*
- *Observing CRM skills, command authority, setting priorities, decision making, backup by non-flying pilot etc.*
- *Maintain role as examiner, providing ATC, cabin crew, maintenance as necessary otherwise does not interfere.*
- *Method of dealing with crew who are obviously having problems and situation worsening.*

### 3) Assessment

- The examiner applicant should refer to the flight test tolerances given in the relevant skill test
- Attention to questions from the 'candidate';
- give results of the test and any sections failed;
- give reasons for failure.

### 4) Debriefing

- Ability to conduct a fair, unbiased debriefing of the 'candidate' based on identifiable factual items, balance between friendliness and firmness
- advise the candidate on how to avoid or correct mistakes;
- mention any other points of criticism noted;
- give any advice considered helpful
- *Short and to the point*
- *No need to recap on everything that happened*
- *Pick at most six or seven salient points, both positive and negative. Discuss how and why and indicate how performance can be improved.*

### 5) Recording and Documentation

Ability to complete relevant records correctly:

- the relevant test or check form;
- licence entry;
- notification of failure form;
- relevant company forms where the examiner has privileges of conducting operator proficiency checks

### 6) Knowledge of regulatory requirements associated with examiner function

The examiner applicant should demonstrate to the inspector a satisfactory knowledge of the regulatory requirements associated with the function of an examiner

### 7) General

- Personality
- Situation awareness
- Technical knowledge
- Leadership
- Managerial skills
- Decision Making

## 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](mailto: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](mailto:dataprotection.tm@transport.gov.mt)

### 8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to [cadpel.tm@transport.gov.mt](mailto:cadpel.tm@transport.gov.mt).